

**Reference:**

WVU Policy: Not Applicable

## 1 Lay Summary General Guidelines

The lay summary is a required field in the WVU electronic submission system. The lay summary supports the submission review process so that reviewers can obtain a basic understanding of the research. **Protocol applications submitted without an adequate lay summary will be returned for revision, which may lengthen the time for approval.**

The lay summary should be:

- written at an 8<sup>th</sup>-grade reading level
- free of jargon and technical terms
- written for those with little to no experience with the researcher's field of expertise

## 2 Lay Summary Elements

- A statement of the problem
- A statement of the purpose
- A description of the instruments used in the study and any intervention
- The number of participants in the study
- Participant eligibility (i.e., who is permitted to participate) is more important than the number
- The length of the research project
- Specific endpoints as well as the potential beneficial and adverse effects
- Notification to the participants of the potential impact of the research project if appropriate

NOTE: Free readability test tools are available online, contact WVU OHRP for additional assistance.