

Practical instructions for interviews

0. First, do a short pilot interview, perhaps with a colleague. Try out the questions and test the technology.
1. Select at least 3 study participants (doctoral students/researchers). It is important for the project to cover many research areas and career stages, and we aim to cover as much as possible. As a guide, have a look at the KAFFE matrix for interviews.xlsx and identify where (more) interviews are needed, and see if that fits your organisation and potential study participants. There is no upper limit for the amount of interviews of each cell, but we appreciate if you try to reach broad coverage. We aim for a minimum of 3 interviews per cell. One possible way to find researchers is to contact the head of department or department. Document the selection process, why and how the researchers were selected.
2. Contact the study participant and book an appointment for an individual interview.
3. In the matrix KAFFE matrix for interviews.xlsx note information about the interviews. This gives us an overview of the coverage and gaps of interviews. In tab 1, enter information in the right cell, capturing the research area and career stage, see examples of already booked/conducted interviews in the matrix. In tab 2, note the date of the interview, department, interviewer and note-taker's name. Here you can advertise if you need help with taking interview notes for the planned interview and others can register their interest in taking notes.
4. When the study participant has accepted an interview, it is important that they are provided with information about how the personal data will be handled. Send them the document *Information about personal data processing* via email. It does not need to be signed or submitted Information about personal data processing ENG.docx
5. Since the audio recordings and the Vintergatan map with notes will be what is analysed within the project, use if possible, the recording tool Audacity which only registers sound. If this is not possible, use Teams or Zoom (or an equivalent approved tool recommended by your organisation). These tools record simultaneously both sound and video, but the video file must be deleted when the interview is concluded. Regardless of which recording tool is used, try to make sure that no personal data is recorded as "bycatch" during the recording, such as the participant's name. Start recording immediately at the meeting and state clearly to the study participant when you start recording. Feel free to try the technique before so you feel safe (see step 0).
6. Choose to save the recorded file locally on your computer.
7. It's a good idea to sit in a quiet environment to avoid noise during recording.
8. The interview should last about 45-60 minutes.
At the time of the interview, the study participant, the interviewer and the note-taker are present. When one person takes notes, it is easier for the interviewer to focus on the dialogue with the researcher without having to pause to write. The interviewer asks the questions. The note-taker notes what is said in the prepared boxes of Figure 3 in Interview form ENG.pdf which the researcher can see while they are talking.
That the study participant can see the notes is an important part of the method. At the end

of the interview, we ask the study participant to briefly look at the notes and give feedback on whether they agree with what has been documented. The researcher is then asked to grade the different phases with smileys and describe how a dream scenario for research data management would look like for them Interview sample with notes.pdf

9. Use the English interview guide: Interview guide ENG.pdf
There is nothing to prevent you from adding some specific questions, if you wish.
10. If audio recording tools were used, save data on the KAFFE project's collaboration space.
Upload the audio recordings to 1. Put recorded interviews here
Upload the PowerPoint with notes and smileys to 2. Put PPs with notes here

If Teams or Zoom were used, two files are created, one with audio and one with audio and video. Only the audio file should be stored on the collaboration space. The file that contains video must be deleted locally at your organisation.

11. To ensure data can be identified and organized throughout the transcription and proofreading processes, it is very important we follow the standard for naming files consistently.
Use filenames according to the DHP and this model:
KAFFE_3_[interview number, 01, 02, 03 etc]_[interviewer's initials]_[interview date YYYYMMDD]

Example:

Madeleine Dutoit registers an interview on the 4th of June 2025.

It is the second interview she carries out.

Thus the file name that she uploads to the shared folder is: **KAFFE_3_02_MD_250604**

While uploading, please check that the upload is not interrupted.

12. SND will transcribe the recording with KB Whisper. The transcribed interviews will be found in
3. Interview transcriptions to read
13. Copy the Word file for the interview you made. Compare the transcript with the recorded interview to see whether they match by reading the transcript while listening to the interview. If corrections or additions need to be made, they are added in the copied Word file. Name the final file by adding **[_controlled]** to the filename.
The example above would thereby become: **KAFFE_3_02_MD_250604_controlled**
14. Upload this final file to folder 4. Proofread transcriptions to analyse
15. To avoid confusing files, make sure you use correct file names (see step 11).
16. Once the audio files are transcribed and controlled, they must be deleted locally, at your organisation.