The following checklist summarizes QAPP requirements for projects involving application of social science or qualitative studies. More comprehensive guidance on developing QAPPs for research projects is provided in the EPA/240/R-02/009 report titled “Guidance for Quality Assurance Project Plans ([EPA QA/G-5](https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf)).” The completed checklist will be entered into QA Track with the approved QAPP by the QA Manager when final.

## B.1 EXPERIMENTAL DESIGN

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **Requirement** | **Notes** |
|  |  |  | Describe the approaches or perspectives used or assessed in the study (i.e., observer, participant observer, interviews, focus groups). |  |
|  |  |  | Describe the process for an event that is held to support data collection for the study. |  |
|  |  |  | Discussion of how approaches and events will address research objectives. |  |
|  |  |  | Describe the design that will be used (i.e., purposive, quota, snowball, etc.). |  |

## B.2 DATA COLLECTION

| **Yes** | **No** | **N/A** | **Requirement** | **Notes** |
| --- | --- | --- | --- | --- |
|  |  |  | Describe the specifics of methods: locations, time of year, responsibilities of participants, interview or discussion guides. |  |
|  |  |  | Describe the types of observations that will be made. |  |
|  |  |  | Describe materials that will be included in any packets distributed to participants in the course of an event supporting the study? |  |
|  |  |  | Describe the preparation for any of the observer events, in-depth interviews or focus groups? |  |
|  |  |  | Describe how you will maintain confidentiality for chosen data collection method. |  |
|  |  |  | Describe procedures for documenting and preserving interview or participant/observer data gathered at an event. |  |
|  |  |  | Describe how coding (e.g. to assign anonymous codes to interviewees) will be standardized. |  |

## B.3 DATA INTEGRITY

| **Yes** | **No** | **N/A** | **Requirement** | **Notes** |
| --- | --- | --- | --- | --- |
|  |  |  | If audio and/or visual recording equipment is used to document and otherwise collect data, describe how recording equipment (e.g., for interviews to maintain anonymity of an interview subject) will be verified to be working correctly, and properly set up for interviews. |  |
|  |  |  | Describe how recording equipment will be monitored during interviews to ensure proper operation. |  |
|  |  |  | Describe steps to be taken with response or technical issues related to observations/interviews/focus groups if participant does not want to complete the interview. |  |
|  |  |  | Describe steps to be taken with response or technical issues related to observations/interviews/focus groups if participant knows little about topic at hand. |  |
|  |  |  | Describe steps to be taken with response or technical issues related to observations/interviews/focus groups if audio equipment fails. |  |
|  |  |  | Describe steps to be taken with response or technical issues related to observations/interviews/focus groups to ensure integrity of any video-audio recording. |  |
|  |  |  | Describe steps to be taken with response or technical issues related to observations/interviews/focus groups to ensure verification and accuracy of any audio recording transcriptions. |  |
|  |  |  | Describe steps to be taken with response or technical issues related to observations/interviews/focus groups to ensure traceability of field notes, video-audio recordings, computer files. |  |
|  |  |  | Describe steps to be taken with response or technical issues related to observations/interviews/focus groups to address the potential for bias in sampling methods. |  |
|  |  |  | Describe the decision rules for treating outliers and aggregating data. |  |

## B.4 DATA MANAGEMENT

| **Yes** | **No** | **N/A** | **Requirement** | **Notes** |
| --- | --- | --- | --- | --- |
|  |  |  | Describe the planned method for the assessment of data collected. |  |
|  |  |  | For Participant Observation studies, describe the information to be collected in field notes and whether this information is collected on data sheets or in field notebooks. |  |
|  |  |  | For Participant Observation studies, describe the process for expanding the notes, especially the time frames from the note collection. |  |
|  |  |  | For Participant Observation studies, describe the identification scheme that links the notes in the field notebook with the expanded version. |  |
|  |  |  | For In-depth Interviews, describe the process for coding interview content. |  |
|  |  |  | For In-depth Interviews, describe the types of information to be collected in field notes and whether this information is collected on data sheets or in field notebooks. |  |
|  |  |  | For In-depth Interviews, describe the process for expanding the notes, especially the time frames from the note collection |  |
|  |  |  | For In-depth Interviews, describe the identification scheme that links the notes in the field notebook with the expanded version. |  |
|  |  |  | For Focus Groups, describe the process for coding interview content. |  |
|  |  |  | For Focus Groups, describe the types of information to be collected in field notes and whether this information is collected on data sheets or in field notebooks. |  |
|  |  |  | For Focus Groups, describe the process for expanding the notes, especially the time frames from the note collection. |  |
|  |  |  | For Focus Groups, describe the identification scheme that links the notes in the field notebook with the expanded version. |  |
|  |  |  | Describe any quantitative treatments of data, the mathematical and statistical procedures, and the reference and version on any statistical software that will be used (include in this description procedures that will identify, for example, outliers, goodness of fit, transformations, etc.). |  |

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