



Data Collection Protocol Template

IRC Research Toolkit

1) Justification for Research

- *Provide a short paragraph on the rationale for the research study. How do we expect it to have impact on the lives of the people that we serve and broader policy influence? Does the organization have a niche on this topic?*

2) Research Questions

- *Present the main research questions.*

3) Research Methods

- *Provide an overview of research methods.*

4) Study Population and Sampling

- *Describe the relevant study population.*
- *Describe the sampling strategy and sample size.*

5) Questionnaire(s) and other data collection tools

- *Describe main topic areas /constructs/scales covered by the questionnaire / tools.*
- *Piloting of tools: Describe pilot exercise, sample strategy & size, and who will lead pilot data collection.*
- *Explain process for debriefing pilot and reviewing tools and data collection implementation process.*
- *Describe tool translation and back-translation process.*

6) Team composition

- *Describe the team. Are they staff? Short-term hires?*
- *Describe number of team and team members, and roles and responsibilities [For example, who will be the interviewers, translators, note-takers?].*

7) Deployment Schedule

- *Describe how the survey teams will be deployed (whether assigned to districts, randomly assigned, etc.).*
- *Describe the number of units (households/individuals/communities/facilities, etc) that each enumerator will be expected to visit per day.*

8) Site Visit Strategy

- Describe whether & how the community leaders and members will be informed of the data collection ahead of time. If not, explain why.
- Provide basic security protocol (receive green light before leaving, regular radio checks, what to do in case of accident or other incident).
- Describe sampling strategy.
- Define whether the respondent will be the head of the household, a random family members, etc. What are the criteria for respondent selection?
- Provide details on what enumerators are expected to do if i) the respondent is not at the house; ii) the respondent refuses to be surveyed.
- Provide details on actions to take if a respondent reports a protection issue.
- If relevant, define a high-risk protocol and referral pathways to support respondents at risk of harm to themselves or others.
- Describe daily and weekly check-ins and survey counts/collation.
- Describe back-check procedures, if relevant.

9) Data Reception, Verification and Storage

- Describe how the data will be sent and compiled.
- For electronic data, describe how often the data will be uploaded and compiled.
- For paper-based data, describe how often the surveys will be collated and sent to a central location.
- If using qualitative data, describe transcription and translation process.
- Describe who is responsible to clean and validate data, and at what frequency.
 - [To ensure data quality, it is recommended to hold daily meetings between the field workers and the supervisors to review the data collection process, to check data completeness and to resolve any logistical or methodological issues.]
- If using paper data, describe double-entry and error checking process.
- Describe basic steps of data verification. J-PAL recommends checking the following in their high-frequency checks for electronic data collection:
 - Each respondent should have a unique identifying ID
 - All other IDs that should be unique are unique
 - No duplicate respondents are found
 - All questionnaires are completed
 - Missing values are checked
 - Skip patterns are checked
 - Check that no variable has only a single distinct value
 - Look for numbers and patterns of “Don’t Know” responses
 - Check that no variable has distribution at the extremes of rating scales.
- Describe data filing and protection system, including non-disclosure agreements for data entry and cleaning staff.