



# NC TraCS Qualitative Research Service

The NC TraCS Qualitative Research Service (QRS) offers a variety of services to support faculty, staff, students, and community partners conducting qualitative research projects.

Many of our services are provided free of charge. Billable services are charged at a rate of \$70/hour during business hours (M-F 8am-5pm) and \$95/hour after business hours. Before billable work can begin, NC TraCS requires a signed Memorandum of Understanding outlining the agreed upon scope of work, timeline, and billing/invoicing.

To request services, contact us at [engagement.nctracs@unc.edu](mailto:engagement.nctracs@unc.edu) or submit a request at [tracs.unc.edu](https://tracs.unc.edu).

## CONSULTATIONS

Our experts are available for short-term consultations on any aspect of your qualitative research study. Meet with us to:

- Refine research questions or study design
- Obtain feedback and suggested edits on an interview or focus group guide
- Troubleshoot data collection issues
- Obtain feedback on qualitative analysis approaches
- Learn about transcription and translation resources
- Obtain guidance on developing a qualitative research budget
- Prepare for data collection with historically neglected and/or multilingual populations

*Consultations are provided free of charge. Need for ongoing consultation for the same study may require MOU and hourly fee.*

*One guide review per study is provided free of charge, otherwise the hourly fee applies.*

## QUALITATIVE RESEARCH TRAINING SERIES

We offer a recurring training series, typically once per semester. Sessions include:

- Qualitative Research 101
- Semi-Structured Interviewing
- Introduction to Focus Groups
- Introduction to Qualitative Data Analysis
- Qualitative Data Analysis Workshop

Sessions can also be provided as guest lectures to undergraduate and graduate-level courses.

*Training series sessions are provided free of charge and are open to all, including those outside UNC.*

*Upcoming training sessions are listed at [tracs.unc.edu/engagement/training](https://tracs.unc.edu/engagement/training)*

*Guest lectures are provided free of charge (on a limited basis) and should be requested the prior semester or at least one month before requested date.*

# NC TraCS Qualitative Research Service

## MOCK INTERVIEW OR FOCUS GROUP

We provide an opportunity to practice and obtain feedback on your interviewing or facilitation skills. Using your study's guide, we will observe a mock session in English or Spanish, facilitate a debrief discussion, and provide feedback.

Sessions last one hour; half of the time will be spent on the mock session, and half of the time will be spent on debrief and feedback. Study teams should provide both the interviewer/moderator and mock participants.

## INCLUSIVE QUALITATIVE RESEARCH STUDY SUPPORT

Our Qualitative Research and Inclusive Science teams can provide technical, study specific support with a focus on training, capacity building, and mentorship of diverse study teams. Examples of types of support we can provide include:

- Delivering tailored qualitative research trainings to English- and Spanish-speaking study teams
- Collaborating with study teams to develop guides and qualitative study protocols for diverse populations
- Observing and providing feedback on English and Spanish language interviews and focus groups
- Facilitating data collection debrief sessions with study teams
- Mentoring teams on data analysis processes

## UNC QUALITATIVE RESEARCH NETWORK

The UNC Qualitative Research Network listserv is a forum for resource and information sharing, as well as a space to seek connections, support, and feedback from others engaging in qualitative research at UNC-Chapel Hill. The listserv is available to faculty, staff, and students at UNC-Chapel Hill and UNC Health and is managed by NC TraCS and the Odum Institute.

For additional information on the Qualitative Research Service and to access related resources, visit [go.unc.edu/tracs-qualitative](https://go.unc.edu/tracs-qualitative)

*One mock session per study is provided free of charge, otherwise the hourly fee applies.*

*Interviewers/moderators receiving feedback in this session should have attended a relevant NC TraCS training (on semi-structured interviewing or focus groups) OR have received training on these topics elsewhere.*

*The hourly fee applies. Initial consultation to discuss your needs is provided free of charge.*



*If you would like to send and receive messages as part of this network, you can join the UNC Qualitative Research Network Microsoft 365 group.*

**JOIN THE NETWORK**

*After joining, you can email the group by sending a message to [qrn@unc.edu](mailto:qrn@unc.edu).*

The Qualitative Research Service is provided by the  
NC TraCS Patient and Community Engagement in Research (PaCER) and Inclusive Science Programs