

# Supplementary materials to submit with final report

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## 1 Introduction

This document shows what you need to submit in addition to the document of your final report. Please submit your report and the additional documents in a zip file and use your group number to name the zip file.

## 2 All groups

All groups regardless of study type must include a complete account of what individual members did in terms of planning, execution, and in writing up the report. I need this information to ensure that you are evaluated fairly as individuals as well. Table 1 shows an example how to account the work each team member contributed. You may add or remove an activity depending on the research method used. In addition to the complete account of individual members work, you need to submit additional documents depending on the type of study you conducted.

Table 1: Team member participation

Activity	Team member 1	Team member 2	Team member n
Idea formulation	30%	30%	
Creating research plan	%	%	
Creating study protocol			
Creating study instrument			
(survey, interview questions,			
Creating protocol for Systematic			
Literature Review etc)			
Executing data collection			
Data analysis			
Writing final report			

## 3 Survey

If you are conducting a survey, you need to include:

- The questionnaire itself, along with the questions.

- Raw data collected from the survey.
- Analysis of the data: qualitative coding (spreadsheet or NVivo file), quantitative analysis (spreadsheet or SPSS file).

#### 4 Case study

If you are conducting a case study, you need to include:

- Case study design and protocols for data collection (interviews, observation etc.)
- Raw interview transcripts or observation memo.
- Analysis of the data: qualitative coding (spreadsheet or NVivo file), quantitative analysis (spreadsheet or SPSS file).

#### 5 Systematic Literature Review

If you are conducting a literature study, you need to include

- Documentation of inclusion /exclusion process. A suggestion to document inclusion/ exclusion criteria is as shown in Table below. You can use a spreadsheet to create the table.
- Data extraction form and what data is extracted from each article.

Article ID	Article Title	Member 1 (write name or acronym)	Member 2	Member 3	Decision	Motivation
01	Article 1	I	I	E	I	We include because
02	Article 2	E	E	M	E	We exclude because
n	Article n	..	..	..	..	

I=include, E=exclude, M=maybe

#### 6 Experimentation

If you are conducting an experiment, you need to include:

- Experiment protocol

Experiment instrument (instruction to the participant, objects used in the experiment, post-experiment questionnaire)

- Raw data both quantitative and qualitative.

Analysis of the data: qualitative coding (spreadsheet or NVivo file), quantitative analysis (spreadsheet or SPSS file).