

QUALITATIVE RESEARCH PROJECT PROPOSAL CHECKLIST

For qualitative studies or studies that include qualitative components, please refer to the study design checklist below for items you may want to consider clarifying in the methods section of your proposal.

This list has been adapted from the [COnsolidated Criteria for REporting Qualitative Research \(COREQ\) Checklist*](#)

THEORETICAL FRAMEWORK

Methodological orientation and Theory	What is the methodological orientation that underpins the study? e.g. grounded theory, discourse analysis, ethnography, phenomenology, content analysis
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PARTICIPANT SELECTION

Sampling	How will participants be selected? e.g. purposive, convenience, consecutive, snowball
Description of sample	What are the important characteristics of the sample? Who are you targeting for inclusion in the study and why?
Method of approach	How will study participants be approached? e.g. face-to-face, telephone, mail, email
Sample size	How many participants are anticipated being included in the study?

SETTING

Setting of data collection	Where will the data be collected? e.g. home, clinic, workplace
Presence of nonparticipants	Who will be present during the data collection activities? Anyone besides the participants and researchers?

DATA COLLECTION AND ANALYSIS

Interview guide	What questions will you ask? Can you provide a full question guide, including prompts and guides? Has the interview guide been pilot tested? Or will it be?
Data recording	How will the qualitative data be recorded? e.g. audio recording, video recording, note taking, forms?
Field notes	Will field notes be made? Will they be included for data analysis purposes?
Duration	What is the anticipated duration of the interviews or focus group discussions?
Member checking	Do you anticipate returning data or results to participants for accuracy and/or validation purposes?

* Tong A, Sainsbury P, Craig J. Consolidated criteria for reporting qualitative research (COREQ): a 32-item checklist for interviews and focus groups. *Int J Qual Heal Care.* 2007;19: 349–357.