



Lay Summary Guidance – ACMS IRB

A statement of the problem of interest (but no more than a couple sentences; please don't insert the "background" section of your protocol or grant application)

1. General statement of how the problem will be studied – chart review? Secondary analysis of existing specimens? Randomized clinical trial? Multisite or single site? Interviews and focus groups?
 1. If treatment study, what the standard of care, if any, is, as compared to the research intervention
2. Where the study will take place
3. Whether subjects will be compensated (no need to specify amount here)
4. Summary of how subjects (or data/samples) will be identified, recruited, and consented (or if waiver of consent is requested)
5. If specimens will be collected and banked, or there are optional sub-studies, mention very briefly
6. How the research will advance scientific knowledge and/or human health

Style of the lay summary:

The summary of study objectives should be written as if you were trying to give an overview of your research to someone with no more than a high school education. It may help to imagine explaining your research to someone you have met outside school or the TCM community, or to a family member or neighbor.

Some additional guidelines:

1. Any technical terms need to be defined in simple language.
2. All abbreviations should be spelled out the first time they are used, or, alternatively, defined in lay terms.
3. It is not necessary to include a complete description of the study design in this portion of the submission; rather, give a general sense of the strategy and/or techniques involved.
4. The summary should not exceed 2 pages of #12 Times font.

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