Research Protocol – Template

*To assist you, a Research Protocol template is provided here. You should follow it closely filling in the <details relevant to your project>.*

1. **Project** **Title**: e.g., “Interviews and Observations of <kind of potential users to be studied>”.

2. **Investigators**: Names and email addresses of all members of the team.

3. **Purpose**: The purpose of our research is to understand <a few words describing the potential users> to help us derive requirements for the design of novel interactive computational media that are intended to be useful to <these potential users>. A brief description of our design problem is: <one- or two-sentence description of the studied problem>

4. **Process to be followed**: We will brief the participants about the purpose of the study, explain the consent form to them, and ensure that they sign the consent form. We will then engage the participants in <process to be used, for example, an hour-long, semi-structured interview>. We will also, with their permission, make observations as follows: <description of observation procedures to be used and the workplace or living space or environment in which the study will be conducted>.

5. **Participant selection:** Participants will be chosen from <kind of potential users to be studied>. They will be identified via <process to be followed> and selected according to <basis or criteria to be used>. In general, they will be characterized by <characteristics such as age, gender, occupation, industry, geographic location, etc.>.

6. **Relationships**: Our relationship to the participants may be described as follows: <description of relationship, which may be no relationship>.

7. **Risk and benefit:** There will be minimal risk to the participants, for example that they feel that they have wasted their time. The only benefit will be to contribute to the education of the investigators. Participants are free to withdraw before or at any time during the study without the need to give any explanation.

8. **Consent details**: We will brief the participants about the purpose of the study, and explain the **attached consent form** to them, and ensure that they consent to participate and sign the consent form.

9. **Compensation**: Participants will receive no compensation.

10. **Information sought:** The information to be sought is described in the attached <whatever research instrument will be used, such as a protocol for asking questions in a semi-structured interview>.

11. **Confidentiality**: Information will be kept confidential by the investigators. Names or other identifying or identified information will not be kept with the data. The only other use will be to include excerpts or copies in the assignment submitted, but names and other identifying or identified information will not be submitted.

Consent Form – Template

*To assist you, a Consent Form template is provided here. You should follow it closely filling in the <details relevant to your project>.*

**Consent Form: <Title of Study>**

I hereby consent to participate in a research study conducted by <names of investigators> for an assignment in University of Toronto Computer Science 318, *Design of Interactive Computational Media*.

I agree to participate in this study, the purpose of which is <description of the purpose of the study>.

I understand that

* The procedures to be used are <description of your procedures>.
* I will receive <no compensation / compensation details> for my participation.
* I am free to withdraw before or any time during the study without the need to give any explanation.
* All materials and results will be kept confidential, and, in particular, that my name and any identifying or identified information will not be associated with the data.

**PARTICIPANT**

Name (please print)

Signature

Date

**INVESTIGATOR(s)**

Name Signature