

FACT

FORTIFICATION ASSESSMENT COVERAGE TOOLKIT (FACT) RESEARCH PROTOCOL TEMPLATE

This document provides a template for a standard FACT survey research protocol.

This document lists the sections and information that must be included in a research protocol.

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1 Background

1.1 Introduction

- Describe the nutrition situation in the country of study, the background and status of food fortification in the country, and existing monitoring and/or evaluation data on the fortification program.
- Provide a brief description of what a FACT survey is and what data it collects (highlighting the relevant component(s) being implemented—i.e., market and/or household).

1.2 Rationale

- Provide the rationale for the proposed survey: What information gaps exist? Why is a survey needed? Why is a FACT survey in particular needed?

2 Objectives

2.1 General objective

- List the general objective of the survey in the country of study.

2.2 Specific objectives

- List the specific objectives of the survey in the country of study.

3 Methodology

3.1 Market assessment (if applicable)

3.1.1 Study design and population

- Define the general study design and target population, including the geographic scope.

3.1.2 Sampling strategy and sample size

- Describe the sampling strategy, including the following:
 - the sampling approach (Of what population is the survey designed to be representative? How many stages of sampling will be employed? What stratification will be used? How will the sample be drawn at each stage of selection? etc.);
 - the sample frames to be used at all stages of selection;
 - the sample size determination; and
 - the level of disaggregation sought for the key indicators.

3.1.3 Questionnaire adaptation, pre-testing, and translation

- Describe how the questionnaires will be developed, including plans for adaptation, pre-testing, and translation.

3.1.4 Recruitment and training

- Describe the plan for recruiting and training data collectors (length of training, methodology, content, trainers, and pilot).

3.1.5 Data collection

- Describe the data collection model, including the proposed number, size, and structure of teams and the duration of fieldwork.

- Describe what data will be collected and from whom and how the questionnaires will be administered (on paper or using computer-assisted personal interviewing [CAPI]).
- Describe the protocol for collecting, storing, and shipping the food samples.

3.1.6 Quality assurance

- Describe the protocol for data quality assurance during data collection: What are the different levels of quality control? Who is responsible for assuring the quality of the data and how?

3.2 Household assessment (if applicable)

3.2.1 Study design and population

- Define the general study design and target population, including the geographic scope.

3.2.2 Sampling strategy and sample size

- Describe the sampling strategy, including the following:
 - the sampling approach (Of what population is the survey designed to be representative? How many stages of sampling will be employed? What stratification will be used? How will the sample be drawn at each stage of selection? etc.);
 - the sample frames to be used at all stages of selection;
 - the sample size determination; and
 - the level of disaggregation sought for the key indicators.

3.2.3 Questionnaire adaptation, pre-testing, and translation

- Describe how the questionnaires will be developed, including plans for adaptation, pre-testing, and translation.

3.2.4 Recruitment and training

- Describe the plan for recruiting and training data collectors (length of training, methodology, content, trainers, and pilot).

3.2.5 Data collection

- Describe the data collection model, including the proposed number, size, and structure of teams and the duration of fieldwork.
- Describe what data will be collected and from whom and how the questionnaires will be administered (on paper or using CAPI).

3.2.6 Quality assurance

- Describe the protocol for data quality assurance during data collection: What are the different levels of quality control? Who is responsible for assuring the quality of the data and how?

3.3 Ethical considerations

- Provide details on what ethics approvals and other authorizations will be obtained before data collection.
- Describe the measures that will be put in place to ensure adherence to research ethics concerning the collection of primary data from human subjects.

4 Data management and analyses

4.1 Data processing and storage

- Describe the protocol for receiving the data from the field; entering the data (if applicable); and cleaning, editing, and storing the data.

4.2 Data analysis

- Describe in brief the plan for analyzing the data.

4.3 Data archiving

- Describe the plan for documenting the survey and the data and archiving it for future research.

5 Dissemination

- Describe the plan for disseminating the survey results among the stakeholders and the wider public.
- Specify whether the data and associated documentation will be made publicly available.

6 Budget (if applicable)

- Provide the survey costs and source of funds, if required by the research ethics committee.

7 Work plan

- Provide a tentative timetable for all survey activities, from planning and design to dissemination and data archiving.

References

Annex: Additional material

Enclose other documents as needed. Examples of documents that are often requested by stakeholders and research ethics committees include draft questionnaires and consent forms.