Quirkos

Dr Cathy Gibbons

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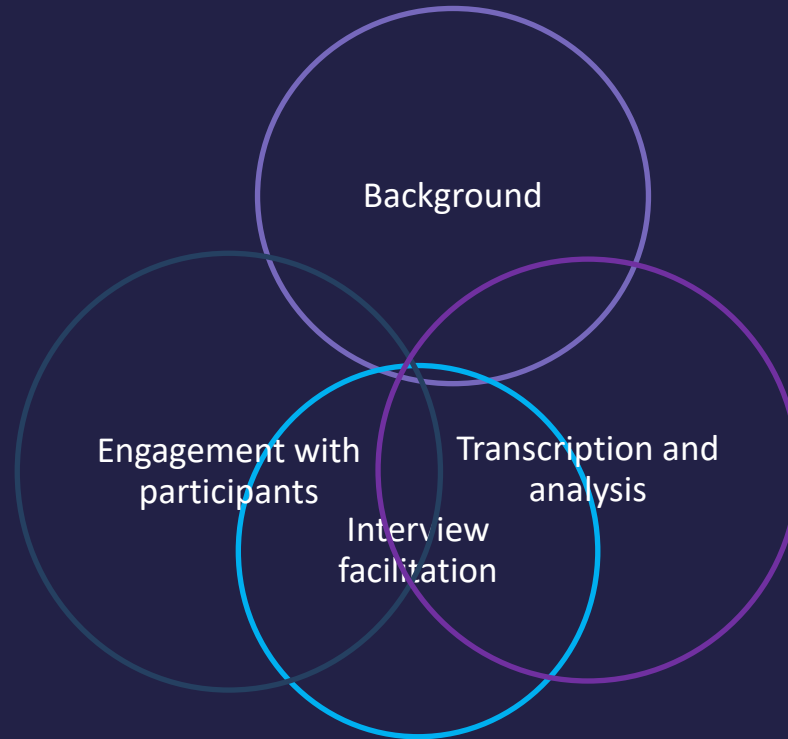**TQR 14TH ANNUAL CONFERENCE**

February 16-18, 2023

Workshop: *Opening the Black-Box of the Quirkos Qualitative Researcher Journeys Project*
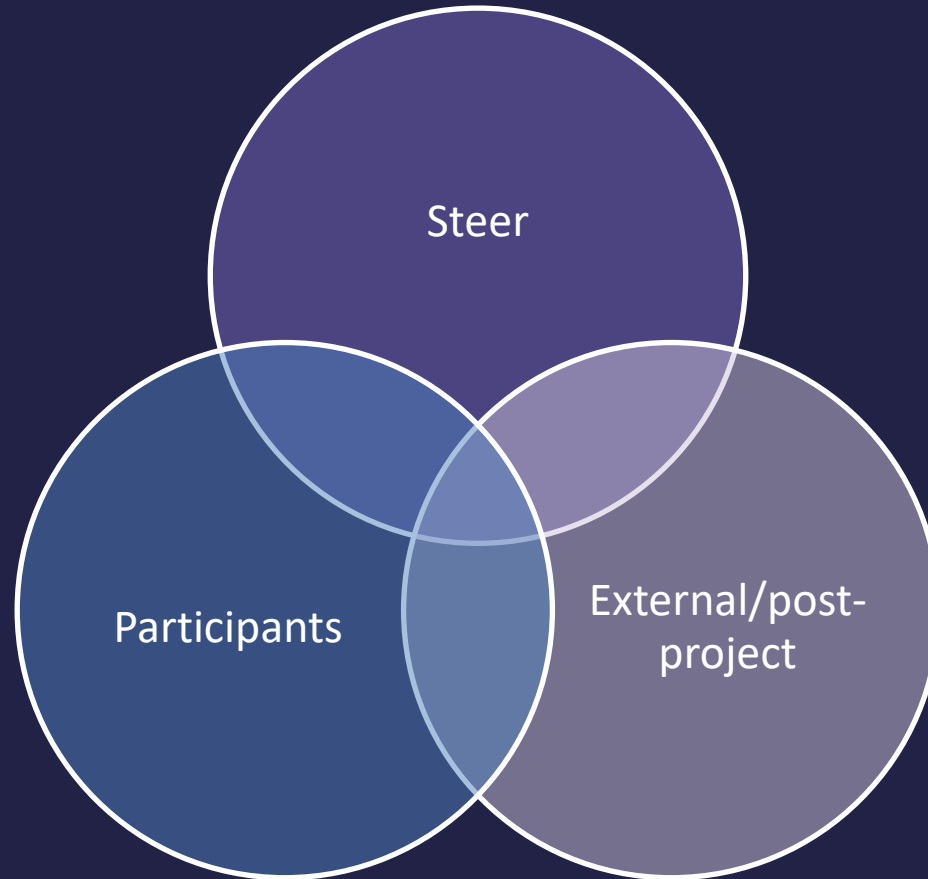
Workshop outcomes

- Improved understanding of;

1. What project documentation needs to cover for ethical purposes
2. How project proforma can be used to support data gathering and analysis processes
3. Some of the problems and limitations of real project documentation
4. What might be considered as minimally essential for good practice, as compared with helpful, practical, maximally possible, or un-necessarily burdensome

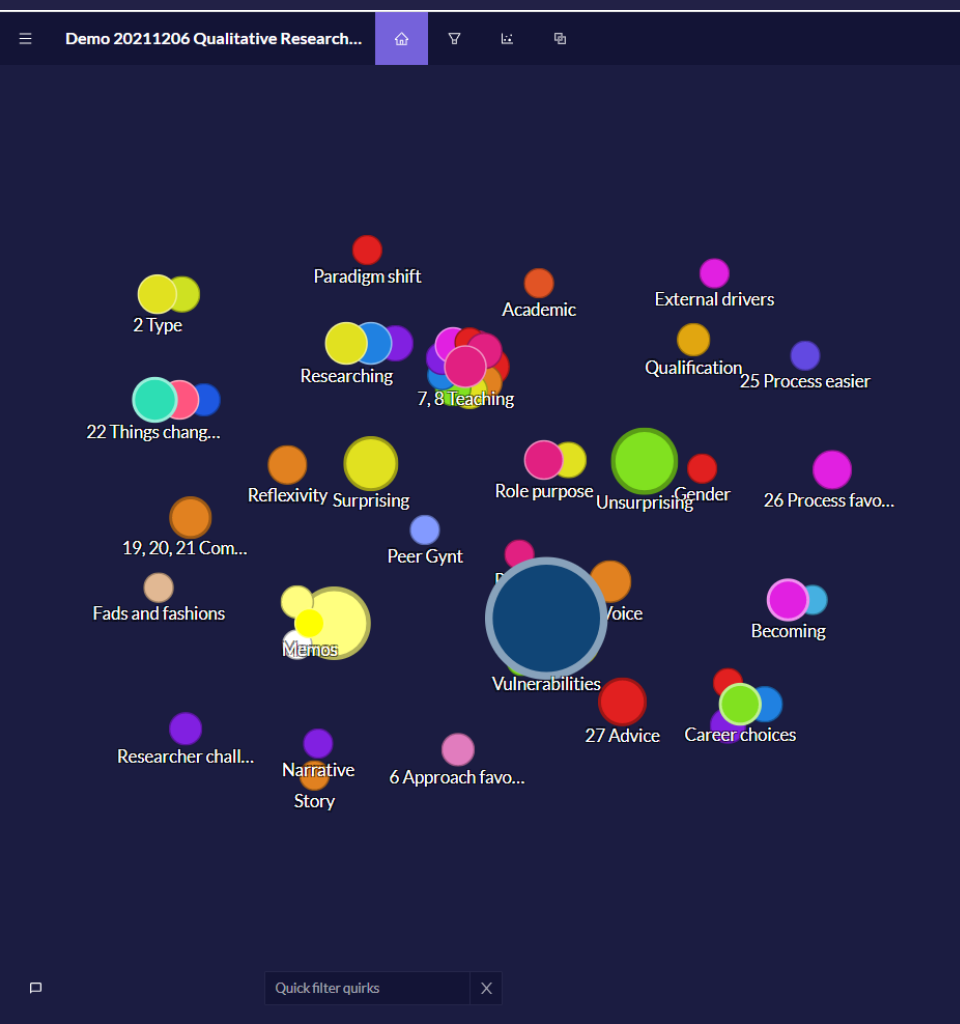| Phase of research (material type)	Example documentation
Background (Design and approval)	Call for participants
	Project information
	Protocol, ethics statement and risk assessment
Engagement with participants (Advertising, recruitment and correspondence)	Possible email text to recruit
	Possible email response to interest
	Participant record example
	Consent form
Interview facilitation (Data gathering aide-memoire and pro-forma)	Actions aide-memoire
	Trial question set with reflexive answers
	Interview summaries or field notes
Transcription and analysis (Data handling and analysis summaries)	Transcription protocol
	Transcripts
	Transcript summaries
	Transcript return form

Research documents – purpose

Research audience – who gets to see what

Quirkos' *Qualitative Researcher Journeys* project documentation

Phase of research (material type)	Often found in Appendices	Rarely seen after the end of project
Background (Design and approval)	**Project information Protocol, ethics statement and risk assessment**	• *The need for the research or proposal* • *Outlining the documents needed for managing the project* • Call for participants
Engagement with participants (Advertising, recruitment and correspondence)	**Consent form**	• Possible email text to recruit • Possible email response to interest • Participant record example
Interview facilitation (Data gathering aide-memoire and pro-forma)	**Trial question set**	• Actions aide-memoire • Trial question set with reflexive answers • Interview summaries or field notes
Transcription and analysis (Data handling and analysis summaries)	**Transcript return form**	• Transcription protocol • Transcripts • Transcript summaries

Project data in Quirkos analysis software canvas

https://www.quirkos.com/workshops/qual/

CHOOSE A GROUP OF DOCUMENTS TO EXAMINE

File / folder	Document	
a. Background		
	1. Proposal and rationale.pdf	1
	2. Document management.pdf	1
	3. Call for participants.pdf	2
	4. Project information.pdf	2
	5. Protocol ethics statement and risk assessment.pdf	3
b. Engagement		
	1. Possible email text to recruit.pdf	4
	2. Possible email response to interest.pdf	4
	3. Participant record example.pdf	4
	4. Consent form.pdf	5
	5. Consent form - Google Forms	5
c. Interview facilitation		
	1. Trial question set with reflexive answers.xlsx	6
	2. Interview actions aide-memoire.pdf	6
	3. **Interview summaries or field notes**	6
d. Transcription and analysis		
	1. Transcription protocol.pdf	7
	2. **Transcripts**	7
	3. **Transcript summaries**	7
	4. Transcript return form.pdf	5
	5. Transcript return form - Google Forms	5
	https://www.quirkos.com/workshops/qual/	
Files in bold have sub-files of multiple documents		

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Choose a Break Out Room

DISCUSS AND COMMENT

File / folder	Document	Breakout Room
a. Background		
	1. Proposal and rationale.pdf	1
	2. Document management.pdf	1
	3. Call for participants.pdf	2
	4. Project information.pdf	2
	5. Protocol ethics statement and risk assessment.pdf	3
b. Engagement		
	1. Possible email text to recruit.pdf	4
	2. Possible email response to interest.pdf	4
	3. Participant record example.pdf	4
	4. Consent form.pdf	5
	5. Consent form - Google Forms	5
c. Interview facilitation		
	1. Trial question set with reflexive answers.xlsx	6
	2. Interview actions aide-memoire.pdf	6
	3. **Interview summaries or field notes**	6
d. Transcription and analysis		
	1. Transcription protocol.pdf	7
	2. **Transcripts**	7
	3. **Transcript summaries**	7
	4. Transcript return form.pdf	5
	5. Transcript return form - Google Forms	5
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