

# Research Standards



# Notes to trainers

- **This pack is part of the ethical training given to all the interviewers. It is an example of what we did at LSE, but is not a substitute for designing your own training**
- **You need to get approval of your human subjects committee as we did when we ran the survey**

# **You are representing the LSE and must uphold ethical steps**

- **Always tell truth – never try to embellish or exaggerate the process.**
- **Not only is this dishonest, but it will also make your life more difficult as this can unravel over time**

# **Provide the managers with the full information on the interview in advance**

- **When arranging interviews you need a 3-step process**
  - **Speak to them by phone to arrange the process**
  - **Send the confirmation letter (see over)**
  - **Run the interview at least 24 hours later**

# How to deal with the occasional “now or never”

- Try to avoid ever running interviews on the spot
- If for some reason they can *only* run the interview now and want to do this you have to:
  - Speak to them by phone as usual
  - Send them a confirmation letter (see over) on the spot. This must be done before beginning the interview.
  - Explain verbally the key points on this (see over) as well before the interview as part of the explanation.
- To be clear we can not use, or pay for, any interviews that breach the procedure on this or the prior slide

# Key points on the interview

- **The 5 key points they should be aware of:**
  - 1. It takes about 30 to 45 minutes**
  - 2. There is no discussion of financial data**
  - 3. The interview is confidential to ensure there are no risks from being involved**
  - 4. They can ask you, John VR or Nigel Rogers (CEP administrator) questions at any time. Their details are on letters**
  - 5. They can cancel this at any point**

# Other standard precautions (1)

- **Data can only be kept on the server or the PCs in the locked CEP library**
- **No laptops are allowed and no data is to be stored anywhere else**
- **If the server crashes, work from the paper interviews, write this up later and shred the copy**
  - **Keep paper copies next to your desk to allow this**
- **Always use the template letter in the attachment and in the e-mail – don't write your own scheduling/confirmation letters**

## **Other standard precautions (2)**

- **If any firm or manager is uncomfortable or unhappy end the interview (if that will help).**
  - **Avoid doing anything to upset/annoy them**
  - **there are 100s of firms to contact**
- **If any problems do arise always tell Rebecca and/or John Van Reenen.**
  - **We need to know**
  - **It is much easier to deal with issues proactively than reactively**