

Preparations for...

RESEARCH IMPLEMENTATION

Arlene Cecilia A. Alfaro, DDM
01 December 2021



AN



Research Implementation

Data Collection

TWO (2) PARTS

A. Preparing for data collection

B. Challenges/ deviations in data collection



Research Implementation

Data Collection

At the end of this week, you are expected to be able to:

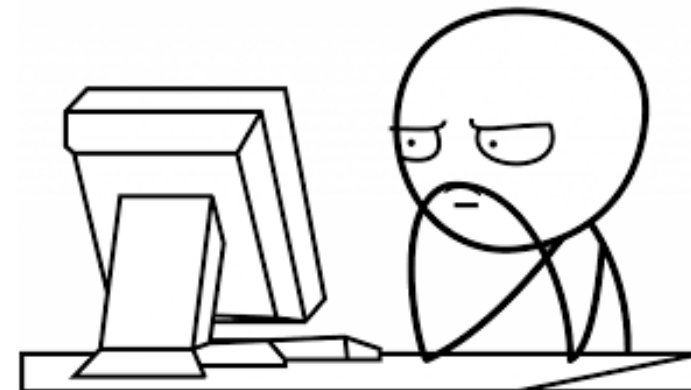
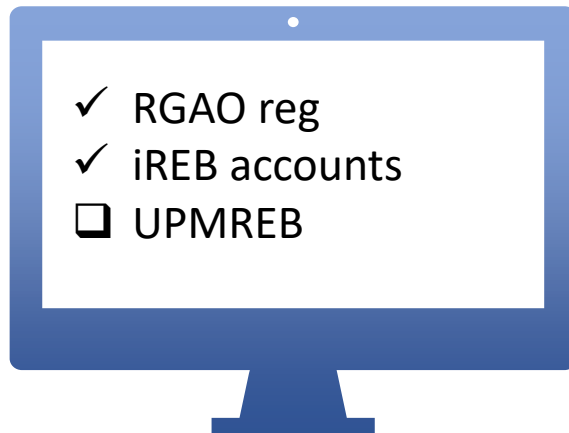
- 1. recognize the need to prepare** for research implementation;
- 2. identify preparatory steps** needed by your Research Team before starting data collection; and
- 3. prepare a plan/checklist** of the preparatory steps that can be efficiently started once the research proposal is approved/exempted by UPM REB.



Research Implementation

Data Collection

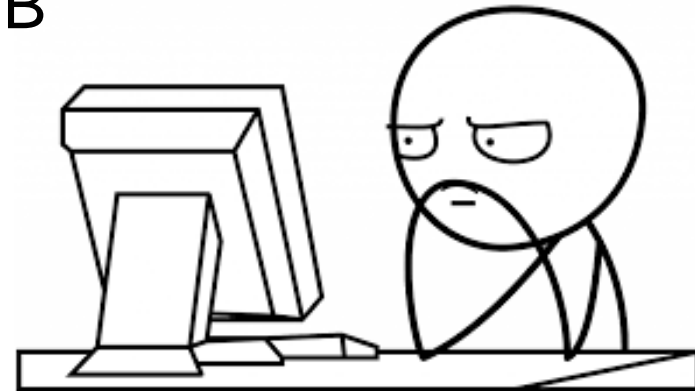
What is the **status** of your research proposal as of *01 December 2021*?



Research Implementation

Data Collection

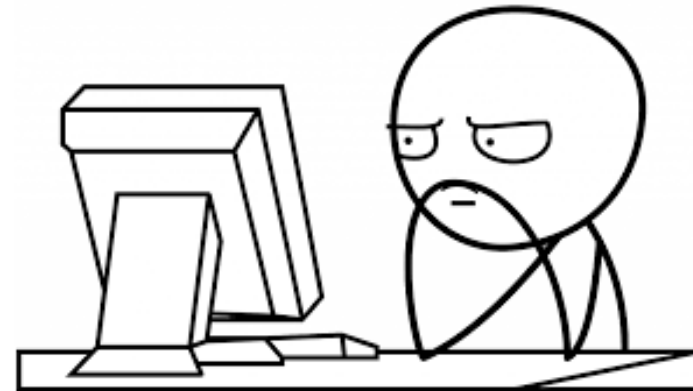
- for Repeat Presentation
- ongoing revisions for approval of Experts Panel
- pending Technical Approval (for approval of Research Adviser)
- submitted to iREB
- Research proposal classified by UPMREB
- received Action Letter
- none of the choices mentioned



Research Implementation

Data Collection

- ❑ received Action Letter
 - Approved
 - Exempted
 - Major revisions
 - Minor revisions



Research Implementation

Data Collection

REB Action Letter

- Major revisions
- Minor revisions

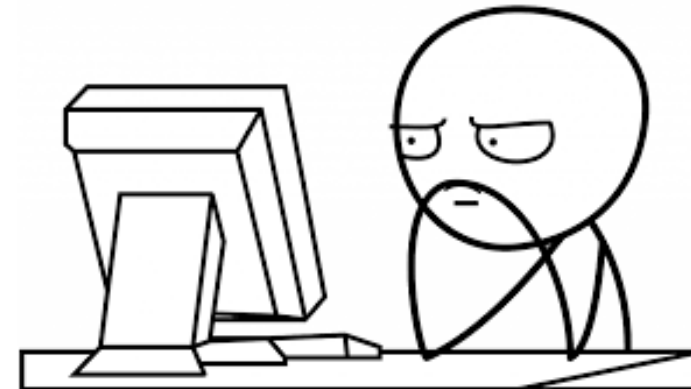


Online = no
specific days

RESUBMISSION:

Within
90 days

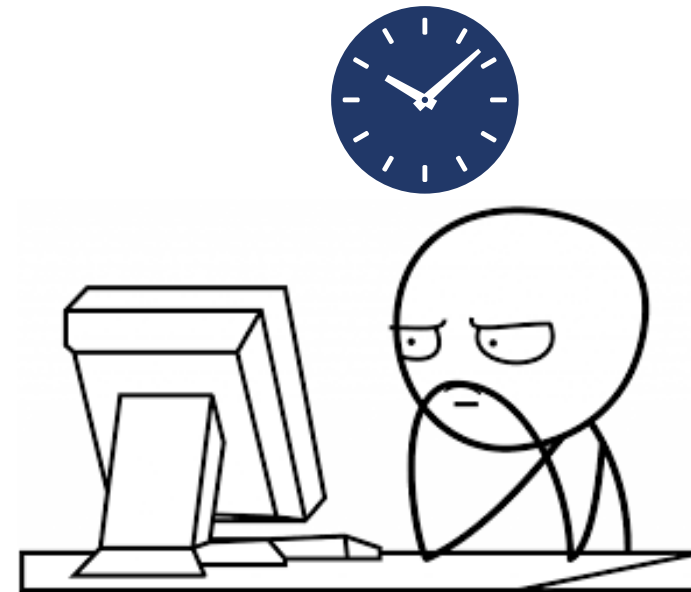
~~Mon / Wed~~
9:00am-12:00pm
1:00pm- 3:00pm



Research Implementation

Data Collection

What do you do while waiting for your REB action letter?



Research Implementation

Data Collection



What do you do while waiting for your REB action letter?

- Regularly follow up your paper (document)
- Search and apply for research grants
- Start preparing for data collection

We wish to inform you that your study protocol has been received by the UP Manila Research Ethics Board (UPMREB) Panel 5a and has been classified for Expedited. Your study has been assigned study protocol code 2021-~~076-549~~, which should be used for all communication to the UPMREB Panel 5a related to this study.

Should you have any questions or clarifications regarding the above, please contact through the UPMREB Panel 5a Secretariat at (02) 526 4346 or upmreb@post.upm.edu.ph. You may monitor the status of this submission at <http://reb.upm.edu.ph/node/74>.

Please see attached Acknowledgment Letter.

Thank you!



Research Implementation

Data Collection



SITUATION: *as of 1st sem AY2021-2022*

- Limited face to face (F2F) secondary data collection
 - Letter request for use of UPCD reengineered lab addressed to Dr. Murjani and your course coordinator is cc'd in the email;
 - To facilitate scheduling, indicate actual dates (or number of days), time(# of hours), personnel involved(research team), materials to be brought in (will you need store this), etc.
- No available laboratory within the UP system



Research Implementation

Data Collection



SITUATION: *as of 1st sem AY2021-2022*

Internet Mediated Research(IMR)

- CONS- participants not being able to use the technology or having a poor WIFI connection
- PROS- data to be collected over large geographical areas even when social distancing measures are not in place
- eSAQ (Google forms, survey monkey, etc)
- Replicate F2F or FGD —> video-calling (ex. Zoom) OR asynchronous discussion boards (ex. secret FB groups)
- text-based instant messaging (ex. Viber, Signal, Telegram)



Research Implementation

Preparing for Data Collection

5 points to consider:

1. Make logistics arrangements.
2. Prepare the questionnaire and training materials.
3. Select and train the field workers.
4. Choose and prepare the equipment.
5. Carry out the pilot study.



5 Points to consider

1. Make logistics arrangements

- ❑ contact local authorities and institutions where the survey will be carried out -> **open communication**
- ❑ for one-day seminars, conventions, organization, meetings, etc. -> **make sure the date, time, and venue did not move**

✓ Online Surveys

- permissions from account administrators of digital platforms (online groups)
- Webinars → Confirm platform to be used, registration, dates
- school/institution administrators → Current set up with remote learning, school calendar



5 Points to consider

1. Make logistics arrangements

- schedule tentative dates** of experiments in the laboratories and review their protocol
- online surveys - **assess internet capability** of both participants and researchers

- ✓ **Laboratories** - new normal guidelines, minimum health protocols, quarantine, PCR tests, number of students allowed
- ✓ **Online Surveys** - internet capability, online security and privacy, be wary of 'nuisance' respondents



5 Points to consider

1. Make logistics arrangements

- decide on the size and composition of the field team
- arrange accommodations, transportation and security (limited F2F)
- delivery of honoraria, tokens, incentives (physical/online)

- ✓ Tasking important with remote set up
- ✓ **Laboratories** - how many can be accommodated inside; need for adviser supervision?
- ✓ **Online Surveys** - who will regularly checks the post/link; check the responses (daily/weekly); check emails for respondent queries
- ✓ Grab/ Grab express/ Gas - keep receipts for grant reimbursements



Research Implementation

Preparing for Data Collection

5 points to consider:

1. Make logistics arrangements.
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5 Points to consider

2. Prepare the questionnaire and training materials

- Translate to local language as needed (Back-translate); Sentro ng Wikang Filipino(swf.upm.edu.ph)
- All the interviewers must ask the questions in the same way (calibration)
- Online surveys - review social media platform guidelines on postings
- Pretest the questionnaires

- ✓ Calibration via Zoom meeting, Google meet, etc.
- ✓ Pretesting and feedback with eSAQ - within the form/ via Zoom
- ✓ eSAQ - 'screen out' mechanism at the start (inclusion/exclusion)



5 Points to consider

2. Prepare the questionnaire and training materials

Pretesting the questionnaires/ interview guide:

- Are respondents *willing to answer questions in the way you have asked them? (*required field)
- Are any of the questions particularly difficult to answer or do they address sensitive issues?
- Are the questions well understood by the respondents?
- Can the interviewers follow the instructions easily, or do they misinterpret them?
- Is the questionnaire designed with adequate space and is the coding of answers clear?
- How long does an interview/ eSAQtake?



5 Points to consider

2. Prepare the questionnaire and training materials

- ✓ **Indicating consent:** As with paper questionnaires, completion of a questionnaire may often be seen as a proxy for valid consent
- ✓ Use of **radio buttons or check boxes** can also be an effective strategy
- ✓ **Overly lengthy consent** information pages are more likely to be quickly skimmed, or not read at all.
- ✓ Limit the ICF/ PIS to one page

| Checkboxes | Radio Buttons |
|--|---|
| <input checked="" type="checkbox"/> Option 1 | <input type="radio"/> Option 1 |
| <input type="checkbox"/> Option 2 | <input checked="" type="radio"/> Option 2 |
| <input type="checkbox"/> Option 3 | <input type="radio"/> Option 3 |
| <input checked="" type="checkbox"/> Option 4 | <input type="radio"/> Option 4 |



5 Points to consider

2. Prepare the questionnaire and training materials

Pretesting the questionnaires/ interview guide:

- Discuss the results of the pretest with your research team and experts and with the interviewers and make any changes necessary
- If the pretest reveals that respondents refuse to answer the questions in the form in which they are given in the questionnaire, consult an expert
- An often skipped question maybe a layout/ linking problem*



5 Points to consider

2. Prepare the questionnaire and training materials

Pretesting the questionnaires/ interview guide:

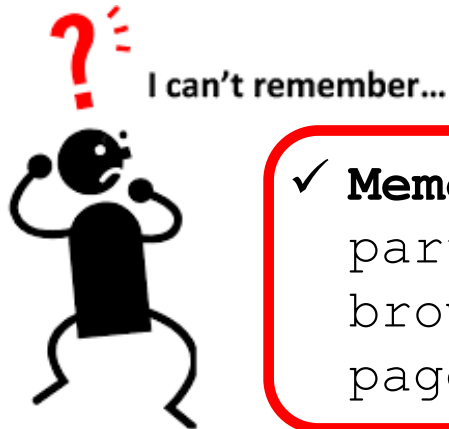
Paper-based questionnaire

- Ensure that space for the identification codes appears on each page if your questionnaire is more than one page long.
- Use good quality paper.
- Do not change the layout of the questionnaire for different sites/groups. Be consistent.
- Print more copies than you need.



5 Points to consider

2. Prepare the questionnaire and training materials



✓ **Memory/ recall experiment** → prevent participants from going back using their browser 'back' button and viewing previous pages; avoid repeat submissions

- ✓ Control the details of **procedural variables** (ex. calibration of presentation parameters: screen brightness, font size, color combination, etc.)
- ✓ Section the questions logically



- ✓ Regularly check access to the links/ QR code
- ✓ Download responses regularly



5 Points to consider

2. Prepare the questionnaire and training materials

- ✓ **"You may exit the survey at anytime"** displaying a clearly visible 'exit'/'withdraw' button on each page of a survey
- ✓ **State time limit** within which participants can reasonably request that their data be withdrawn → ICF
- ✓ State that cannot be withdrawn after clicking the **SUBMIT** button
- ✓ Solutions for **tracing individual data** that have otherwise been stored anonymously → Participants could be issued with ID codes to use to identify their contribution, thus allowing their data to be withdrawn if requested retrospectively. (Data Privacy Act of 2013)



Research Implementation

Preparing for Data Collection

5 points to consider:

1. Make logistics arrangements.
2. Prepare the questionnaire and training materials.
3. **Select and train the field workers.**
4. Choose and prepare the equipment.
5. Carry out the pilot study.



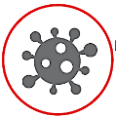
5 Points to consider

3. Select and train the field workers

For experiments:

- Biosafety seminar
- Training/ orientation for the use of the machines in research laboratories

- ✓ For laboratories outside UPM, identify contribution/ responsibility of both UPM research team and non-UP lab
- ✓ Review guidelines
- ✓ Laboratory fee



5 Points to consider

3. Select and train the field workers

Interviewer:

- willing to follow instructions precisely and accurately
- polite and able to establish a good relationship with the respondents
- fluent in the language of the respondents
- Use *female interviewers if possible and ensure that the age of the interviewers is adequate for the information you want.

- ✓ Observe proper synchronous and asynchronous netiquette - establish house rules
- ✓ Messages - timing, grammar and spelling (professional), appropriate and respectful language



5 Points to consider

3. Select and train the field workers

Conducting Interviews

- Team morale is easier to maintain when the interviewers work in pairs
- Working in pairs also contributes to quality control
- Useful to rotate team members to avoid monotony



5 Points to consider

3. Select and train the field workers

Conducting interviews

- follow the simple rule: stick to the words on the questionnaire
- remain neutral and polite at all times
- If the respondent feels judged, he or she may not answer openly and accurately

- ✓ Zoom - observe facial expressions
 - ✓ (Repeat) Posts / messaging- make a template
 - ✓ Be sensitive and understanding to responses
 - ✓ Be patient with non-responsive participants
- have a criteria on when to stop/exclude the participant



5 Points to consider

3. Select and train the field workers

Calibration (training of volunteers)

- Plan ahead for the training course
- Explain thoroughly the purpose of the survey
- Explain the administrative arrangements for the work
- Discuss the survey procedures and questionnaire
- Prepare interviewer guides
- Make sure adequate space is available (Zoom- different meetings/ BRs)
- Provide facilities for drinks and snacks (Grab)
- Use audio visual aids, such as overhead projection, during the training (Zoom)



5 Points to consider

3. Select and train the field workers

Calibration (training of volunteers)

Knowledge, Attitude, and Practices of the University of the Philippines
College of Dentistry Clinicians A.Y. 2015 - 2016 on Face Protection

Emma Alei D. Alonday
Yves Ray S. Ajing

MANUAL FOR OBSERVATION

Step 1. Fill out the necessary information.




Observer's Name: _____ Participant Code Number: _____
Date of Observation: _____ Procedure: _____
Clinic: Oral Medicine Operative Dentistry Prosthodontics

PART I. CHECKLIST

Step 2. Check the **type of face mask** the clinician is using.

Please check the type of **Face Mask** present:

- 3-ply Earloop Face Mask
- N95
- Cloth Face Mask
- Others, pls indicate: _____




| 3-PLY EARLOOP FACE MASK | N-95 MASK | CLOTH FACE MASK |
|---|---|---|
|  |  |  |

For face mask other than the abovementioned (for example, face shields), please note down on the space provided in the table.

Step 3. Check the **type of eyewear** the clinician is using.

Please check the type of **Eyewear** present:

- Prescription Glasses
- Goggles without side shields
- Goggles with side shields
- Others, pls indicate: _____

| PRESCRIPTION GLASSES | GOGGLES WITHOUT SIDE SHIELDS | GOGGLES WITH SIDE SHIELDS |
|---|---|---|
|  |  |  |

For eyewear other than the abovementioned (for example, face shields), please note down on the space provided in the table.

Step 4. Check if the clinician wore the (1) face mask and (2) eyewear **DURING** the procedure.

Please check the statement that applies:

| | |
|------------------|--|
| During | <input type="checkbox"/> The face mask was worn. |
| Procedure | <input type="checkbox"/> The face mask was not worn. |
| After | <input type="checkbox"/> The face mask was disposed. |
| Procedure | <input type="checkbox"/> The face mask was kept. |

Please check the statement that applies:

| | |
|------------------|--|
| During | <input type="checkbox"/> The eyewear was worn. |
| Procedure | <input type="checkbox"/> The eyewear was not worn. |
| After | <input type="checkbox"/> The eyewear was washed. |
| Procedure | <input type="checkbox"/> The eyewear was not washed. |

Step 5. (Please refer to tables under Step 4.)

5.1 AFTER the procedure, check if the face mask was:

(A) Disposed
(B) Kept

If a cloth face mask is kept, please note under **Part III. Significant Observations** whether or not it was kept for the next procedure.

If face mask was kept, please indicate under **Part III. Significant Observations** where and how it was kept. For example:

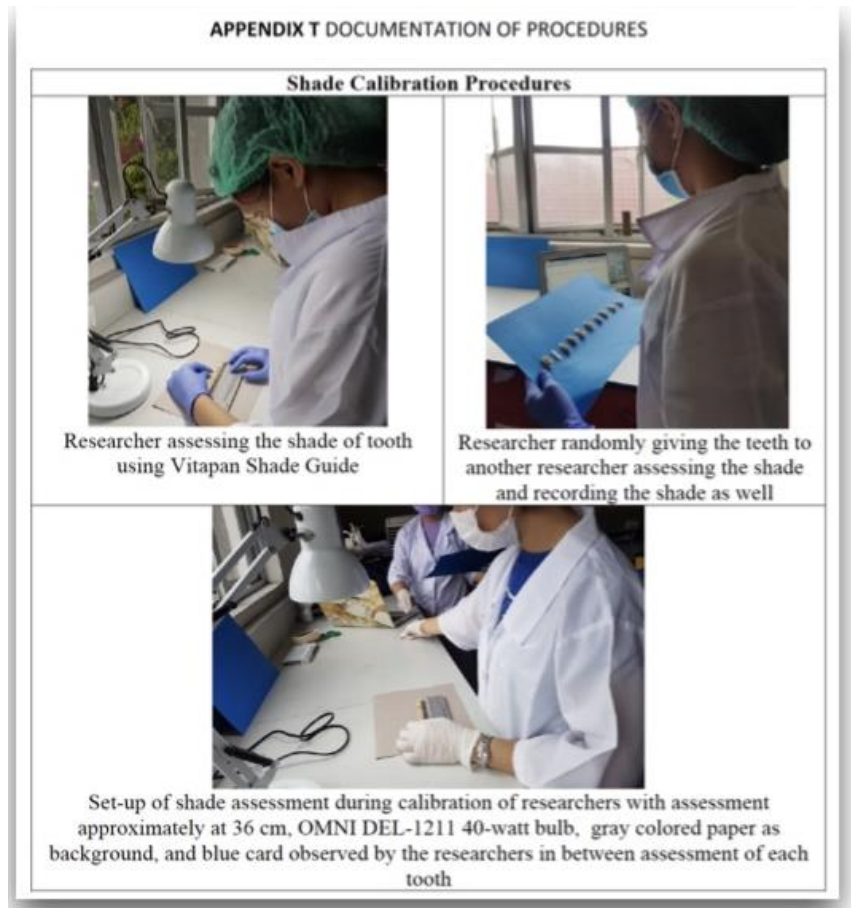
- Put inside the pocket, caddy, bag, on bracket table
- Did not remove the face mask even after dismissing the patient
- Worked on another patient using the same mask



5 Points to consider

3. Select and train the field workers

Calibration (training of volunteers)



5 Points to consider

3. Select and train the field workers

Calibration (training of volunteers)

- Conduct a question-by-question discussion of the questionnaire.
- Explain and discuss each question.
- Discuss interviewing technique.
- Practice recording data, managing forms, making preliminary tabulations



Research Implementation

Preparing for Data Collection

5 points to consider:

1. Make logistics arrangements.
2. Prepare the questionnaire and training materials.
3. Select and train the field workers.
4. Choose and prepare the equipment.
5. Carry out the pilot study.



5 Points to consider

4. Choose and prepare the equipment

- Experiments:** check availability of your samples (microorganism, reagents, dental materials, dental products, etc.)
- Check quantity needed, if can be shared with the lab/ other students to minimise expense
- Field workers/ researchers should also carry letters of introduction, preferably on official letterhead, and IDs with photograph (use UP email for contact info)
- Personal/ new social media account → depends on your study design (objectives, recruitment, etc.)



5 Points to consider

4. Choose and prepare the equipment

- ❑ **IEC materials** - consult with expert panel for other revisions; layout/ design might still be improved
 - Online layout may be different with printed
 - Link IEC to the end of eSAQ (regularly check links)
 - Printing press/ copy center for IEC reproduction
- ❑ Check logistics of your tokens (physical, online transfer, etc)
- ❑ for sponsorship, letter request can already be/ should have been submitted (part of feasibility study during proposal)



5 Points to consider

4. Choose and prepare the equipment

6 Attachments



5 Points to consider

4. Choose and prepare the equipment

- ❑ eSAQ
 - Color (combination; relaxing for the eye)
 - Format (font style and size)
 - Cellphone vs tablet vs laptop
 - Layout: scrolling left to right – may cut out the rightmost options when using cellphones
 - Number of pages – know when to cut/ separate items
 - Regularly check availability of your links/QR codes




5 Points to consider

4. Choose and prepare the equipment

< [redacted] shared a post to the group: UPCD [redacted] 4 hrs · 📷

Asking for participants in Seminar paper survey. Thanks!
Link c/o Ayn Alfaro

<https://www.facebook.com/groups/57101539198/permalink/10157970296339199/>



 Ayn Alfaro ▶ UPDAA
5 hrs · 📷

Good day, fellow alumni!

Please help our students with their seminar paper by answering this survey. The study is entitled Challenges Faced by University of the Philippines Manila College of Dentistry Graduates in Setting Up a Solo Private Practice.

You may join by clicking on this link: <https://www.surveymonkey.com/r/J9H6TFS>

Your participation will be extremely helpful and highly appreciated. Thank you!



CALL FOR PARTICIPANTS

WE NEED YOUR HELP.
JOIN THE STUDY AND
CLICK ON THE LINK BELOW.



Please help our students finish their seminar paper by answering the questionnaire for their study entitled Challenges Faced by UPCD Graduates in Setting Up Solo Private Practice.

If you are/were a solo private practitioner, please click this link and answer the questionnaire. Thank you!



CALL FOR PARTICIPANTS

1 If you are/have:

- ✓ a graduate of UP College of Dentistry
- ✓ a passer of the dentist licensure exam in the Philippines
- ✓ have set-up his/her own solo private practice in the Philippines
- ✓ have not taken a post-graduate education with management training before and/or while setting up his/her own solo private practice
- ✓ have set-up a solo private practice despite not practicing fulltime/practicing at all in it

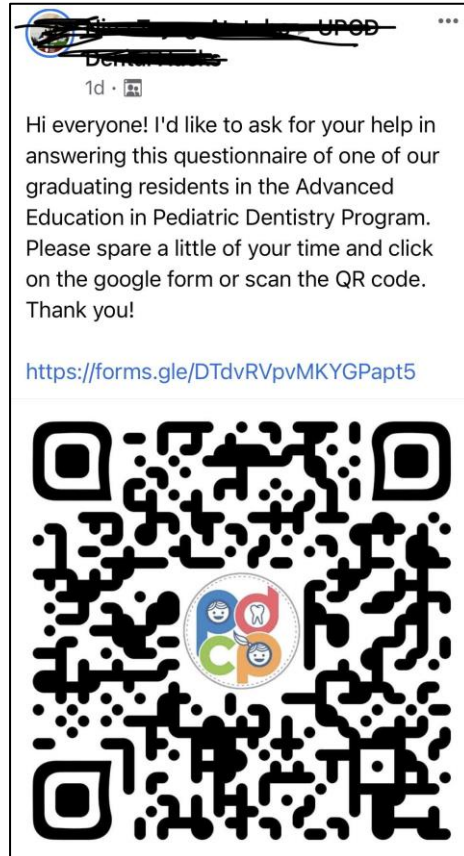
2 Join our research study by clicking on this link:
www.surveymonkey.com/r/UPManilaResearch2017
and answering the survey!

👍 Like 💬 Comment



5 Points to consider


4. Choose and prepare the equipment



UPOD
Dentists
1d · 📍

Hi everyone! I'd like to ask for your help in answering this questionnaire of one of our graduating residents in the Advanced Education in Pediatric Dentistry Program. Please spare a little of your time and click on the google form or scan the QR code. Thank you!

<https://forms.gle/DTdvRVpvMKYGPapt5>



Call For Participants

Social Responsibility in the Practice of Dentists in the UPDAA Facebook Page

You may scan the QR code or visit tinyurl.com/yxtc8k7a

Our research aims to identify and describe the activities and behaviors that reflect social responsibility in the practice of UPCD graduates.

15-20 min(s) to complete

survey questionnaire

You may participate if you are:

- ✓ a UP Manila College of Dentistry graduate
- ✓ a licensed dentist
- ✓ a member of the UPDAA FB Page (facebook.com/groups/57101539198)

For questions, please email [John Deuter M. Figueroa](mailto:jmfigueroa1@up.edu.ph)
jmfigueroa1@up.edu.ph

This study has been approved by the UP Manila Research Ethics Board Panel 5A.



5 Points to consider

4. Choose and prepare the equipment

ATTENTION! **OBSERVATION WEEK** **January 25-29 2016**

As part of our Research Study titled “**Knowledge, Attitude, and Practices of the University of the Philippines College of Dentistry Clinicians A.Y. 2015 - 2016 on Face Protection**”, an observation will be done inside the clinics, both in the operatory and laboratory, on the mentioned week. **PLEASE BE AWARE** that for each clinical half day, one **SENIOR CLINICIAN** will be randomly picked for observation of his or her face protection practices. The observation will be done at a specific time by an assigned observer. Rest assured, only those who have consented will be observed and all information will be kept confidential. The Clinical Department Head and the Section Head have approved this activity. Thank you for your cooperation!

- **ALONDAY, AYING**



Research Implementation

Preparing for Data Collection

5 points to consider:

1. Make logistics arrangements.
2. Prepare the questionnaire and training materials.
3. Select and train the field workers.
4. Choose and prepare the equipment.
5. Carry out the pilot study.



5 Points to consider

5. Carry out the pilot study

Experiments

- follow the protocol as strictly as possible when you do the pilot testing as if you are already doing the actual experiment
- observe uniformity, everything is calculated, sterility and infection control should be observed
- careful of the time, temperature, environment
- note the reaction of your reagents/ samples/ materials



5 Points to consider

5. Carry out the pilot study

Online Surveys

- Online survey tool – check settings (availability, # of responses, edit response, etc.) → may affect validity
- make sure to check feasibility of the different social media platforms you will be using
- identify which medium you had more respondents



Research Implementation

Preparing for Data Collection

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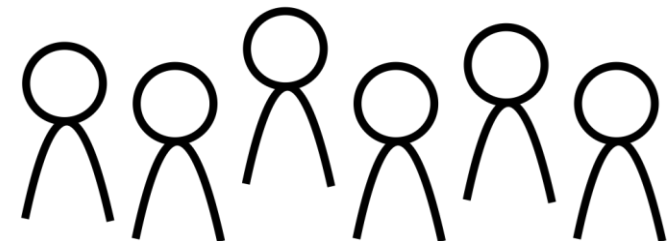


Research Implementation

Preparing for Data Collection

Prepare your **PARTICIPANTS** for data collection

- Make sure they know when you will be collecting data
- Clarify why it is important to you and how you intend to use the data
- Advise them in advance about your data collection plans
- Keep them updated: ongoing research proposal revisions to be submitted for ethical approval
- Maintain regular communication



Research Implementation

Preparing for Data Collection

REB Action Letter



Approved



Proceed with research implementation

(Data collection proper)



Research Implementation

Preparing for Data Collection

ANY QUESTIONS?



Research Implementation

REFERENCES

- Ethics Guidelines for Internet-mediated research.
[https://www.bps.org.uk/sites/www.bps.org.uk/files/Policy/Policy%20-%20Files/Ethics%20Guidelines%20for%20Internet-mediated%20Research%20\(2017\).pdf](https://www.bps.org.uk/sites/www.bps.org.uk/files/Policy/Policy%20-%20Files/Ethics%20Guidelines%20for%20Internet-mediated%20Research%20(2017).pdf)
- Modifications to Approved Research - UCI Office of Research. Retrieved from
[@https://www.research.uci.edu/compliance/human-research-protections/researchers/modifications-to-approved-research.html](https://www.research.uci.edu/compliance/human-research-protections/researchers/modifications-to-approved-research.html)
- Modifications to Approved Research; Background Information, IRB-HSR. Retrieved from
[@http://www.virginia.edu/vpr/irb/hsr/modifications.html](http://www.virginia.edu/vpr/irb/hsr/modifications.html)
- Preparing for data collection. MID-DECADE GOALS SURVEY HANDBOOK. Retrieved from
<http://mics.unicef.org/files/job=W1siZiIsIjIwMTUvMDQvMDMvMDYvNDIvNDgvODI3L2NoYXAuNS5wZGYiXV0&sha=6c9b323f32ae9785>
- Reporting of Unanticipated Problems - UCI Office of Research. Retrieved from
[@https://www.research.uci.edu/compliance/human-research-protections/researchers/reporting-of-unanticipated-problems.html#deviations](https://www.research.uci.edu/compliance/human-research-protections/researchers/reporting-of-unanticipated-problems.html#deviations)
- UPMREB General Policies and Guidelines. Retrieved from rgao.upm.edu.ph
- Photos/clip art: <https://enil.eu/news/planning-5th-may-across-europe/>



WORKSHOP: RESEARCH IMPLEMENTATION

DENTISTRY 198
AY 2021-2022

EXERCISE #9: Plans for Research Implementation

Research
Proposal Title: _____

GROUP NUMBER _____

Student 1. _____
Investigator/s: 2. _____
3. _____

Research Adviser: _____
Co-Author(s): _____
if applicable

Date of UPM REB Submission: *IREB* _____
Please indicate "N/A" if not yet submitted. *accepted for classification* _____

PART 1

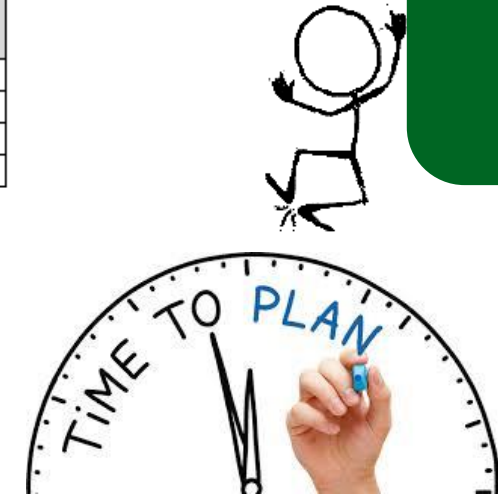
| Research Implementation Plans <small>Enumerate the tasks to be accomplished prior to Research Implementation (e.g. Social Preparation, Calibration, Pre-testing, etc.)</small> | Time Needed <small>No. of days needed to accomplish the task</small> | Discussions/Remarks <small>Provide details of the tasks at hand, people/site involved, facilities needed, etc. Indicate tasks that may overlap.</small> |
|--|--|---|
| | | |
| | | |
| | | |

You may add additional rows.

PART 2

Revised Time Table

Based on Part 1, revise the Time Table in your Research Proposal accordingly. Attach an updated Gantt Chart.



WORKSHOP: RESEARCH IMPLEMENTATION

| Research Implementation Plans <i>Enumerate the tasks to be accomplished prior to Research Implementation (e.g. Social Preparation, Calibration, Pre-testing, etc.)</i> | Time Needed <i>No. of days needed to accomplish the task</i> | Discussions/Remarks <i>Provide details of the tasks at hand, people/site involved, facilities needed, etc. Indicate tasks that may overlap.</i> |
|--|--|--|
| Social Preparation | 1 | <ul style="list-style-type: none"> • Draft correspondence letters to (Organization, Institution, person, etc.) • Obtain email of contact persons |
| Calibration | 2 half day sessions 1 week apart | <ul style="list-style-type: none"> • Draft invitation letter • Create Zoom meeting • Prepare materials (interview guide, ppt presentation, video, etc.) • Prepare the flow/schedule of the calibration • Buy tokens, ready details for money transfer |
| | | |

