Syllabus: PA 5041
Qualitative Methods for Policy Analysts (4 credits)
Hubert H. Humphrey Institute of Public Affairs
University of Minnesota

Lecture: Mondays and Wednesdays 8:15-9:30 pm, CLASS ROOM HHH 35
Lab: Monday 11:15-12:30, LAB ROOM HHH 85 only when denoted

Professor: Greta Friedemann-Sánchez, denoted by “GFS” in syllabus
Office: Humphrey Center 267
Office Hours: Mondays from 12:30-1:30 pm, and Tuesdays from 11:30am-12:30pm
Email: gfs@umn.edu
612-625-4747

Teaching Assistant: Claire Psarouthakis, denoted as “CKP” in syllabus
Office Hours:
Email: psaro001@umn.edu

Overview
This 4 credit class is designed to introduce students to qualitative research design, data collection, and analysis. It provides students with first-hand experience in designing, gathering and analyzing qualitative data. The course is an introduction because one semester is insufficient time to design and conduct a full study, or to fully master the various qualitative methods.

The class involves two weekly class sessions that consist of lectures, discussion, presentations, and practical training. The course also includes a weekly 75-minute lab to workshop the different components involved in research design. In the labs students will also learn to analyze data using NVivo software.

Learning objectives
By the end of the course, students should be able to:
● Navigate the ethical and practical challenges of research with human subjects.
● Determine when to use qualitative methodology.
● Develop strong qualitative research design skills.
● Design questions and protocols appropriate to each method.
● Gather qualitative data via primary source documents and human subjects research.
● Deploy a variety of interviewing techniques.
● Use basic techniques to analyze data using NVivo qualitative data analysis software.

This is a 4 credit class, expect and plan to spend more time in class doing readings, and preparing research materials. The class is designed to give you the basic tools to run a research study from beginning to end.

Course Readings
Required readings are listed below by class and lab session. All readings are available through download on the course web site on Moodle. We will ask questions about the readings in class. Evidence of completion and reflection on the readings is an important factor in the participation grade.

Notes on Using NVivo Software:
NVivo software is available on all student computers in HHH Labs 80 and 85 and HHH 40. For troubleshooting related to lab computers, contact OIT 1-HELP (612-301-4357) or email help@umn.edu. For troubleshooting related to the NVivo software program, you can use the following resources: QSR International Forum http://forums.qsrinternational.com/; QSR International YouTube channel http://www.youtube.com/user/QSRInternational?feature=watch; and the “Help” function found within the software itself. Please first consult these resources before contacting course instructor with questions.

Purchasing NVivo Software:
NVivo 11 software is available on all student computers in HHH Labs 80 and 85 and HHH 40 and students are NOT required to purchase the software. However, NVivo 11 software is made available for purchase and installation on your personal computer through the University of Minnesota’s Office of Information Technology website: http://www.oit.umn.edu/technology-products/software/nvivo.html. The cost is $120 for a one-year license. A 30-day free trial of NVivo 10 is available from the QSR International website at http://www.qsrinternational.com/products_free-trial-software.aspx. There is also “NVivo 11 Semester” available to students for a six-month period for $80. More information about this and other pricing options is available at http://www.qsrinternational.com/quick-order_listing.aspx.

Office Hours
Office hours with Professor Friedemann-Sánchez will be Mondays from 12:30-1:30 pm, and Tuesdays from 11:30am-12:30pm. To sign-up for office hours, go to Professor Friedemann-Sánchez’s office, room 267 and select a time slot. Office hours will be broken-up into 15-minute time slots, and you can sign-up two weeks in advance.

Office hours with Claire Psarouthakis will be Wednesdays from 4-5pm, and Thursdays 2-3pm. You do not need to sign up for office hours with Marta, however please let her know ahead of time if you know you will be coming. Pop-in’s always welcome.

Communication
I do respond to email and do it in a timely way most of the time. However, my preference is to communicate with students by phone or in person. If my office hours do not work we can find an alternative time.

This is a 4 credit course, therefore you are expected to spend more time reading, doing assignments and in class than you would if this were a 3 credit class. Please plan accordingly.

Grading
Your final grade will be based on the following:
1. **Class Participation (15 points):** Elements of class participation include speaking during class and lab sessions. Being physically present, listening to others, and doing the readings is fundamental to successfully taking any course. Missing and arriving late will lower your participation grade. We will be discussing the readings and material presented during class so that you can deepen your understanding of the subject. Active participation is graded and it includes commenting on readings, asking questions, agreeing or disagreeing with readings, professor or colleagues. Do participate, do not expect other students to “cover the crater of silence,” and if you don’t understand the material, say so, please. If you have a question: ask! Do not doubt yourself: participate! The material is engaging: participate! Engaging is to make and re-make the world: participate!

A note on attendance: Missing classes and/or being late regularly will lower the ability to understand the material in depth and your ability to participate. This is a course designed for you and on your behalf. Take full advantage of it. Attendance at class and lab sessions is important in graduate school, but in Qualitative Methods it takes on added significance because we will be planning and carrying out a research project. **Missing a class will likely mean missing a crucial step in the research training and feedback. Neither instructor will go over material covered during class or lab due to a missed session.** Late arrivals are very disruptive, please be on time.

2. **Discussion Board: 15 points** To inspire timely reading of the articles and to help you think about what they are reading, a very short commentary on the readings for the week is required. The posting should not summarize the readings but rather explore why an idea is important or relevant. For instance you can recreate an issue brought up in the readings, or connect two conflicting arguments that the readings bring up, or comment on how the readings dialogue with each other. If you have a question on the readings, this is the ideal place to write it. GFS and CKP will read all the posts every day and bring answers to your questions. You are expected to post by **9:00 am Sundays** for Monday readings and Tuesday at 4pm for Wednesday readings. You are required to read the comments of other class members before class. Please keep your postings short, at most they should be a 250 words long. Please refer to readings by the last name of the author. Commentaries will receive number grades. They will be 0 for no posting, 1 for unsatisfactory to weak, 2 for satisfactory, and 3 for excellent. Grading criterion: thoughtfulness of the comments. Postings received after the readings are due will not be accepted for grading purposes, although they will be read and used in class.

3. **Research Assignments (30 points)**
   a. Memo 1: Research question, scope, concepts, assumptions (4 points)
   b. Memo 2: “State of the Debate” on your research topic (4 point)
c. Memo 3: Research questions (4 points)
d. Draft interview guide (1 point)
e. Final interview guide (2 points)
f. Focus group interview guide (2 points)
g. Recruitment scripts (2 points)
h. Consent forms (2 points)
i. IRB protocol (3 points)
j. Codebook and code definitions (1 point)
k. Interview transcripts (1 point)
l. Coding of data (4 points)

4. Research Proposal (15 points): including your research question, literature review, scope conditions, research design, case(s), and data-gathering approach. IRB protocol, recruitment scripts, informed consent documents, and sample introductory/interview questions/topics (assignments d and e) MUST be presented as separate appendices.

5. Final Project (25 points): Over the course of one semester, students in PA5041 will learn the principles of qualitative research design and sampling, qualitative data collection and analysis by conducting their own research project individually or in small groups. They will produce a piece of original written research due at the end of the semester. Students will write a summary of literature on the topic, justify their research question and design, analyze relevant primary-source documentation, conduct fieldwork including interviews, and code and analyze data using NVivo software. The final written research project should demonstrate that results are the outcome of data analysis.

6. Peer-evaluations: there will be 3 peer-evaluations through the semester to assess, according to group members, how well individual team members are performing in the quality of the work they contribute to the research project, how collaborative and punctual they are. Individual points will be deducted to students who get low peer-evaluation marks.

See “Final Project” document on Moodle under Resources for a detailed description of the requirements for the final project.

Blue denotes questions or assignments with emphasis to PhD students
Green denotes a research project component for you to complete.
Pink denotes discussion board post required

Grade-Point Equivalents
100-95 points=A
94-90 points=A-
89-85 points =B+
84-80 points =B
79-75 points =B-
74-70 points = C+
69-65 points =C
64-60 points = C-
59-55 points = D

**Policies**

Academic integrity: Academic integrity is the pillar of teaching and learning. Students are expected to complete the assignments with honesty. Misrepresenting someone else's work as your own can result in disciplinary action. The University Student Conduct Code defines scholastic dishonesty as follows:

“SCHOLASTIC DISHONESTY: submission of false records of academic achievement; cheating on assignments or examinations; plagiarizing; altering, forging, or misusing a University academic record; taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement.” The full policy can be found at: [http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.html](http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.html). Acts of scholastic dishonesty and plagiarism will be reported to the Office of Judicial Affairs (http://www.sja.umn.edu) and will result in a grade of “F” or “N” for the entire course. For more information regarding plagiarism, please consult the Universities policies and procedures at: [http://writing.umn.edu/tww/plagiarism/](http://writing.umn.edu/tww/plagiarism/).

If you have any questions regarding the expectations for a specific assignment or exam, please ask. We will be more than happy to discuss the elements and expectations at length.

**Extensions:** This course requires that you manage your time well, keeping track of the assigned readings and attending lectures and lab sessions. Pay attention to the deadlines in the syllabus. In the interest of fairness to your colleagues, deadlines are firm and no late work will be accepted without a medical excuse.

**Religious conflicts:** Students may ask for reasonable and timely accommodations for religious observances. Please review the syllabus closely to determine if your religion will present scheduling conflicts with any of the assignments. You must inform the instructors of any conflicts within the first two weeks of the semester.

**Accommodations:** It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have documented disability conditions (e.g., physical, learning, psychiatric, vision, hearing, or systemic) that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are encouraged to contact Disability Services and their instructors for a confidential discussion of their individual need for academic accommodations. Disability Services is located in Suite 180 McNamara Alumni Center, 200 Oak Street. Staff can be reached by calling 612-626-1333 voice or TTY.

**Mental Health and Stress Management:** As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. University of Minnesota services are available to assist...
Prior to the semester starting

Assignments
1. Read the syllabus, yes, every word.
2. Explore the University of Minnesota’s Institutional Review Board (IRB) website: http://www.research.umn.edu/irb/
3. **Complete the online CITI training before the first class meeting.** Plan at least 3 hours to complete the necessary trainings. This training is required to submit an IRB application; if you have already completed it for another purpose and your training records are up to date, you do not need to repeat it. Course available at the University of Minnesota’s IRB website: http://www.research.umn.edu/irb/training.html#.UqtJuOKmYlQ
4. You will be completing a research project from beginning to end: choosing a topic, formulating the research questions, designing the study, collecting the data, analyzing the data and writing the final report. If you are an MDP, MPP, MSTEP or MHR student, you will be completing the project in groups of 3. If you are a PhD student in any unit at the University of Minnesota, you will be completing the project on your own. If your topic fits well with the interests of one master student, you may work together. To facilitate project selection please arrive to the first day of class with one topic in mind. Topics that involve interviewing **vulnerable populations** will NOT be selected as possible topics (i.e. children, prisoners, individuals with cognitive challenges or mental health concerns).

Weekly Reading and Course Schedule

**Week 1**

**Day 1 (January 18) Introduction to Qualitative Methods and Epistemology**

*How do we know what we know, or how we think we know, and why should we care? What are qualitative methods? What are they good for? What types of questions can we ask? What kinds of answers will we get?*

Required Readings

Optional readings

Assignment
Bring one research topic as a possible group project. Be ready to describe idea concisely.  
Groups of 3 will be formed by the end of class.

Week 2
Day 1 (January 23) Literature Review, Concept Definition and Theory Refinement.
What is a literature review and why is it important?

Required Readings and post
This reading provides guidance on how to conduct a literature review.
A note on this reading: the point of assigning it is not so you learn the minutiae of the theoretical debates in the field. The intent is for you to see an example of a literature review. It is an example of the “state of the debate” with regards to unpaid labor and caregiving and the care economy. Note the argumentation, where the fissures are in the field, where fields come together.
Mark this reading using the concepts from the previous reading. How are concepts defined? Do they match the theoretical definitions in the literature review? Is the argument based on evidence?

Lab 2 (January 23) Project Brainstorming, & literature search, citations, bibliography, CKP, Introduction to NVivo software. Meet in room HHH 85.

Required Watching Before lab
https://www.youtube.com/watch?v=eXCxA75Ga0&list=PLNjHMRgHS4Fcx3NfpKsaqXuGdcx9v-Qa
This link takes you to the NVivo 11 eDemo that is 40 minutes long. The narrator of the eDemo takes you through all the functions of NVivo.
The site Lynda.com has a basic explanation of Nvivo11 that you might find helpful along the semester. What is nice about this site is that it breaks down information by topic: https://www.lynda.com/NVivo-tutorials/Welcome/530082/562635-4.html?org=umn.edu

Assignment before lab
Begin to do the literature review on the topic by finding and reading at least 9 scholarly articles and/or academic state-of-field reports (often produced by national or international organizations such as IOM-Institute of Medicine, UN-United Nations, or the World Bank). Do not delay this step as it is critical to stay on track with the project and with IRB application.

Please bring to the lab a few digital copies of your literature review articles.

A note on using PDFs in NVivo: PDFs that are created by scanning paper documents may contain only images—each page is a single image. If you import the PDF into NVivo, you will find that there is no text in the page to select, code or query. You can select and code regions of the page, however you are coding an image selection and you cannot use Text Search or Word Frequency queries to explore the text. If you prefer to work with text (rather than images of text), then you should consider using optical character recognition (OCR) to convert the scanned images to text (before you import the PDF files into NVivo).

Assignment
Memo 1: upload a 200 word memo that details your research question, scope, concepts, and assumptions by January 24 at 5 pm
Note: all submissions are group submissions. Moodle will accept submissions from any group member, so designate one person to do this. Grades will be assigned to the project and should be reflected in each individual’s grade book

Optional reading
Sample of learning curve from Memo 1 to Memo 2

Day 2 (January 25) Theoretical Orientations and Design Approaches in Qualitative Inquiry

In-Class Exercise
Workshop memos

Required Reading and post

Assignment
Continue gathering articles, reading and taking notes for your literature review. Coordinate with your group to make sure you are looking at different articles.
Week 3
Day 1 (January 30) Research Design and Sampling
Required Reading and post

In-class exercise
Design and sampling exercises

Lab 3 (January 30) Research Ethics, Human Subjects, and the IRB [HHH 35]
A research compliance officer from the UMN IRB Office will be presenting on research ethics. Come to class with any questions you might have about your research topic. What are potential ethical challenges in your research?
PhD students what type of review is most suited for your project?

Assignments
1. Memo 2 due by 5pm January 31
2. Upload individual peer review evaluation #1 into moodle.
3. Continue working on your literature review.

Day 2 (February 1) Conceptual Framework, Formulating Research Questions, Thinking about Policy Implications
Required Reading and post

2. Draft individual visual conceptual frameworks of your research problem. This will help you refine your research question. Complete by February 1st. You are responsible for printing your own personal copy for class.
3. Bring 3 copies of your memo to share and refine in class

Week 4
Day 1 (February 6) Components of a Research Proposal, Sampling II
Required and post
2. GFS IDREAM Proposal (with subject headings removed)

Bring a printed copy or a digital version of GFS IDREAM proposal (with subject headings REMOVED). Pay attention to how the literature review fits with the conceptual framework, and with the research questions.
In-class exercises
1. Identify the different components of the IDREAM research proposal. Place labels.

Assignment
Memo 3: upload into moodle revised and finalized research questions by **February 8 by 9am**

Lab 4 (February 6) Sampling II cont’d and Recruitment
Required Reading

Day 2 (February 8) Prepare IRB protocol.
**Make sure at least one group member brings their laptop to class to work on your IRB**

Required skimming
1. GFS IDREAM March 17 2014 IRB protocol application
2. GFS IDREAM December 9 2014 IRB protocol change
3. GFS IDREAM June 22 2015 IRB protocol change
4. GFS IDREAM recruitment script 2015
5. GFS IDREAM consent form 2014
6. GFS IDREAM assent form 2015

Read before class and bring to class the IRB’s social and behavioral sciences application form.

In class time will be devoted to finishing the IRB protocol. By the end of class IRB should be ready to be submitted in moodle. GFS and CKP will be available to answer questions about filling out the forms.

Assignment
IRB form: upload into moodle the completed IRB form by **February 9 by 5pm**

Week 5
Day 1 (February 13) Gaining Access, Building Trust, and Conducting Field Research.
Required Reading and post

At the end of class:
1. **By 6 pm Monday February 13**th, all groups will have completed their protocol and all appendices to IRB for review and will have submitted it to the IRB. This includes (1) Consent forms, and (2) Recruitment Scripts, each worth 2 points.
You will also need to include documentation of the completion of your CITI training, as required in the IRB application. Since I am your supervisor and technically responsible for the protocols, I need to be copied in all your correspondence to the IRB (irb@umn.edu), including the submission. Please note that the IRB will return to you correspondence where I am not included. If your proposal is closely connected with your dissertation, please have our advisor as supervisor for this submission. I can communicate with her regarding any issues that may arise.

Lab 5 (February 13)
Lab time will be used to ask final questions and offer suggestions about project design. This will be student led. Come prepared with questions about design. Use the time to polish your ideas about design of your project.

Assignment
1. Submit on moodle an 800-1000 word research proposal covering your research question, relevant literature, scope conditions, sampling strategy, data gathering approach and recruitment of subjects. IRB protocol, recruitment scripts, informed consent documents, and sample introductory/interview questions/topics MUST be presented as separate appendices. **Upload to moodle by February 15th by 8am.**
2. Submit individual peer review evaluation #2 into moodle.

Day 2 (February 15) Research Ethics
**Required Readings and post**

Week 6
Day 1 (February 20) Interview Methods I – Formal/Informal, Semi-Structured/Unstructured
**Required Readings and post**
3. GFS IDREAM Interview guide Feb 2015
4. GFS IDREAM Interview guide

Assignment
**No later than February 21st at 5 pm, upload on moodle your draft interview guide and be ready to explain how you plan to identify and recruit study participants.**
Lab 6 (February 20)

In-class exercise: workshop interview guides. Bring 3 copies of your interview guide.

Contingent on having IRB approval begin recruiting subjects, scheduling interviews and conducting interviews with appropriate interviewees.

Day 2 (February 22) Interview Methods I – Formal/Informal, Semi-Structured/Unstructured

Required Readings and post

In–class exercise
Bring your printed copies of IDREAM research proposal and interview guide. Align conceptual framework and research questions with content areas in the interview guide.

Week 7

Day 1 (February 27) Check in with GFS and CKP
Please come and use this time to work in your groups on the project. GFS and CKP will be available to answer questions and help with issues that arise as you run the study.

Assignment
No later than February 28th at 5 pm, upload on moodle your final interview guide and be ready to explain your finalized study-participant recruitment strategy.

Lab 7 (February 27) Interview Methods II—Interpretive Interviewing

Guest speaker: Joe Soss

Required Reading and post
Day 2 (March 1)
In-class exercise: interviewing practice.
Bring your interview guide printed to class.

Week 8
Day 1 (March 6) Interview Methods III – Focus Groups

Required Readings and post

Assignment
Upload to moodle a focus group interview guide no later than March 7th at 5pm.

Lab 8 (March 6)
Mock focus group interview

Day 2 (March 8) Focus Group Interview Guide
Guest speaker: Professor Alejandro Baer

Required Readings and post

Week
Day 1 (March 13) No Class – Spring Break
Lab 9 (March 13) No Lab – Spring Break
Day 2 (March 15) No Class – Spring Break

Week 9
Day 1 (March 20) Data Analysis—Discourse Analysis
Required Reading and post


Lab 9 (March 20) NVivo Workshop #1: Data Analysis—Coding. Meet in HHH 85.

In-class demonstration and exercise
Codebooks, Relationship between interview guide and codes, and Code one IDREAM transcript using the study’s codebook.

Required Reading
2. Peruse only: PTSD Codebook and First level Codebook definitions
3. Peruse only: IDREAM Codebook

Day 2 (March 22) Data Analysis II—Matrices and Contact Sheets

Required Reading
3. GFS IDREAM Interviews Sampling Matrix April 10 2015
4. GFS IDREAM 2015 Contact Sheet and Memos
5. FACES 2010 Interview log #3
6. IPVCOLAW 2015 Interview log 2

Week 10
Day 1 (March 27) Action Research
Guest speaker Lauren Martin

Required Reading
Lab 10 (March 27) Check in with GFS and CKP.
Sign up ahead of time to check-in with GFS or CKP in their offices with questions you may have regarding your project. If you have no questions, use the time to recruit for interviews, interview, transcribe.

Day 2 (March 29) Ethnography and Participant Observation
Required Reading and post

Week 11
Day 1 (April 3) Check in with GFS and CKP.
Use the time to recruit for interviews. GFS and CKP will be available in their offices to answer questions.

Lab 11 (April 3) NVivo Workshop #2. Meet in HHH 85.

In-lab exercise
- Code IDREAM exercise
- Create a codebook
- Queries by group

Day 2 (April 5) Auditability, Reflexivity
Required Reading and post

Week 12
Day 1 (April 10) Influencing Policy with Qualitative Research & Mixed Methods Research
Required Reading

**Assignment**

1. Upload to moodle your code book and code definitions by **April 10 by 5pm**
2. Upload interview transcripts on moodle by the end of the day if you have them. (This assignment deadline is soft, not hard)

**Lab 12 (April 10) No Class**
Use time to recruit, conduct interviews, transcribe, or code (depending on where you are in the process). GFS and CKP will be available in their office to meet if you have questions.

**Day 2 (April 12) Community engaged research**
Guest speaker: Professor Kathryn Quick

**Week 13**

**Day 1 (April 17) No Class**
Use time to recruit, conduct interviews, transcribe, or code (depending on where you are in the process). GFS and CKP will be available in their office to meet if you have questions.

**Lab 13 (April 17) Last Lab. NVivo Workshop #3: Attributes. [Meet in HHH 85]**

**Day 2 (April 19) Rapid (or Needs) Assessment Process**

**Required Readings and post**


**Assignment**
Be ready to quickly debrief and bring final questions about your project for class discussion.

**Week 14**
Day 1 (April 24)

Assignment
Data coding assignment completed in NVivo project file and uploaded to moodle by the end of class. This does not need to be uploaded to moodle, but rather saved in your team file on the T-drive.

Lab 14 (April 24) Student Presentations. Room TBD

Day 2 (April 26) Student Presentations

Week 15

Day 1 (May 1) Student Presentations
Lab 15 (May 1) Student Presentations and Class Evaluation. Room TBD

Assignment
1. Upload in moodle your final research paper AND bring TWO copies to class for GFS and CKP
2. Upload peer evaluation form #3 into moodle
3. If your study is not related to the dissertation and you still open a protocol, please close it: download Study Inactivation Request Form the form from the IRB website, fill it and send it to the IRB to close down the study. Remember to copy GFS in the email. **Final grades will not be assigned until the protocol is closed with the IRB**

Day 2 (May 3) Student Presentations
**Schedule of Research Projects Milestones**

This class requires that you manage your time well. The following dates are required due dates for the completion of the main components of the course. For the suggested deadlines, you may complete these tasks sooner if you wish, but it is strongly recommended that you do not complete them after the deadline listed for the task below.

<table>
<thead>
<tr>
<th>RESEARCH TASK</th>
<th>DEADLINE</th>
<th>REQUIRED/ SUGGESTED</th>
<th>PART OF FINAL GRADE</th>
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</thead>
<tbody>
<tr>
<td>Memo 1 research question, scope, concepts, assumptions</td>
<td>January 24 Week 2</td>
<td>Required</td>
<td>X</td>
</tr>
<tr>
<td>Memo 2 State of the debate on your project</td>
<td>January 31 Week 3</td>
<td>Required</td>
<td>X</td>
</tr>
<tr>
<td>Conceptual framework</td>
<td>February 1 Week 3</td>
<td>Required</td>
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<tr>
<td>Literature reviews complete</td>
<td></td>
<td>Suggested</td>
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<tr>
<td>Memo 3 Finalized research question, scope, concepts, assumptions</td>
<td>February 8 Week 4</td>
<td>Required</td>
<td>X</td>
</tr>
<tr>
<td>IRB applications completed Panels and exemptions</td>
<td>February 13 Week 5</td>
<td>Required</td>
<td></td>
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<tr>
<td>Research design</td>
<td></td>
<td>Suggested</td>
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<tr>
<td>Research proposal</td>
<td>February 15 Week 5</td>
<td>Required</td>
<td>X</td>
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<tr>
<td>Draft individual interview guide</td>
<td>February 21 Week 6</td>
<td>Required for some</td>
<td>X</td>
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<tr>
<td>Begin participant recruitment (contingent on IRB approval)</td>
<td>Week 6</td>
<td>Suggested</td>
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<tr>
<td>Final individual interview guide</td>
<td>February 28 Week 7</td>
<td>Required</td>
<td>X</td>
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<tr>
<td>Final focus group interview guide</td>
<td>March 7 Week 8</td>
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<tr>
<td>Pilot interview with a friend</td>
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<td>Suggested</td>
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<tr>
<td>Conduct individual and/or focus group interviews (contingent on IRB approval)</td>
<td></td>
<td>Suggested</td>
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<tr>
<td>Code book and code definitions</td>
<td>April 24 Week 12</td>
<td>Required</td>
<td>X</td>
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<tr>
<td>Interview transcripts complete and uploaded</td>
<td>Week 12</td>
<td>Required</td>
<td>X</td>
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<tr>
<td>Data coding assignment completed in NVivo project file</td>
<td>April 24 Week 14</td>
<td>Required</td>
<td>X</td>
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<tr>
<td>Final research report completed and uploaded</td>
<td>May 1 Week 15</td>
<td>Required</td>
<td>X</td>
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