



Tropical Data Operational Research Checklist

May 2021

For [Tropical Data](#) to be able to confirm support for an Operational Research project¹, we have developed the following checklist to collect the necessary information for us to be able to review and advise. Please can we ask you to complete this checklist and send back the information with a minimum of 8 weeks' notice to admin@tropicaldata.org.

During project planning there will be certain milestones that will need to be met by certain times – please see suggested timeline on page 2 – which can be discussed in detail later on.


Checklist:

1. Tropical Data supports health ministries to collect high quality data for programmatic decision-making and supporting disease control, elimination, or eradication claims.
 - In what way will this project provide data to help health ministries make a programmatic decision?
 - What's the rationale for the research and what are the outcomes?
2. Disease(s) on which data are being collected:
3. What language is being used to collect the data?
4. What is the current timeline for your project? (i.e. When do you expect fieldwork to start/finish?)
5. What are your current training plans (i.e. proposed dates and locations)?
6. Who are the partners/organisations involved?
7. Do you know who will be doing the data analysis?
8. Have you conducted surveys with Tropical Data support before?
 - For routine programmatic surveys?
 - For Operational Research projects?
9. Do you have a draft study protocol at this point? If yes, are you able to share this with Tropical Data via [e-mail](#)?
10. Do you have a questionnaire, or set of variables of the data you want to collect? If so, please also share these via [e-mail](#).
11. Do you have, or do you plan to receive, ethical approval for this project? (Please give details)

¹ Here, we use the Task Force for Global Health definition of Operational Research (“Operational Research helps public health programs identify challenges and issues and find solutions. It helps public health practitioners make better decisions so that programs that seek to improve the public's health are more efficient and effective in meeting their goals (i.e., to eliminate diseases).”, <https://taskforce.org/research/>), limiting it to research projects that are asking for Tropical Data support, as opposed to routine programmatic surveys that include additional questions for research purposes.

Suggested timeline for Operational Research Projects

This suggested timeline table is to highlight the steps taken by the Tropical Data team in preparing for fieldwork, in order to ensure enough time is left to prepare when support has been agreed. This is not an exhaustive list of tasks, but is meant to highlight key steps and aid overall planning and timing.

	Weeks until fieldwork begins 							
	8	7	6	5	4	3	2	1
Protocol Review			Continue review and revise protocol		Receive final protocol with all questions answered			
Training	Receive & review request from research team	Initial discussions to establish needs, including first review of protocol and feedback. Confirm can move forward.	Receive all training needs		Organise trainers and training materials, as appropriate			
Data and Analytics Support			Receive data needs	Review and revise survey questions	Receive final survey questions	Finalise data access and analysis requirements (if being done by TD) to set up back end project server	Final testing of survey forms	Final forms sent to survey teams and access to data site established