



Eliminating barriers to postgraduate  
research study in the West Midlands



**BIRMINGHAM CITY**  
University

# FIELDWORK DESIGN TEMPLATE

## FIELDWORK DESIGN PEER REVIEW AND SIGN-OFF PROCESS

# THAT'S ME!

ELIMINATING BARRIERS TO  
POSTGRADUATE RESEARCH STUDY  
IN THE WEST MIDLANDS

This document outlines the proposed  
protocol to delivery

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# SUMMARY

This document outlines the proposed process each field research method will undergo prior to delivery.

## RATIONALE

This fieldwork design template enables each researcher to engage in a peer review process and receive sign-off from other members of the research team before carrying out fieldwork.

It will provide working teams with appropriate **peer review support**, including proof reading, sense-checking. Through this the team can also develop a collective sense of academic judgement as to quality and fit to project, as is standard for all research.

Collaborative project design helps foster **consistency and coherence** across a large fieldwork exercise.

This document will ensure that all research activity meets the boundaries and conditions set by the **ethics** committee.

It enables **handover** of delivery should project members be unable to lead fieldwork, for example due to sickness.

**Summary** content can more easily be generated to support participant recruitment, as part of the Marketing Communication Plan, and reporting associated with the award.

This helps to meet the **expectations** of institutional governance processes, and be audit ready.

This enables the ease of creating the That's Me! **Open Educational Resource**.

## PROCESS

Once the fieldwork has been designed the team will follow the below process:

- The fieldwork team will complete the fieldwork design template.
- The research team will co-produce, peer review, finalise, copy and complete the fieldwork proforma found below.
- Subject to appropriate completion of this review and confirmation, BCU project leads will sign off fieldwork for delivery, triggering relevant logistical support.

### KEY TERMS, ACRONYMS & ABBREVIATIONS

- Global Majority - Collective term for people of indigenous, Africa, Asia, or Latin American descent, who make up approximately 85% of the global population.
- Postgraduate - A course taken after studying a first degree
- BCU - Birmingham City University
- HE - Higher Education
- HEI - Higher Education Institution
- PGR - Postgraduate Research
- OA - Open Access
- OER - Open Educational Resources
- UoW - WUniversity of Wolverhampton

Name of Fieldwork Activity:

Team member[s] responsible for the Fieldwork Activity:

Content of the Activity:

**Research Statement (50-100 words):** Summarise the fieldwork activity, including information about target groups. This will be used as part of promoting fieldwork. Please draft in appropriate terms.

**Contribution to project outputs:** Confirm outputs by selecting from the table below

| Output | Output description                                                                                                                             |  |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1      | Report on pathways for Global Majority PGRs, including employer progression routes.                                                            |  |
| 2      | Workshops held to explore barriers - 1 for HE, students, employers and 2 for parents, relatives and communities.                               |  |
| 3      | Report on barriers (standalone and interrelated).                                                                                              |  |
| 4      | Set of recommendations for new approaches according to intersectionality                                                                       |  |
| 5      | Equitable inclusive supervisory good practice document                                                                                         |  |
| 6      | Inclusive PGR online application processes established                                                                                         |  |
| 7      | Induction processes redeveloped                                                                                                                |  |
| 8      | Monthly open forums established between senior staff and Global Majority PGRs                                                                  |  |
| 9      | Secondment opportunities                                                                                                                       |  |
| 10     | Re-usable performance and visual arts outputs co-produced by Globally Majority PGRs                                                            |  |
| 11     | Recommendations for enhanced EDI training and policies                                                                                         |  |
| 12     | 'Safe space' created for Global Majority PGRs                                                                                                  |  |
| 13     | Peer to peer network established                                                                                                               |  |
| 14     | Home-from-home spaces                                                                                                                          |  |
| 15     | Employer Board created                                                                                                                         |  |
| 16     | Baseline data set on Global Majority staff undertaking PGR degrees for regional employers with a framework developed in collaboration with UHB |  |
| 17     | Recruitment report, including set of principles and checklists for employers - co-produced with Global Majority PGR students                   |  |
| 18     | Inclusive workforce development strategy for the region developed                                                                              |  |
| 19     | Allies, Coaches, and Mentors Hub created                                                                                                       |  |
| 20     | Allies, coaches and mentors identified and engaged with the Hub                                                                                |  |

|    |                                                                                           |  |
|----|-------------------------------------------------------------------------------------------|--|
| 21 | Research exchange seminars and competitions                                               |  |
| 22 | Placement opportunities, shared training and development sessions                         |  |
| 23 | Comprehensive communication plan                                                          |  |
| 24 | Social media campaigns PGR to Global Majority audiences                                   |  |
| 25 | Targeted employer campaigns to highlight benefits of Global Majority PGRs                 |  |
| 26 | Awards/celebration event for Global Majority PGRs, communities, employers and HE          |  |
| 27 | Message vault developed                                                                   |  |
| 28 | Updated website with Global Majority PGR representation                                   |  |
| 29 | Case studies sharing learning and challenges and how these were overcome                  |  |
| 30 | Reverse mentoring programme established at UoW and BCU                                    |  |
| 31 | Report on the implementation of reverse mentoring as established practice in HE           |  |
| 32 | Updated research degree portfolio for UoW and BCU                                         |  |
| 33 | Co-produced, fit for purpose, pre-research degree programme                               |  |
| 34 | Open education resource created                                                           |  |
| 35 | Co-created Theory of Change                                                               |  |
| 36 | Co-produced project outcome framework and template produced for use across the HEI Sector |  |
| 37 | Training sessions for Global Majority PGR students                                        |  |
| 38 | Co-produced interim evaluation reports                                                    |  |
| 39 | Co-produced summary report                                                                |  |
| 40 | Co-produced final evaluation report and summary                                           |  |
| 41 | 4 webinars to share learning                                                              |  |

\*Outputs 35-41 were added in 2025 as the project transitioned into its delivery and evaluation phase

## Design:

**For Surveys:** Full survey design to be uploaded to fieldwork proforma MS from as an attachment.

**For Focus Groups, Workshops, Interviews etc:** Please provide the following information - This template wil be used to develop OA educational resources.

**Facilitation Plan:** Describe the planned approach for facilitating the fieldwork, including a structure (e.g., introductions, question themes and prompts, role of the moderator and any physical or virtual prompts or stimuli to be used).

# APPENDIX

**Duration:** Specify the planned duration of the fieldwork

Delivery Information:

**Location:** Specify the location(s) where the fieldwork will be conducted, including any details about the venue or facilities.

**Logistical Requirements:** [List any logistical requirements for the fieldwork, such as equipment, seating arrangements, refreshments, creative resources etc.]

**Delivery team:** Identify the members of the research team involved in delivery of the fieldwork, along with their roles and responsibilities.

**Budget:** Provide an overview of the budget for the fieldwork, including any expenses related to participant compensation, materials, etc.

## Fieldwork Proforma

 When you submit this form, the owner will see your name and email address.

\* Required

### Process



Once the Fieldwork has been designed (e.g., survey or focus group/workshop/interview is drafted)

- The Fieldwork team will complete the Fieldwork Design Template – download here (a generally consistent form will help with project promotion and production of materials) and share amongst the Research Action Team.
- The Research Action Team coproduce peer review and finalise copy, completing the Fieldwork Proforma  uploading final copies (and appendices.)

Subject to appropriate completion of this review and confirmation, BCU Project Leads will sign-off the fieldwork design for delivery, prioritising to the fullest extent possible. This will then trigger all relevant logistics – promotion, resources etc.

#### 1. Name of Fieldwork Activity \*

Enter your answer

#### 2. Team members for Fieldwork Activity \*

Enter your answer

#### 3. Upload of Final Peer Reviewed Fieldwork Design Template (Non-anonymous question )

\* 

 Upload file

File number limit: 1   Single file size limit: 10MB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

#### 4. For Surveys: [Full Survey design to be included as an attachment.]

(Non-anonymous question ) 

 Upload file

File number limit: 5   Single file size limit: 10MB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

#### 5. Appendices (if appropriate) (Non-anonymous question )