

Quick Reference Checklist

Use this checklist to ensure you've covered everything in your **qualitative research**:

Before Data Collection:

- ☐ Research question is qualitative in nature (how/why/what is experience)
- ☐ Selected appropriate qualitative design
- ☐ Determined sampling strategy and size
- ☐ Designed interview guide/observation protocol
- ☐ Pilot tested with 2-3 people
- ☐ IRB approval obtained
- ☐ Consent forms ready
- ☐ Recording equipment tested

During Data Collection:

- ☐ Recording interviews/taking field notes
- ☐ Writing memos after each session
- ☐ Checking for emerging patterns
- ☐ Adjusting questions if needed
- ☐ Tracking toward saturation

During Analysis:

- ☐ Transcripts complete
- ☐ Read all data multiple times
- ☐ Generated initial codes
- ☐ Organized codes into themes
- ☐ Checked themes against data
- ☐ Defined final themes
- ☐ Selected supporting quotes

For Quality:

- ☐ Member checking completed
- ☐ Peer debriefing conducted

- ☐ Audit trail maintained
- ☐ Reflexivity addressed
- ☐ Thick description provided

For Writing:

- ☐ Clear methodology section
- ☐ Participant demographics described
- ☐ Each theme explained with quotes
- ☐ Interpretation provided
- ☐ Limitations acknowledged
- ☐ Implications discussed

