



**Inclusive
Research
Network**

Support for Making Decisions - Handbook

Part Three: After the interview

This handbook was prepared by several members of the Inclusive Research Network.


The ethics forms were developed by Christina Burke, Brian Donohoe, Elaine Leonard and Helen O'Regan, with the support of Nicola Maxwell, Mary Barrett and Jackie Moran. This group met from August 2022 to May 2023 to develop these forms.

The interview questions were developed from November 2022 to May 2023, with input from everyone who attended monthly meetings and with the support of Edurne Garcia and Rob Hopkins.

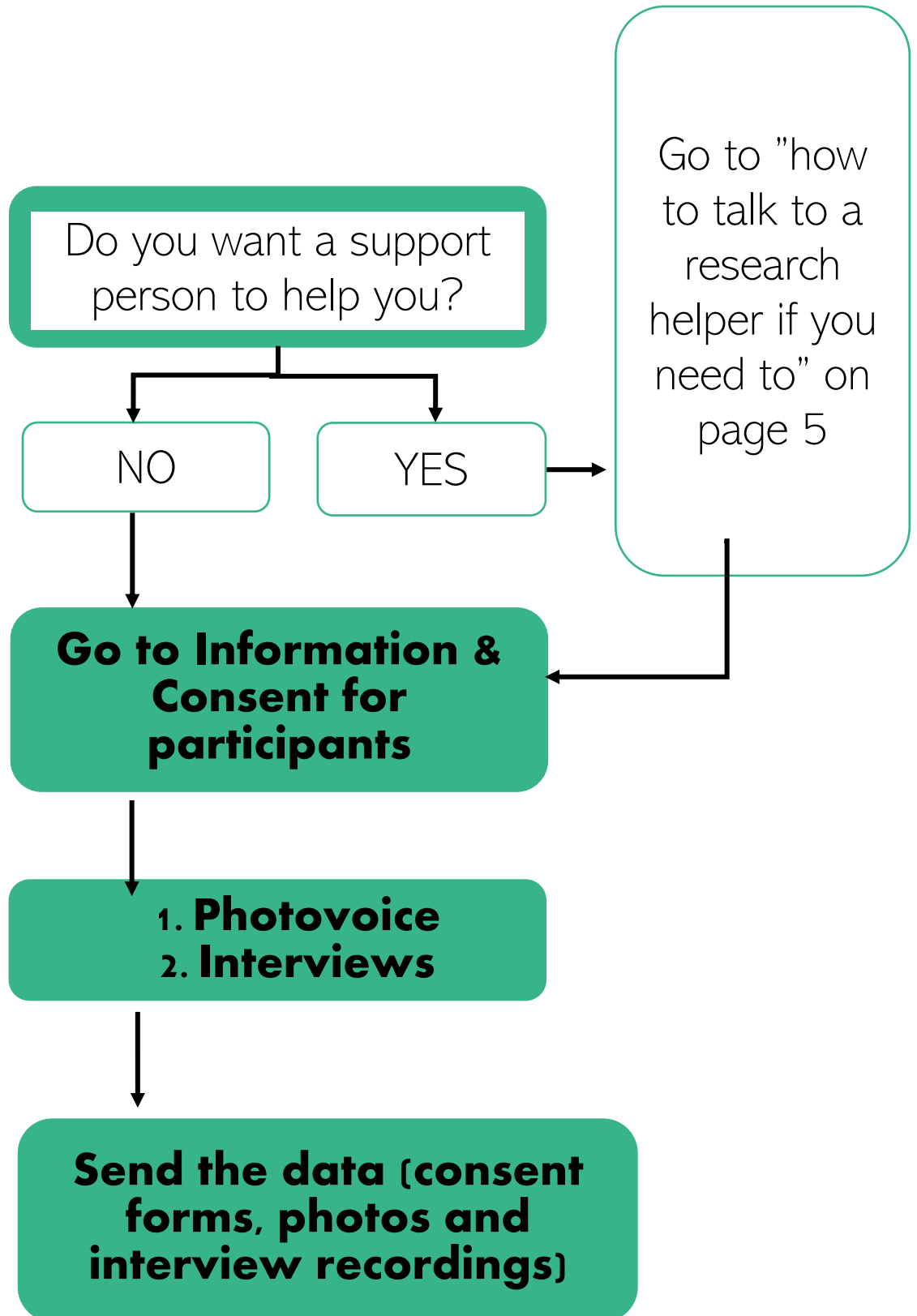
The handbook was put together by Maialen Beltran (TCD) and Ann Swift (TCD), with input from Brian Donohoe, Elaine Leonard, Kathleen McMeel and Helen O'Regan and with the support of Edurne Garcia.

These are the steps to do the research

Part Three: After the interview

	STEPS	PAGES
	1. How to save recording, notes and all forms?	5 to 8

How to use this handbook?



Who does the interviews?



IRN Researcher



Supported by:



IRN Research
Helper
(Optional)

Who takes part in the interview?



Person with lived
experience



Supported by:



Interview Assistant
(Optional)



Supporter



1. How to save recording, notes and all forms?

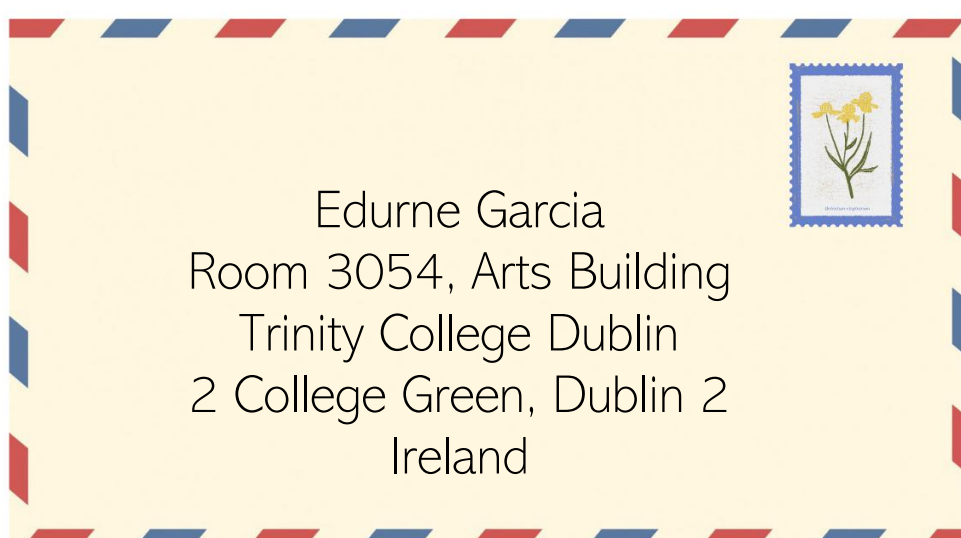
What do you need to send to Edurne or Nicola and how?	
Consent forms	<ul style="list-style-type: none">• If they are signed on paper → send them in an envelope• If they are signed electronically → upload to SharePoint. Ask your supporter for help.• If you take a photo of the consent → upload the photo to SharePoint
Photographs	<ul style="list-style-type: none">• If printed → send them in an envelope• If shared electronically → upload to SharePoint
Audio-recordings	<ul style="list-style-type: none">• Upload to SharePoint.
Notes from interviewers	<ul style="list-style-type: none">• If they are on paper → in an envelope• If they are written electronically → upload to SharePoint• If you take a photo of the notes → upload the photo to SharePoint

SharePoint instructions

- You/your supporter need to be added as a Sharepoint member. Ask Edurne if you need help adding you as a member iriartee@tcd.ie.
- Log in to Sharepoint.
- Select **upload** and then **files** or **folder**.
Browse to find the file or folder you want and **click upload**.
- You can see more instructions on how to upload files here:
<https://www.tcd.ie/itservices/kb/sharepoint/faq.php>

Postal addresses

If you send data by post, use the following addresses. Once you have sent the data, email Nicola n.maxwell@ucc.ie or Eburne iriartee@tcd.ie to tell them that you have sent them information via post. They will follow up with you.



How to destroy the information once Edurne or Nicola have confirmed receipt?

Paper forms: Consent and notes	Paper shredder.
Electronic data	Delete the file and email (if sent by email) Empty the bin (computer) Empty the delete folder in the inbox