APPENDIX 4. RAPID QUALITATIVE PROTOCOL (TEMPLATE)

Title: Provide the title for the rapid qualitative approach.

Principal investigators: Identify the key people responsible for the adaptive learning approach.

Background: Write a brief paragraph summarizing the findings of the desk review. Highlight what is already known about the problem and the existing gaps.

Objectives: State the general objectives of the qualitative data collection (the objectives should correspond to the study design and methodology).

Key questions to be answered: Specify each of the key questions that will be answered.

Study design:

- State where data collection will take place: at the district, subdistrict, and community levels.
- Describe the planned data collection methods.
- Identify the study population (by age, gender, and other characteristics).
- State the sample size for each population group. Recommendations for sample size are included with each data collection method two-pager.
- Define the eligibility requirements for participants; and state how will they be recruited and selected.

Data management and analysis plan:

- Describe the plan to document notes during data collection. If possible, one person should take notes while the other facilitates the data collection. This will allow the notetaker to focus and capture key information, including observations of the participants' reactions to questions or nonverbal cues.
- Describe how will data be processed and analyzed.

Fieldwork logistics: All the steps during the fieldwork component should be described. Be sure to state what will be done, when, how, and by whom.

- Consider whether data collection needs to be planned independently or could be combined with other planned activities, such as another mass drug administration, survey, data quality assessment, or community sensitization activity in the same area.

Ethical considerations: Ethical issues should be specified, such as risks to the participants. If the research is intended to improve a public health program, ethical approval may not be required, but check on country-specific requirements. If you intend to publish, ethical approval is likely necessary.

Timetable: Clearly identify when specific stages (preparations, pre-testing, data collection, analysis, and prioritization of recommendations) will occur.

Budget: Include detailed costs that correspond to the time plan. Suggested budget line items to consider are included in each method two-pager.

References: Reference all materials used to develop the protocol (if applicable).

Attachments: Attach data collection instruments and consent forms.