# ASFS LOCAL DATA COLLECTION PROTOCOL

Submit to [dcurrey@pire.org](mailto:dcurrey@pire.org) and [lilliott@pire.org](mailto:lilliott@pire.org)

Turn in to PIRE for review. Data collection may not begin until PIRE has approved your protocol.

Program Name:

County Name:

Names of all Schools that will Participate in the Survey *(this is important to enter accurately as we will add this option to the online survey):*

Estimated date(s) of implementation:

Submission date:

1. Please provide a general description of the geographic area & high school population to be surveyed.
2. How will you insure that youth participating feel comfortable and can answer the questions privately and that their responses will be anonymous? PLEASE NOTE THAT THE SURVEY MAY ONLY BE ADMINISTERED IN A SUPERVISED SCHOOL SETTING.
3. Will you collect data using the paper survey or on-line or both? For each method, how many participants do you expect?
4. Please list all the staff who will be involved in the school recruitment and data collection process. Start with the primary contact person for data collection (PIRE will be calling the Primary Contact Person to check in.) Only those 18 years or older can collect surveys. Make sure you identify each of these roles.
   1. Who is responsible for contacting school administrators for permission to survey students?
   2. Who will be responsible for obtaining parental consent?
   3. Who will be collecting surveys in which school?
   4. Who will be implementing data collection training? Who will enter data (if applicable/if using paper surveys)?

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| **Name of Staff Person or Volunteer** | **Email Address** | **Phone #** | **Role (e.g. supervisor, trainer, data collector, interpreter, data entry, etc.)** | **18 years old or over?**  **Y/N** |
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1. **Please attach the final parental consent document (**English and Spanish versions) you will use and explain how you intend to collect parental consent.
2. Who will have to be trained on the data collection protocol, who will do the training, and when will training take place?
3. Which sites may require a Spanish or other non-English language speaker to help interpret surveys and answer questions? Who will serve in this role if needed?
4. If conducting online surveys, what computers/devices will students use to access the survey? Briefly describe the process by which online surveys will be administered.
5. If conducting paper and pencil surveys, you and your staff will be conducting the data entry. Who will be leading this process and who will need to attend data entry training (if applicable)? You must keep all paper surveys, consent forms and assent forms locked and safe for 5 years. Who will keep these documents locked and safe for 5 years?
6. Is there anything else the reviewers should know when reviewing this protocol?