

LOGO\*

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**<<Short Title>> Qualitative Data Analysis Plan (Q-DAP)**

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| **Version** | **Description of Changes** | **Effective Date** |
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|  | **Content** | **Further Description** |
| --- | --- | --- |
| **Study/Trial Name** | Acronym (if used) \* | Detailed Study Name |
| **Qualitative Researcher Details** | To include name, role and email contact details |  |
| **Objectives of the study** | Primary Objective of the study if only a qualitative study. Otherwise include only the primary outcome of the qualitative components of the work  | List of aims and objectives should be given here as well as a link to the protocol  |
| **Method(s) of Data Collection** | Qualitative methods used (please select as appropriate :1. Face-to-face participant/non-participant interviews
2. Non – participant observations
3. Focus group(s)
 | Provide link to where consent forms, schedules, fieldnote templates can be found as well as information about anticipated numbers, recording, transcribing and anonymisation etc, |
| **Data Produced** | Highlight the format(s) in which original data will be collected  | e.g. WAV files, hand-written notes |
| **Data Management** | Data capture | Give details of data capture e.g. encrypted sound files or hand-written field notes etc. Where will these be stored? How will data be transferred between the team and e.g. the transcribers, arrangements for anonymisation and the anonymisation rubric, cross-checking of transcripts |
| Data storage | e.g. hard copies of data are stored in a locked filing cabinet, electronic data is stored on the secure university network. Only named individuals have access to the secure folders. Files containing data i.e. audio recordings and transcripts are password protected.  |
| Data transfer | E.g. Audio recording files will be saved from the digital recorder to the secure network as soon as possible following collection |
| Anonymisation process | During transcription, all personal information such as names and locations will be anonymised  |
| **Stopping data collection** | Defining and recognising data saturation  | Describe how this will be assessed and verified |
| **Method of Analysis** | Identify the methodological orientation/ theory e.g. thematic analysis, IPA, grounded theory etc.  | Identify the planned form that analysis will take and include key references here  |
| Further details about approach to analysis | The process of coding etc. should be described here |
| Software to be used if any (include version number) | e.g. NVIVO 11 |
| **QA on Analysis** | Double coding | What % will be double coded? How will this be undertaken? By whom? How will it be logged?  |
| Triangulation | How will triangulation be used?  |
| **QA on Analysis Process** | Debriefing | How will the data analysis be iterated to ensure coherence? How do we demonstrate that the interpretation of data collected is appropriate to theoretical orientation and other data collection? |
| Peer Review | Circulation to participants, PPIs, co-apps, wider researcher network? |
| **Combining Qualitative Analysis findings with other findings** | Population, Recruitment and Attendance | Recruitment data will be recorded through the use of screening logs Eligible population data will be assessed to check the total of potentially eligible individuals  |
| **Handling missing data/withdrawals** | Case by case | Should any participants withdraw their interview data for whatever reason this will be handled on a case by case basis with input from the wider team. |

*\*All sections in blue should be completed for each trial or study that involves the use of qualitative methods*