



This document is intended for use by both researchers and reviewers, to help with writing and reviewing the lay summary of protocol submissions. If further assistance or clarification is required, please contact the ORIC at 304-293-7073, or at IRB@mail.wvu.edu.

Points to a Summary

The lay summary should be written at a 6th grade language, free of jargon and technical terms. It should be written as to be comprehended by a person with little to no experience with the researcher's field of expertise. Below are 7 items that should be addressed in the lay summary section of the protocol questionnaire:

1. A statement of the problem;
2. A statement of the purpose;
3. A description of the instruments used in the study and any intervention;
4. The number of participants in the study.

Note: Participant eligibility (i.e., who is allowed to participate) is more important than number;

5. The length of the study;
6. Specific study endpoints as well as potential beneficial and negative effects;
7. Notification to the subjects of the potential impact of the study if appropriate.