**Instructions:**

*This template is to be used as a guide. You may use a different format, order, or add additional information as needed.* ***Information provided in this template is intended to be a prompt, if something does not apply to your study, delete it.***

*Use good version control of your document as you make edits. Keep an electronic copy of your final draft. You will need to modify this copy when making future changes.*

***Delete all instructional text*** *from the final copy, indicated by italics.*

**Project Title:** *<Include full protocol title as listed in the IRB application forms>*

**Faculty Member Lead:** *<Include the faculty member’s name providing supervision for this project.>*

**Student Project Lead:** *<If this is a student project, include the student’s name.>*

**Site of Project:** <*Include locations where the project will be conducted. If outside the TAMU-CC campus, a letter of support to conduct the project is required.>*

**Project Objectives: <**Describe the purpose, specific aims or objectives as concise as possible. If multiple aims, number then and include them all.

<Example: Clinic X has implemented a diabetes education program across its campuses based on recently published best practice guidelines. This project will use the diabetes self-management questionnaire (DSMQ) as an assessment tool to measure whether the implemented diabetes education program is meeting its goal to increase diabetes knowledge.>

This project is aimed at:

Assessing and ensuring compliance with a standard or regulation: *<state regulation or standard>*

Monitoring a process to see if it is reaching a target or measurable goal or monitoring performed to meet requirements by a regulatory or accrediting body: *<state goal to be measured>*

Implementing a practice to improve the quality of patient care: *<state the practice to be implemented>*

Collecting patient or provider data regarding the implementation of the practice for clinical, practical or administrative purposes

Measuring and reporting provider performance data for clinical, practical, or administrative uses: *<state the performance metric to be measured>*

**Evidence-based Literature Review: <** What does current literate say about the topic? Be sure to highlight research evidence to support the process/policy being reviewed.>

**Project Methods:** Describe the project plan.

* Describe sites or locations where the project will happen.
* Describe what processes will occur to accomplish objectives.
* Describe the source records that will be used to collect data about subjects. Provide a copy of all surveys, scripts, data collection forms.

Example: Clinic X currently conducts diabetes education classes on their campus located at <address> every month. A flyer will be handed out during the diabetes education class to invite participates to fill out the diabetes self-management questionnaire (DSMQ) online after completing the class. Data collected from the diabetes self-management questionnaire (DSMQ) will be analyzed.

Participants will be provided a link to a survey. The survey will be accompanied by an information sheet that describes the purpose of the data to be collected, what data will be collected, confidentiality protections and the voluntary nature of the survey.

No individual identifiers will be recorded. All surveys will be kept in a separate locked file cabinet and maintained secured. The data will be provided to the clinic upon completion.>

**Study Statistical Considerations:**

* Describe and explain the project’s primary and secondary endpoints.
* Describe the data analysis plan, including any statistical procedures.
* Provide a power analysis.
* Specify any confounding variables for which it is anticipated adjustment will be made. Explain how missing data and outliers, will be handled in the analyses.

**Project Outcome:**

* Describe project outputs, i.e. report will be delivered to City Council or clinic leadership

Example: Findings from the data will be presented to clinic administration and staff. The outcome of this project will be to provide a report to Clinic X Diabetes Clinic leadership on the success of the diabetes education program in increasing diabetes knowledge for those that participated.

**Project time-lines**:

* Estimated date to complete this study.

References

* *Provide the citations for all publications and presentations referenced in the text of the protocol.*