

Qualitative Data Collection Resources

Template consent form for interviews/focus groups etc.:

[Title of research/evaluation]

Name of Researcher/evaluator/interviewer:

Organisation:

Contact:

Information for participants

Thank you for considering participating in this study. This information sheet outlines the purpose of the study and provides a description of your involvement and rights as a participant, if you agree to take part.

1. What is the research about?

[...]

2. Do I have to take part?

[e.g. It is up to you to decide whether or not to take part. You do not have to take part if you do not want to. If you do decide to take part, I will ask you to sign a consent form which you can sign and return in advance of the focus group/interview or sign at each meeting.]

3. What will my involvement be?

*[e.g. Participants will be invited to participate in a one-to-one interview in person/over the phone/digitally. The short interview is estimated to take 30 minutes- 1 hour, dependent upon the participant's responses. Questions asked will be in a "semi-structured" format meaning that the interview will be more like a natural conversation than strictly a set of questions and expected answers (such as an exam or job interview). The intention is to generate an informed conversation about **This will be recorded electronically.]***

4. How do I withdraw from the study?

[e.g. You can withdraw at any point of the study, without having to give a reason. If any questions during the focus group/interview make you feel uncomfortable, you do not have to answer them. Withdrawing from the study will have no effect on you. If you withdraw from the study, we will not retain the information you have given thus far, unless you are happy for us to do so.]

5. What will my information be used for?

[...]

6. Will my taking part and my data be kept confidential? Will it be anonymised?

[e.g. The records from this study will be kept as confidential as possible. Only [...] will have access to the files and any audio tapes. **Your data will be anonymised – your name will not be used in any reports or publications resulting from the study. All digital files, transcripts and summaries will be given codes and stored separately from any names or other direct identification of participants. Any hard copies of research information will be kept in locked files at all times.**]

7. What if I have a question or complaint?

[...]

If you are happy to take part in this study, please sign the consent sheet attached.

CONSENT FORM

[Title of study]

Name of researcher/evaluator/interviewer:

PARTICIPATION IN THIS RESEARCH STUDY IS VOLUNTARY

I have read and understood the study information dated [DD/MM/YY], or it has been read to me. I have been able to ask questions about the study and my questions have been answered to my satisfaction.	YES / NO
I consent voluntarily to be a participant in this study and understand that I can refuse to answer questions and I can withdraw from the study at any time, without having to give a reason.	YES / NO
I agree to the focus group/interview being audio recorded electronically	YES / NO
I understand that the information I provide will be used for [...] and that the information will be anonymised.	YES / NO
I am happy for my real name to be used in the research** (<i>Please note that the default position is to automatically anonymise your name- only circle YES if you would like your real name included in the study).</i>)	YES / NO
I understand that any personal information that can identify me – such as my name, address, will be kept confidential and not shared with anyone other than [...].	YES / NO

Please retain a copy of this consent form.

Participant name:

Signature: _____ Date _____

Interviewer name:

Signature: _____ Date _____

For information please contact: [...]

[Reference to any ethic codes you are guided by]

Recordings of Measuring the Good Learning Labs (run by Coalition For Efficiency in partnership with other speakers):

- Learning Lab on semi-structured interviews:
<https://www.youtube.com/watch?v=VxorMIQm0iA>
- Learning Lab on getting the most out of your surveys with a section on asking good questions (applicable to surveys and interviews):
<https://www.youtube.com/watch?v=P3bNGh698Cg>

Qualitative Data Analysis Resources

Links to FREE QDA software packages:

Atlas.ti

Atlas.ti is a qualitative data analysis tool with facilities catering to both the grounded approach and content analysis.

We will be using the unlimited free trial version of Atlas.ti at our training sessions. Licences to the full version of Atlas.ti are available for non-profits/charities at a discounted rate.

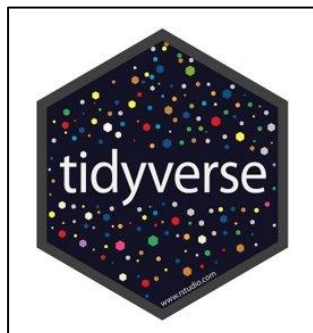
You can use Atlas.ti on both Windows and Mac, although I find it functions best on Windows.

Download the unlimited free trial version here: <https://atlasti.com/free-trial-version/>



RStudio

RStudio is a free, open source statistical programming package. It may sound scary, but RStudio is easy to use. At our training sessions, I will show you how.



When we use RStudio, we will be using a very specific set of tools for content analysis. These tools, developed exclusively for text mining, are part of the TidyVerse package. As with everything in R, these tools are totally free to use.

Whilst RStudio is easy to use, it can be difficult to initially download. We will go through this, but if you're looking to get started beforehand take a look at this quick guide to downloading RStudio: <https://www.datacamp.com/community/tutorials/installing-R-windows-mac-ubuntu>

To find out more about how to start text mining with RStudio, take a look at this free Ebook written by Tidyverse developers, Julia Silge and David Rovinson (2020): <https://www.tidytextmining.com/index.html>

A beginners guide to coding:

The approach of Kristin Luker (2008: 215-216) is a great place to start when first analysing your textual data.

CODE NAME	a short memorable name for a theme you have identified (i.e "funding")
BRIEF DESCRIPTION	what the code covers (i.e applying for funding)
WHEN TO USE	instances of when the code covers some aspect you care about (i.e lack of funding available for the community, competition between organisations etc)
WHEN <u>NOT</u> TO USE	draws boundaries between elements of this code and elements of other codes (i.e funding is different from "volunteers", despite the two being interconnected - but don't worry at this stage!)

EXAMPLE	<p>a verbatim example from your research to give an intuitive feel for what is at stake</p> <p>(i.e. "interviewee: the lack of funding available causes us a lot of stress")</p>
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When reading through your text, open a separate document or spreadsheet and log any of the themes (codes) you come across using the model below. This preliminary thinking will help you when using tools like ATLAS.ti, which we will cover at a later session.

Resources on Research Ethics:

There are various Codes of Conduct and Ethics Guidelines available to researchers, depending on the specific subject area and associated research body. There is a lot of overlap between them, though some offer more specific guidance dependent on the standard research methodology applied in certain disciplines.

The links to the Economic and Social Research Council as well as the Social Research Association provide an overall overview, whereas the link to the British Psychological Society and the Association of Social Anthropologists of the UK and the Commonwealth provide guidance on more specific research methods, i.e. psychological or ethnographic research methods.

- [Economic and Social Research Council](#)
- [Social Research Association](#)
- [The British Psychological Society](#)
- [Association of Social Anthropologists of the UK and the Commonwealth](#)