

DRAFT DOCUMENT: AUGUST 2015, for amendment and updating

So you want to do collaborative research.....

A UNIVERSITY OF BRISTOL GUIDE TO STARTING TO RESEARCH
WITH COMMUNITITES

The first steps...

From the outset of a project with community groups it is important to be inclusive in decision making and to manage expectations. One way of doing this is to meet with your community partners early in the design process to create two documents; a roadmap and ethics agreement

Road Map

It will be useful at the beginning of the project to establish the main phases in the work and to assign responsibilities for the work in each phase. This document can then be used as the basis for legal contracts, an induction for new members of the team and as a tool for reflection. It is also a good idea at this point to put in writing key decisions about data management and payments - for example, who will retain copyright and how will distribution be managed? How will expenses or one-off payments be paid? The document could take many forms and be adapted to the needs of the team but an example template is available in appendix a. Remember that all collaborations are likely to change and/or generate unexpected results - you should allow for this in your roadmap and review the document regularly.

Ethics Agreement

Ethics need not be a set of rules you have to comply with - done right they can help to clarify and codify the shared values and aspirations of partners and help to envisage what it would look like to put these into practice. The table below draws on Brydon Miller et. al.'s 'structured ethical reflection' process (2010). In the left-hand column are some examples of shared values that the participating organisations may aspire to. Along the top row, are headings for the kinds of activities that the partners may be engaged in. The values and the activities are just examples – it is down to the partners in a specific collaboration to define these themselves.

	Disseminating Results	Evaluation	Remuneration	Communication	Planning Activities	Seeking Funding	Constructing Research Questions
Autonomy							
Mutual Benefit							
Transparency							
Democratic Practice							
Shared Roles							
Facilitate Spontaneity							

The following questions may help to flesh out the content of the grid – and the ethos of the collaboration:

Decision-making

Where will decision-making reside? If it resides with a small group or an individual, will this power be democratically conferred? Is there recourse or accountability if other members of the group are not happy with a decision or the decision-making process?

Organisational Structure

It is not the case the 'ultimate co-production' is attained by completely horizontal decision-making procedure. Procedures must be fit for purpose - all may not need nor want to participate in all decisions and doing so may be too time and energy intensive for little gain. What makes a procedure co-productive or democratic is not how flat it is but the fact that it is collectively agreed upon and that there are avenues for recourse.

Assets to be created

Who will benefit and how. Who will be the owners? What form of copyright will be appropriate? How will the public gain access?

Remuneration and Recognition

What kinds of labour will be remunerated and what kinds will be voluntary. How will remuneration take place in practice? How will labour be distributed, shared and recognised as valuable?

In thinking through these considerations is also useful to bear in mind:

- Who might be staying silent/being silenced and why?
- Who is not in the room that has a stake in this?
- Which decisions are we not discussing at all (e.g. budgetary, strategic, legacy)

References:

Brydon-Miller, M., Coghlan, D., Holian, R., Maguire, P. & Stoecker, R. (2010). *Covenantal Ethics for Action Research: Creating a New Strategy for Ethical Review*

Some key questions

These questions are important to consider in the planning process and may inform the content of the roadmap and ethics guidelines.

Starting points

- Why do the research? Why is everybody involved?
- What are the benefits to everybody?
- Does everybody know the research questions and intended outcomes?

Working together

- What is everybody contributing – finance, knowledge, resources, expertise, access?
- How will you organise the work/meetings so that everybody is comfortable participating?
- Are there other groups/individuals that should be included in the research?
- What are the barriers to participation and how will you minimise them?
- Who will be paid, how and by whom? How will you ensure nobody is financially worse off?
- How will you communicate so that everybody can understand and participate?

Data management

- How will you manage and store any data?
- Who owns the data?
- How will you ensure informed consent?
- Will there be anonymity for participants?

Findings and outputs

- Who will analyse the data and write up any findings?
- How accessible will data and outputs be to communities?
- How will you acknowledge everybody's contributions?
- How will the research and outputs be useful to the participants?
- How will you share/promote the findings?

Top Tips

Name someone in each organisation as the first point of contact

Get an administrator

Have a cooling off period

Review the roadmap regularly

Make a payment plan – say what you will pay for and factor expenses and honoraria into your budget early on.

Do not over promise

Keep documents up to date

Choose venues that everybody is comfortable with

Payments and Contracts

The central administration of the university can be confusing for both academics and their community partners. It is best to decide as far as possible at the outset of the project who you will pay and how.

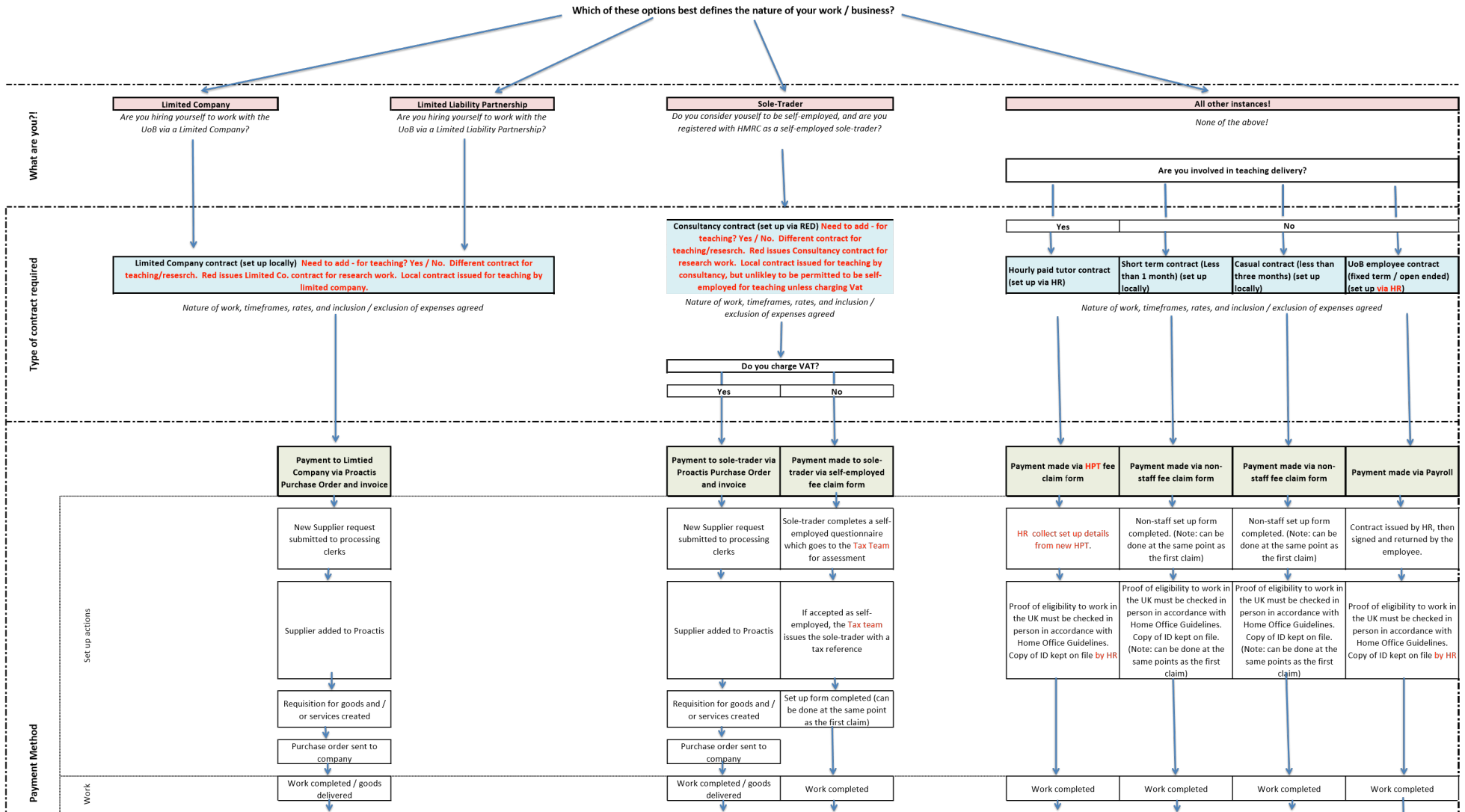
RED can offer advice with regard to contracts for any significant partnerships but you may find informal local contracts are more appropriate for some collaborations – your school manager should be able to talk you through the options available.

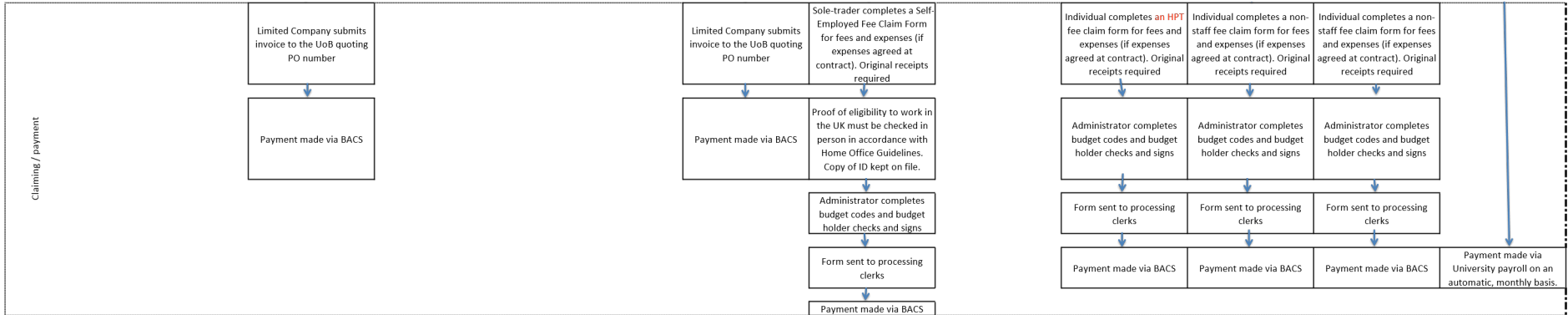
In the next few pages you will find a brief introduction to some of the different payment methods used by the university. Providing community partners with the best payment route from the start avoids any delays in payment and helps to build a good working relationship. Remember your partners may not be used to bureaucracy like this so you may need to provide ongoing support through the payment process.

There are several ways for people to get paid by the university depending on the type of work and their circumstances. They can broadly be defined like this:

- Expenses only claims – for people who are not being paid a fee but need to claim back money for travel or purchases.
- Fee claims – for people who need to be paid for their time and may also have expenses.
- Self-employed claims – for people who need to be paid for their time and may also have expenses but they are responsible for paying their own tax and insurance.
- Organisation claims – for organisations and businesses who have paid for the time and/or expense of one of their employees to work with the university and need to claim that money back.

What process should I use?





Payment of Fees (with expenses)

Non-Self employed individuals should be paid in this way if they are paid an hourly or daily rate. They have to be set-up on university payroll and a new fee-claim form has to be sent each month. The deadlines for this payment method aren't flexible and tax and national insurance will have to be paid. Expenses can be added to the fee claim form and paid together. This diagram explains the process:

Work and hourly rate agreed—a contract may be set up locally



Staff set-up form completed by claimant



Eligibility to work in the UK must be checked in person according to Home Office guidelines. A copy kept of ID



Non-staff fee claim form completed by claimant. Expenses can also be added to form with original receipts



Administrator fills in budget codes and budget holder checks and signs both forms



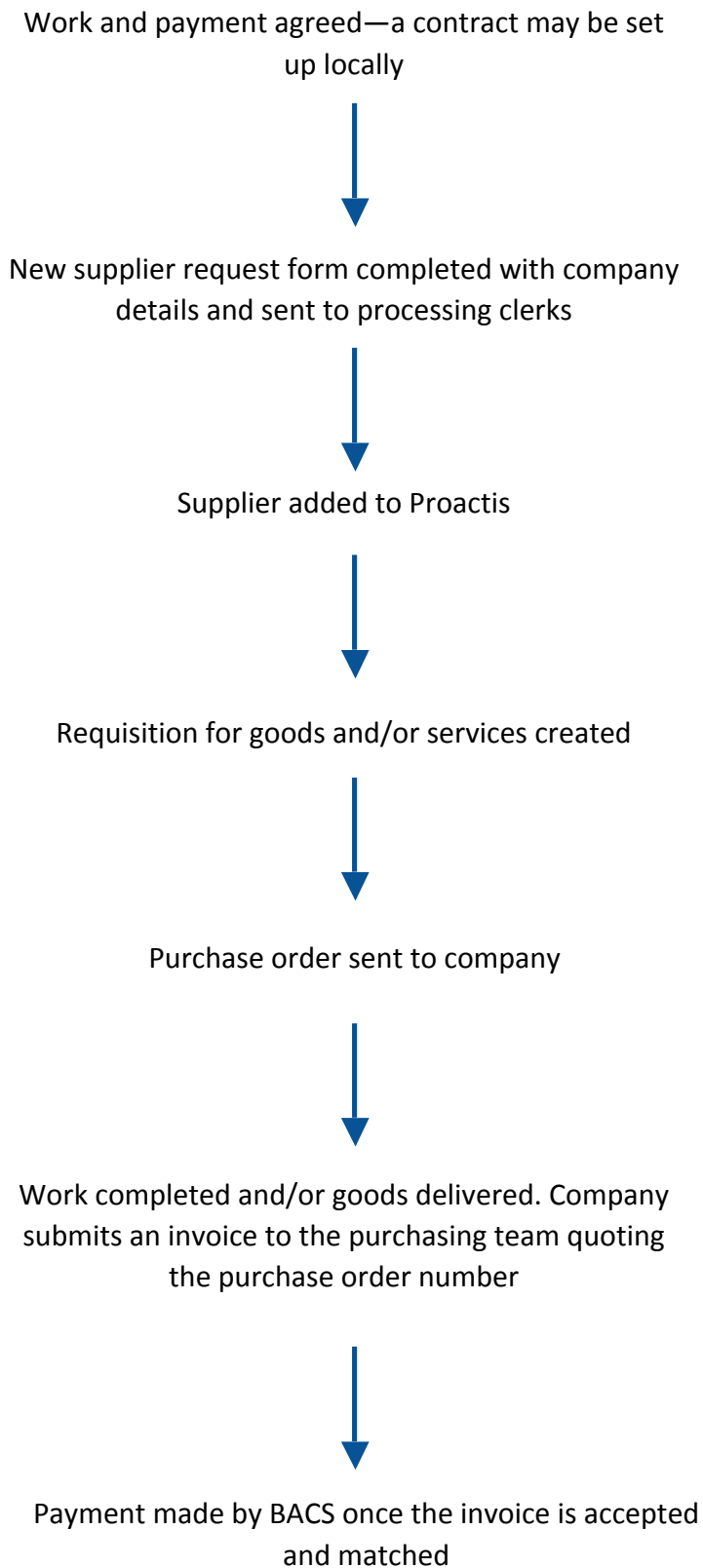
Both forms sent to processing clerks



Forms must be submitted early in month (usually 8th) for payment on 26th. Paid by BACS.

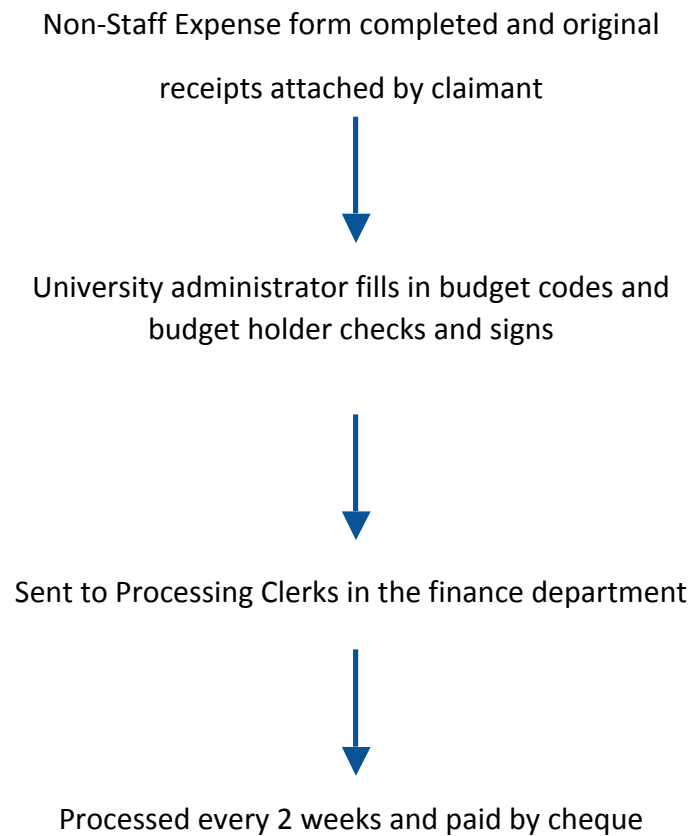
Payment to a company

If you need to pay an organisation other than the university directly they need to be registered with the university as a *supplier* to do this- speak to a department administrator if you need help with this process. The following diagram explains how the payment process will work:



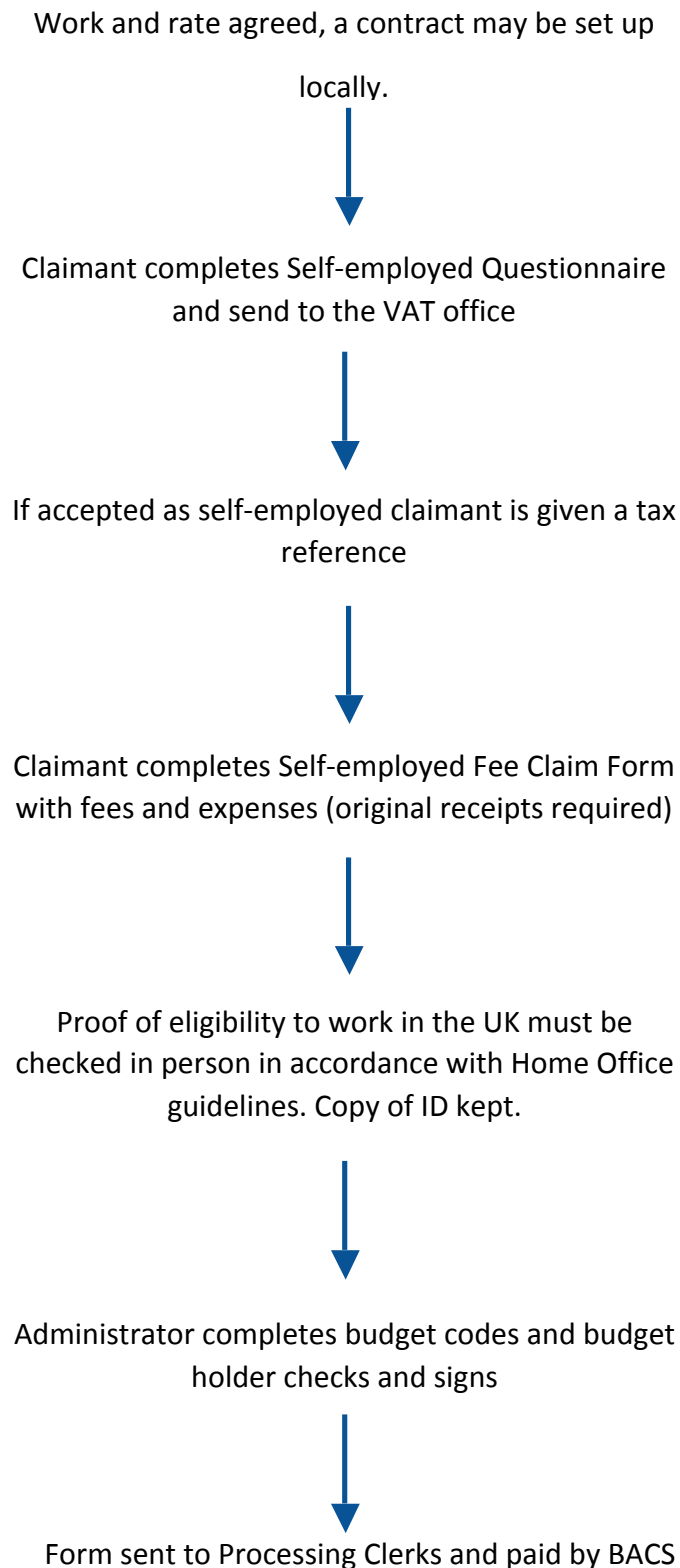
Payment of Expenses

If you are only paying expenses for travel or purchases a non-staff expenses form with the receipts has to be sent to the finance team. Payments are made by cheque and are posted every two weeks. This diagram explains the process:



Payments to Self-Employed People

Self-employed people have to show the VAT team at the university that the work qualifies as such. They need to apply for a reference number by completing a questionnaire and then can submit self-employed claim forms once they have the number. If they are not accepted as self-employed they need to follow the standard fee claim procedure. This diagram explains the process:



Appendix A

Roadmap template/example for Participatory Research

Describe the overall research project:

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Outline the research questions to be answered in this project:

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Roadmap to research:

Key Dates	Output Required	Responsibilities
Phase 1	Working groups leading to the development of the research questions to be answered	(Completed)
Start Date		
Phase 2	Recruit Researcher Employer: [CO/UoB]	Both: Advertise position, shortlist candidates and hold panel recruitment. Candidate appointed must first be approved by both UoB and CO. Employer: Shall take the lead responsibility for employing the candidate and complying with relevant legislation governing recruitment and employment.
Phase 3	Literature Review and Preliminary Scoping Exercise	CO: Researcher will explore the agreed research questions via various means such as literature review, scoping exercises, etc. During this time the Researcher will liaise with the UoB academic lead and the working group. UoB: Provide academic support to the Researcher and guidance on the scoping exercise.

Phase 4	Draft and Agree Project Plan	<p>CO: Researcher will work closely with the UoB academic lead and the working group to draft a detailed project plan addressing the research questions above, based on the results from Phase 3. The Researcher will provide the project plan to the UoB academic lead for approval or comment.</p> <p>UoB: Provide academic support to the Researcher and guidance on the project plan. Review the draft project plan and either</p>
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		<p>approve or provide guidance on changes required for approval. Collaborate with the researcher and CO throughout</p>
Phase 5	Ethical Approvals	<p>Should ethical approval be required under UoB's research governance policies, CO and UoB will liaise closely to ensure compliance with such policies. These policies are available at http://www.bristol.ac.uk/red/researchgovernance/</p> <p>UoB shall take the lead in any application for ethical approval and will provide appropriate guidance to the CO, however both parties are responsible for compliance.</p> <p>For the avoidance of doubt, the parties agree that NO research requiring approval under the above policies shall be undertaken prior to such approval being granted.</p>
Phase 6	Conduct fieldwork based on agreed Project Plan (data collection)	<p>CO: Most fieldwork will be undertaken by the Researcher using the CO resources – this includes the fieldwork costs provided in the budget as well as the local CO expertise. As the research will involve community members, the CO shall be responsible for selecting and recruiting such community members in collaboration with the UoB academic lead.</p> <p>[Peer Researchers will be selected by the CO/Working Group and trained by the Researcher in partnership with the wider Productive Margins team]</p> <p>UoB: The UoB Academic Lead will provide academic support and guidance to the Researcher</p>

Phase 7	Analysis of data collected	<p>CO: The Researcher shall analyse the data collected at Phase 6.</p> <p>UoB: The UoB Academic Lead will provide academic support and guidance to the Researcher on analysis, particular with respect to analysis techniques and data integrity.</p>
Phase 8	Outputs, including Final Report and Journal Article (if appropriate)	<p>CO: The Researcher shall produce a final report on the project, to include the analysis of data collection. The report should address the research questions.</p>
		<p>If the data collection and analysis warrant, the Researcher and UoB Academic Lead, as well as any appropriate community members, shall co-author a journal article for submission.</p>
Phase 9	Dissemination of results	<p>The CO shall be responsible for dissemination of the results of the research project within the community (subject to the terms of ethical approval, if applicable)</p> <p>UoB shall be responsible for dissemination of the results of the research project within the academic community.</p>

Data Plan

Who will collect data?	
Where will the data be stored?	
Will data be anonymised?	
Who will have access to the data?	

Data Use and Ownership

Any data collected in the research project shall be owned by:	UoB/ CO
CO shall have the following rights to use any data collected in the research project:	For future community projects/No right of use/for any purpose consent gathered participants at the - Subject to applicable from the community time of data collection.
UoB shall have the following rights to use any data collected in the research project:	For future academic, research and teaching projects/No right of use/for any _____

	purpose Subject to applicable consent gathered the community participants at the time collection.	- dat fro a m of
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