

Supporting teachers of science to engage with and carry out research

Information about the project

The Sheffield Institute of Education (SIOE) at Sheffield Hallam University (SHU) and the National Foundation for Educational Research (NFER) have been asked by the Wellcome Trust to carry out research on the four delivery projects funded as part of the *Supporting teachers of science to engage with and carry out research* programme.

What we learn from this study will be used as part of a report for the Wellcome Trust which will describe the structure and content of the projects, successes and challenges and how the participants feel about their involvement, and whether this has had an effect on their levels of engagement and use of research. We may also share what we learn through academic journal articles and conference presentations.

What data will be collected?

| Data to be collected | Project deliverers | | | |
|--|--------------------|-----|-------------------|-----------------------|
| | CCT | BIT | EDT/STEM Learning | University of Lincoln |
| Baseline and end-point surveys with project participants. A link to the online baseline survey will be sent to all participants at an appropriate point prior to their project starting delivery, and a link to the end-point survey will be sent after the project ends. Due to differing project timescales surveys will be administered at different time points, on a project by project basis. | x | x | x | x |
| Interviews or focus groups with project participants and project delivery staff. We may ask you to take part in an interview or focus group in order to gather your perceptions of the project in which you are involved. When these take place will vary across projects depending on their structure and roll out. These interviews or focus groups may be on the telephone, face to face or online. | x | x | x | x |
| Management information (MI) data will be collected by project delivery teams and shared with the research team (the SIOE and NFER). This will enable us to analyse project recruitment and retention, and engagement with/attendance on any online resources/sessions. We will also use this information to contact you with a request to complete the surveys and if you are part of our sample to contact you to arrange an interview or focus group. | x | x | x | x |

How will my information be used?

Survey data

Baseline and follow-up surveys will be administered online before the project starts and after it ends. We will ask you to complete the survey at these two timepoints. The survey will be straightforward to answer, containing click box responses. Your responses will be collated with those of other project participants and analysed by the research team at NFER and reported anonymously. You will be asked for consent for your participation at the start of the surveys.

Interview/ focus groups

Interviews/focus groups will be carried out by an experienced researcher from SloE. With your permission, interviews/focus groups will be recorded using an audio recorder and may be transcribed. Your consent for your data to be used will be sought before these take place and this will be clarified verbally at each interview/focus group. The unanonymised interviews/focus groups or transcripts will only be shared with the people involved in the project from the SloE and NFER, and, if used, the appointed transcriber. Anonymised data will be thematically analysed to explore the research questions.

MI data

Management information data will be collected from the project deliverers and will consist of participant names, school, years in teaching and key stages taught, role in school and on the project and attendance/engagement with project activities such as meetings or training. This data will be used to analyse the reach of each project (i.e. the extent to which it engaged its intended participants in the ways it expected to). It will also be used for survey matching purposes, enabling us to check the representativeness of our achieved survey samples with the cohort of participants in each project. We will seek opt out consent for the MI data - if you do not want MI data to be shared with the research team please notify the SloE Project Director, Dr Bronwen Maxwell (contact details below).

Please see our project privacy notice on the project website <https://www.shu.ac.uk/about-us/academic-departments/institute-of-education/research/projects/research-into-supporting-teachers-of-science-engaging-with-and-carrying-out-research> for more detail on how we may use your personal data.

Do I have to take part?

Participation in surveys and interviews/focus groups is voluntary. By completing the survey you will be agreeing to your data being used in an aggregated and anonymous form in reporting. At the beginning of the survey you will be asked to confirm that you have read this project information sheet and our privacy notice and consent to participating in the survey element of the research and your data being collected and processed as outlined in the information documents. If you are asked to take part in an interview or focus group we will ask you to sign a consent form.

If you do not wish the research team to receive MI data on your participation from the delivery team please notify the SloE Project Director, Dr Bronwen Maxwell (contact details below).

You can withdraw your data (whether it is from a survey, MI data or an interview/focus group data) at any point until it has become fully anonymised and aggregated into the analysis at which point we would be unable to identify it. If you wish to withdraw your data please notify the SloE Project Director, Dr Bronwen Maxwell (contact details below). Your decision to take part or withdraw from the evaluation will not influence your participation in the projects in any way.

Will I be identifiable?

All reports for Wellcome, and all academic research publications, will anonymise both organisations and individuals so no individual participant or school will be identified or identifiable. The names of delivery organisations for this project are in the public domain and may be given in reports, publications and any associated presentations. Delivery team members will not be named but may still be identifiable by association with the project.

For the purposes of research and knowledge exchange including presentations at professional or academic conferences, or publications in professional or academic journals, the retention period for the anonymised data will be 10 years after the last publication arising from the research. The anonymised data may be used for other research purposes for example for reanalysis of data to further illuminate teacher use of research evidence.

How will my data be protected?

All digital data will be stored in secure, password-protected computers in SHU and/or NFER. Paper-based data will be stored in locked cupboards within secure offices. Any transfer of data will use secure portals.

SHU undertakes research as part of its function for the community under its legal status. Data protection allows us to use personal data for our work with appropriate safeguards in place under the legal basis of **public tasks that are in the public interest** (GDPR clause 6 (1) f). A full statement of your rights can be found at <https://www.shu.ac.uk/about-this-website/privacy-policy/privacy-notices/privacy-notice-for-research>.

The privacy notice for this project, which sets out in more detail how your data will be used and protected, can be found on our project website: <https://www.shu.ac.uk/about-us/academic-departments/institute-of-education/research/projects/research-into-supporting-teachers-of-science-engaging-with-and-carrying-out-research>

All University work of this nature is reviewed to ensure that participants are treated appropriately and their rights respected. This work was approved by the University Ethics Committee. Further information can be found here: <https://www.shu.ac.uk/research/ethics-integrity-and-practice>.

If you have any general queries about the information provided please contact the SloE Project Manager, Dr Josephine Booth (details below).

For any concerns about SHU or NFER:

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| <p>You should contact SHU Data Protection Officer if:</p> <ul style="list-style-type: none"> • you have a query about how your data is used by the University • you would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately) • you would like to complain about how the University has used your personal data | <p>You should contact the SHU Head of Research Ethics (Professor Ann Macaskill - a.macaskill@shu.ac.uk) if:</p> <ul style="list-style-type: none"> • you have concerns with how the research was undertaken or how you were treated |
| <p>Postal address: Sheffield Hallam University, Howard Street, Sheffield S1 1WB Telephone: 0114 225 5555</p> <p>Email: DPO@shu.ac.uk</p> | |

If you have any further questions about the study, please contact:

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