INNO-Appraisal

Data Collection Manual

Final, Website Version, 29/12/2007

This document is the data collection manual for the INNO-Appraisal Project.

As the project involves vast amount of data to be collected by several partners, following the instructions in this manual strictly is of the utmost importance for the effectiveness of the data collection stage and thus for the overall success of the project.

Data Collection Process

The data collection process that is depicted in the flowchart presented in the Exhibit 1 is as follows:

1. **Prepare the Preliminary List of Evaluated Measures on the Basis of INNO-Policy TrendChart *[Coordinator]***
   As explained in the Description of Work (DoW) document, the basis for the evaluated innovation policy measures is the INNO-Policy TrendChart document. The PREST team has already prepared a preliminary list of evaluated measures by using the search function of the TrendChart database in April 2007. This preliminary list has been updated in late 2007 to reflect the changes brought by the migration of TrendChart database from Cordis to INNO-Europe platform. The search is done by the internal search functionality of the TrendChart database. This functionality allows listing the measures that have been evaluated in the last 5 years. Considering that most of the measures are updated in late 2006, this 5 year period spans 2002 onwards.
   Please note that this preliminary list of measures includes two categories of bias that the researcher should check against. The first category of bias derives from the fact that the initial selection criterion is that if a measure in the INNO-Policy TrendChart database is indicated as being evaluated, then we assume that there may be additional available information relating to this appraisal. On that basis, our experience shows that, for many countries, the term 'evaluation' is misunderstood and is assumed to refer to the evaluation of projects within the programme (usually in the form of pre-selection assessment) rather than evaluation of the programme in any form.
   Secondly, many measures are now stored in the archive of INNO-Policy TrendChart. For some measures this means that there are two versions of templates, and only the current one is relevant. Other templates in the archive, however, are still relevant, as they may represent measures that are finished, but which still may have important stories to tell for our analysis. However, there are some measures which are still running, but which have been archived in the INNO-Policy TrendChart Database (these may, however, represent initiatives that have been re-categorised as not relevant such Plans, Laws, etc.). Therefore, a through checking of this data to fit the purposes of INNO-Appraisal is required.

2. **Search Evaluations for Each Measure *[Team Member]***
   This task is done by Internet based desk research. Researcher scans the publicly available information to spot evaluations.

3. **Spotted any missing or wrong information in TrendChart *[Team Member]***
   It is sometimes possible that the information in TrendChart database is missing or wrong for the reasons outlined in Stage 1 above. In these cases, researcher informs the Liaison Manager to give feedback to TrendChart database.

4. **Inform TrendChart *[Liaison Manager]***

Liaison Manager informs the TrendChart if researchers spot any missing or wrong information in TrendChart database.

5. **Add Measures and Appraisal Documents to the Central Repository *[Team Member]***
   Researcher adds the evaluation reports, executive summaries and Terms of Reference documents to the central repository. Researcher gives utmost attention to add these documents to the repository in timely manner and to keep a local copy as well.

6. **Send the Preliminary List of Evaluated Measures and available evaluation reports to the Correspondent *[Team Member]***
   Researcher sends the preliminary list of evaluations along with the documents collected in Task 5 to the correspondent for each country. Correspondent receives these documents via e-mail as she/he will not have access to the repository.

7. **Check the repository and propose amendment if necessary *[Correspondent]***
   Correspondent checks the preliminary list of evaluated measures and evaluation reports. She/he proposes amendment if necessary.

8. **Check the validity of the information received and update the repository if necessary *[Team Member]***
   The researcher checks the validity and integrity of the information received from the correspondent. The researcher, then, updates the repository if necessary. The researcher gives utmost attention to add these documents to the repository in timely manner and to keep a local copy as well.

9. **Contact with the relevant policy-maker to obtain any missing evaluation document *[Team Member]***
   The researcher makes contact with the relevant policy maker if there is still any missing information. Researcher, then, updates the repository if necessary. Researcher gives utmost attention to add these documents to the repository in timely manner and to keep a local copy as well.

10. **Evaluation is in a familiar language *[Team Member]***
    Researcher checks if the evaluation is in a familiar language.

11. **Pre-Fill in the template *[Team Member]***
    Researcher pre-fills in the template.

12. **Send the Template to the correspondent *[Team Member]***
    Researcher sends the evaluations that are not in the familiar language to correspondent if it is needed.

13. **Pre-Fill in the template and send back to the partner *[Correspondent]***
    Correspondent pre-fills in the template and sends back to researcher.

14. **Internal Quality Check *[Other Team Member]***
    Another researcher checks the quality of the pre-filled in template.

15. **/ 19. Store the template in the repository *[Team Member]***
    Researcher updates the repository. Researcher gives utmost attention to add these documents to the repository in timely manner and to keep a local copy as well.

16. **Send the Pre-filled in Template to Policy-Maker *[Team Member]***
    Researcher sends the pre-filled in templates to policy-makers. Researcher uses a standard e-mail text.

17. **Fill-in the template *[Policy-maker]***
    Policy-maker fills in template and sends it back.

18. **Consistency Check *[Team Member]***
    Researcher checks the consistency of the information received.

Exhibit 1: Data Collection Process Flowchart