Add Your Project Title Here

IRB-SBS Approval # [*Add Protocol # Here*]
IRB-SBS Approval Date: *Add Date Approved Here*

Principal Investigator

Name: *Provide your information here.*
ORCID: *ORCID is a free persistent identifier (PID); to get yours, see* https://orcid.org/
Institution:
Address:
Email:
Contribution: *You might consider using the Contributor Role Taxonomy (CRediT;* https://credit.niso.org/*) as a guide here.*

Research Team

Provide the following for all members of your research team.
Name:
ORCID:
Institution:
Email:
Contribution: *You might consider using the Contributor Role Taxonomy (CRediT;* https://credit.niso.org/*) as a guide here.*

Course of Interest

Provide your course name and mnemonic (e.g., PSYC 5500: The Power of Play) as relevant.

Funding Sources

Document any funding sources here.

Study Description

Provide your study description (e.g., from your IRB) here.

Research Questions

Provide your research question(s) here.

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Data Sources and Instrumentation

Complete the table below.

Data Source	Data Type	Date(s) Collected	# Usable Participants
e.g., Interviews	*Qualitative*	*4/27/23 – 5/1/23*	*6*

Data Source Descriptions

- **Data Source 1.** *Describe each data source. What is it? What does it include?*
- **Data Source 2.** *Describe each data source. What is it? What does it include?*
- ***Etc.***

Instruments

- **Instrument 1.** *Describe each instrument. What is it? What does it include? Where can the instrument/protocol/etc. be found? What are relevant citations? Etc.*
- **Instrument 2.** *Describe each instrument. What is it? What does it include? Where can the instrument/protocol/etc. be found? What are relevant citations? Etc.*
- ***Etc.***

Data Collection Summary

Recruitment and Consent: *Describe who recruited and consented your students, how and when.*

Changes to Data Collection: *Note any changes made to your plan for data collection and why (e.g., Did you decide to use interviews instead of focus groups? Why? Did you add questions to a survey from one semester to the next? Why? Etc.)*

Participants

Enrolled Students: *Provide the number of students enrolled in the course.*

Complete the table below.

Data Source	# Usable Participants
e.g., Interviews	*6*

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Data Management

Storage Location: *Indicate where your SoTL materials are stored and include links.*

File Naming Convention: *Your file names should be consistent, avoid spaces and special characters, and clearly describe the file's contents without vague terms. Including dates (e.g., YYYYMMDD) is valuable for files that change over time (e.g., data files). With these tips in mind, establish your file naming convention and document it here.*

Version Control: *Version control helps you track changes to a file over time and revert to previous versions if necessary. This can be done manually (e.g., a new file each time, with the date in the file name) or automatically in version control software or file-sharing platforms (e.g., Git, Box, Open Science Framework, etc.). Describe your approach to version control here.*

Files: *Provide a list of all folders and the files contained within them – this section should make clear your organization and what files you have related to your project. Consider adding a few-word summary of each file if that would be helpful in remembering what it contains. For example:*

> *Recruitment and Consent Materials*
> - *7777_SoTL Consent Slide.pptx*
>   - *PPT slide with QR code and short link to consent form*
> - *7777_Consent Form Qualtrics Export_20251231.xlsx*
>   - *Excel file exported from Qualtrics with student consent information*
> - *7777_Participant Key_Taggart_Last Updated 20251231*
>   - *Excel file maintaining link between participants and their IDs*
>
> *Worksheets*
> - *7777_Worksheet 1 Developing a SoTL Research Question*
>   - *Word Doc where RQ was developed during SoTL Institute*
>
> *Etc.*

Data Analysis

Describe your data analysis process: who conducted the analysis, when they did so, and what the process was. Be sure to include any data dictionaries, codebooks, etc. with clear information about how they were developed, revised, etc. You may consider adding subheading to indicate a particular aspect of your data analysis (e.g., Qualitative Interview Data Analysis). You may choose to include the results of preliminary analyses as well.

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Literature Review

Make note of your literature review in any ways that might be helpful to you—particular keywords or search strings that were valuable, key articles that you want to be sure to read, etc. You might also note where you have your relevant readings saved (e.g., a specific Zotero folder).