EXAMPLE OF RESEARCH DOCUMENTATION FOR A QUALITATIVE INTERVIEW

DRAFT OF BASIC INFORMATION ONLY – YOU NEED TO RESEARCH THIS YOURSELF AND THINK ABOUT HOW YOU WOULD IMPROVE UPON THESE DRAFT EXAMPLES, TAKING PARTICULAR NOTICE OF MS TEAMS/ZOOM PRIVACY POLICIES, ETC AND GDPR.

EXAMPLE OF COVERING LETTER

Date:

Title of Study :

You are invited to take part in a research study to explore #####

Before you decide whether you wish to participate it is important that you understand why the research is being undertaken and what it entails. You should therefore read the attached information carefully and discuss it with others if you wish.

This MA research is supervised by ###### [UWTSD] and has been approved by the university's Research Ethics Committee. The research is bound by the ethical guidelines of the British Psychological Society and the British Association for Psychology and Counselling and it is hoped that this research will enhance understanding of ######

Taking part in this study is voluntary and the attached information should clarify any questions you may have. If you still have concerns, please feel free to contact me using the contact details given in the information sheet.

Thank you for taking the time to read this information.

Name and contact details of Student:

Name and contact details of Supervisor:

EXAMPLE OF A COVERING LETTER AND INTERVIEW INFORMATION/ PROTOCOL SHEET

PLACEMENT RESEARCH INTERVIEW COVERING LETTER AND PROTOCOL

You will have received an invitation to take part in a research interview and the following information will explain this process to you. Boundaries will be maintained in a similar format to counselling relationships, with open ended, general questions asked which identify and explore your views and perceptions. Discussion will flow from these and all interviews will be recorded and transcribed.

After transcription and processing interview notes, a copy of the transcript of your interview, plus derived meanings will be returned to you [unless you indicate that you do not want sight of these]. You will be asked to check the content, censor anything you are not happy to be included and to confirm that your meaning remains intact. Read up on member checking.

Format for the interviews will be as follows:

- Interviews will be relaxed and open in nature and will be conducted on MS Teams/Face to Face at a time most convenient to you;

- Interviews will last for approximately one hour and will take the form of a one-to-one conversation. If at any time you wish to draw the interview to a close you will be able to do so without giving a reason. No data supplied by you will then be used;

- You will be reminded at the start of the interview of the consent form you signed and returned [attached], the anonymity of information you share, the fact that the interview is being recorded and that the interview and participation in the study can be terminated at any time up to the cut-off point of one month after the date of the interview.

- Although the interview will be recorded, the interviewer will take notes of the most relevant points. Only the researcher will hear the recording and have sight of the notes; recorded and written material will be kept securely and destroyed once research is complete. Involvement in the study will be confidential, data collected will be made anonymous and no comment or circumstance which could be directly connected to any participant, or person named in the research will be identifiable; Consider this in light of the GDPR

- Topics for discussion are provided on the interview schedule which is also attached. These will give some structure to the interview; however the interview will be 'participant led' and go where you lead; you will not have to answer any questions which make you feel uncomfortable;

- The interview will close with the researcher thanking you for your time and participation, and reminding you of the procedures should you feel distressed by taking part or have any concerns about the conduct or process of the research. You will be reminded that a copy of the interview transcript and derived meanings will be sent to you along with a copy of the signed consent form for your records [you can decide at this time whether you want to receive these].

- There will be a short 'cool down', or debriefing, period immediately following the interview where you will have the opportunity to reflect upon and discuss the research process. Read up on debriefing processes for interviews.

EXAMPLE OF A CONSENT FORM

Consent Form: Research Project**:**
Please read this form carefully, initialling each box to indicate agreement as appropriate.

☐ I have read and I understand the information provided about this research, I have a copy of the information sheet for future reference [dated: ######] and I have no reservations regarding content.

☐ I have had the opportunity to consider the information and ask questions. I have had these answered satisfactorily and I understand that there will be a further opportunity to address any questions at the end of the research period, just prior to the point where I am able to withdraw.

☐ I have a telephone number and an email address for the researcher, and contact details of the main project supervisor should I have any concerns.

☐ I understand that if email is the mode of communication, data will be exchanged, stored and retrieved, electronically. What would you say about MS Teams here? I also understand that actual quotations from my contributions may be used to support the research. My involvement in the study will be confidential and any data collected will be anonymised. Findings may be the subject of journal articles/conference presentations and/or any other related educational or research work. Data collected will be destroyed once the research project is finalised and the degree is awarded.

☐ I understand that I can withdraw from this study at any time up to the designated cut-off point, without giving any reason, if I do so data collected relating to me will be destroyed and not used in the study.

☐ I consent to participate in a MSTeams/face-to-face interview and to this being recorded.

Signature: _____ Date: _____ Tel Number: _____

Print Name:_____ Email: _____

Postal Address: _____

_____

If you return this form via email, you may be able to sign it electronically. If this is not the case please note that **receipt of this form via your email address will be taken as informed consent**

I would like to have sight of the research findings when these are produced **Yes/No**

EXAMPLE OF AN INTERVIEW SCHEDULE

Project:

Date: _____ Time of interview: Start: _____ Finish: _____

Venue//Mode of interview:_____

Interview with participant [insert code] recorded on [insert recording ref. no.]

{Introductions. Briefly describe project and interview protocol [including purpose of study, recording, dissemination and withdrawal], ensure interviewee is comfortable, has copy of the information sheet and has signed consent form}

Topic 1:

Topic 2:

Topic 3:

Topic 4:

Topic 5:

Topic 6:

Topic 6: [We have ------- left] Is there anything you would like to add? [Please use this time to continue until you have discussed your thoughts/feelings as completely as possible]

Subsidiary questions for all topics, if necessary: What meaning do you make of this? Further prompts will be derived, e.g. participant's meaning – concreteness – asking for examples, etc. and more specific follow on questions used as necessary.

[Thank interviewee for participating, assure them of anonymity of responses and advise what will happen next. Ask whether participant has any questions, wants sight of notes/meaning, etc. Cool down period, debriefing chat. Remind of the procedures in place [signposting] should any participant feel concerned about any issue which has arisen during research and the timescale for activating this]

EXAMPLE OF DEBRIEFING/FEEDBACK FORM

TITLE OF RESEARCH

Date: _____

Thank you for participating in this study. Your time and effort are appreciated.

This research explored ### which is important in that ####. To date #### has been under-researched and under-represented within academic literature and by taking part in this study you have contributed to the growing body of knowledge concerning this important ####. You are reminded, however, that you still have the right to withdraw at this point. Should you decide to do so you will not have to give any reason and collected data will not be used and will be destroyed.

You will be aware that this study has received ethics approval from the UWTSD Research Ethics Committee and if you have any questions or concerns about your participation in this study, you can contact ###### by telephone at ##### or by email at #####

Although this study did not focus on any issues which would normally invoke emotionally sensitive reflection, sometimes the process of reflecting can prove to be disturbing. If answering any of these questions led you to feel distressed and if you would like to speak to someone about your thoughts, arrangements can be made for you to be provided with a list of helpful organisations so that you can talk about any aspect of the research which has caused you distress. Should this be the case, you will need to contact the researcher within seven days of the date of this form.

If you would like to learn more about ##### you will find some excellent Information Sheets on the #### website, or within the following material -