

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

