**TSRC Data Collection Log**

**Complete this log throughout each piece of work to guide your data management to ensure that your project can be offered to the UK Data Archive.**

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| **Project name**  | Carbon Conversations |
| **Project start date** | February 2011 |
| **Lead Researcher** | Milena Büchs |
| **TSRC Research Stream**  | Environment |
| **Research Team (names), and** **Data management contact (person responsible for data collection)** | Data Contact Emma HintonGraham Smith, Rebecca Edwards |
| **Short description of the project in less than 300 words** |
| This study focuses on investigating an existing TSO pro-environmental behaviour change intervention, Carbon Conversations. The study aims to :1. Understand the character and delivery of Carbon Conversations, through interviews with those involved with developing, organising and facilitating the Carbon Conversations programme
2. Understand the influence of participation in a standard Carbon Conversations course on participants’ everyday practices (the ‘CC1’ wave)
3. Investigate the influence of a shorter version of Carbon Conversations on food-related everyday practices and carbon footprints of participants recruited from a range of third sector groups with an interest in the environment (including wildlife and conservation groups, gardening and food-growing groups and those associated with outdoor activities) (the ‘CC2’ wave)
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| **Is ethical review required for this project**Provide details of ethical issues involved in this project and confirm that ethical approval has been obtained | Yes – approval received from University of Southampton and University of Birmingham. |
| **Entities studied** e.g. individuals, groups, samples, geographic areas and time period covered.  | Individuals and groups in the UK, Feb 2011-May 2013 |
| **Sources of data and methods of collection including research instruments –** provide detail:(e.g. interviews (interview instructions), measurements, observation, survey, mapping, modelling, focus groups, images). Data derived in whole or part from other published or unpublished, printed or electronic sources. Give reference to the original material. | 2 online surveys, in-depth individual interviews, workshop transcripts; interview schedules |
| **Sampling method/criteria**CC1 wave:* Survey distributed by partner organisation to all listed facilitators, who were asked to pass this on to Carbon Conversations participants of groups they had facilitated. This method was chosen because no central database of Carbon Conversation participants was available.
* Interviewees were selected from those survey participants consenting to participate in further parts of the study. Selection was intended to capture: geographic variability (in line with the data, with clusters in London, Cambridgeshire, Oxfordshire and Scotland); a range of household incomes; a range of responses to key questions, including those who agree or strongly agree with the statement, ‘I find it hard to change my habits to be more environmentally friendly’, who say they would like to do a lot more for the environment, and who report that there are things that make it difficult to make a change; including the few survey participants that strongly disagreed with the statement, ‘Taking part in Carbon Conversations has helped me take action to reduce my overall carbon footprint’; and capturing variation in recorded change in practices

CC2 wave:* Survey distributed to TSOs with a focus on wildlife, conservation, gardening and outdoor pursuits based in Cambridgeshire agreeing to promote the study to their membership / staff
* People were selected to participate in 2 workshops and 2 interviews, one before and one after the workshops, from the full list of those completing the survey and consenting to participate in further parts of the study; participants were selected according to the following criteria: they had not participated in Carbon Conversations already; and there were at least two environmentally friendly behaviours they indicated they rarely engage in
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| **Method of coding/identifying** (can just refer to location of 'codebook'/coding schedule or similar) | Coding schedule in NVivo file |
| **Provide details of consent arrangements, where applicable, and indicate exceptions.**It is important to get specific consent to archive and share data. You must include location of filed consent forms and give details of any exceptional agreements on this form. | Sample consent form filed –hard copies showing consent filed in UoS 58/2111 |
| **Anonymisation completed to the required level for this project and indicate location of anonymisation log.** |  |
| **Data validation methods** Cleaning/error checking techniques – explain.  | n/a |
| **Weighting procedure** Size of factors applied to variables/cases provide detail.  | n/a |
| **Where are physical data stored including details of security arrangements?** e.g. copies of field notes- where stored - in a locked filing cabinet, in shared office, in controlled access building, Centre Manager has spare keys in case of emergency' etc. | n/a |
| **Where is electronic data stored including details of security arrangements?** (security info only required for data NOT stored on University shared drives and SharePoint) | Transcripts on UoB K drivePhotos and survey data stored on UoS drive |
| **Are secure back-up procedures in place**Provide details of back-up procedures (only required for data NOT stored on University shared drives and SharePoint): e.g. digital data will be transferred to University network weekly. | UoB network |
| **Restrictions on access to data (both live data and archived data)** Please describe and provide reasons: e.g. data obtained under licence to Southampton University only. | n/a |
| **Publications drawing on this data collection – list or refer.** | 2 journal articles are in development |
| **Please detail any issues which have arisen relating to copyright or ownership of data** Have these issues been resolved? | n/a |
| **Quantities for elements of data collection** e.g. number of data files, samples, cases and variables, responses, transcripts, audio/video files, photographs –  | 93 transcripts? photos2 survey datasets5 Interview schedules |
| **Archive or destroy** Please outline reasons for destruction of data or alternative storage arrangements. If data collection is not suitable for archiving, please specify reasons.  | Archive transcripts with consent and interview schedules |
| **Date of destruction** |  |
| **Project End Date** |  |
| **ADMIN USE ONLY** |  |
| **Has the data been formally offered for archiving?** Date submitted for archiving and outcome of archive submission. |  |
| **Archive reference number** |  |
| **Project and archiving/destruction complete?** |  |