Guide · research groups

# From claim to paper, together.

How to claim a research paper on your own or with friends, what happens while Rainflower approves it, and how to use your group's page and file space to do the work.

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THE WHOLE PICTURE

## Four steps




Every file you save along the way is kept, version by version.

A **research group** is the one, two, three, four or five students working on the same research paper. Each group gets its own page at `rainflower.world/research/group/your-group-name` and, once approved, a private space for every file the work produces: survey data, interview recordings, photos, notes and drafts.

Several groups can work on the same paper at the same time, each in their own space. You do not compete with them; you each produce your own paper from your own neighborhood.

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BEFORE YOU CLAIM

## Get ready

- **Be a Rainflower student researcher** with a confirmed account and a coordinator.
- **Read the proposal** all the way through. Every paper has its own page, and a **PDF** you can download and share with your family or teammates.
- **Check the team size** on the proposal. Some papers can be done alone; others need a group of 2 to 5.
- **Talk to your teammates first.** Agree who is in the group and who will lead it before anyone presses the button.
- **Tell your parents or guardians** what you plan to do. Field work needs their agreement.

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STEP 1

## Claim a paper

Open the paper you want, scroll to **Want to write this?**, and choose how you'll work.

ON YOUR OWN

### Claim alone

1. Leave *Teammates* empty.
2. Type a group name if you like, or leave it blank and we'll choose one.
3. Press **Claim this paper**.

WITH A GROUP

### Claim as a group

1. In *Teammates*, start typing a friend's name or username. The `@` is optional.
2. Pick them from the list. Each one appears as a chip; press × to remove one.
3. Add a group name, or pick one of your earlier groups to fill the members in.
4. Press **Claim this paper**.

The student who presses the button becomes the **group lead**. Your teammates don't need to do anything: they're part of the group as soon as the claim is made.

> **Good to know.** You can't add more people than the paper allows, and only student researchers can join. A student can be in only one group for each paper, so if a friend is already in another group for it, the claim will tell you.

**No name? No problem.** If you leave the name empty, your group gets a water-themed one like *Lotus Petals* or *Monsoon Herons*. The group lead can change it at any time.

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STEP 2

## Approval

As soon as you claim, you land on your new group page, marked **Waiting for approval**. Your claim now appears for:

- **Rainflower admins**, who approve or decline every claim, sometimes with a short note to your group.
- **Your coordinator** (and the coordinator of each teammate), who can see it in their list of research groups.

While you wait, the group lead can **rename the group**, **write a description**, **add a cover photo**, and **add or remove members**. Use the time to plan: read

the proposal again and agree who does what.

> **Once approved**, the page says **Approved**, your group's file space opens, and your group appears on the paper's page with the other groups working on it. If a claim isn't approved, the note from Rainflower explains why, and an admin can reopen it later.

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STEP 3

## Your group page

Your page at `/research/group/your-group-name` is your group's home. At the top: your cover photo, group name, the paper you're working on, your description, the researchers (the lead is marked) and your coordinator.

Signed-in Rainflower members can see an approved group's name, description and members. **Your files are never public.**

### Who can do what

| | GROUP LEAD | TEAMMATES | COORDINATOR | ADMIN |
|---|---|---|---|---|
| See the files and every version | **Yes** | **Yes** | **Yes** | **Yes** |
| Upload and remove files | **Yes** | **Yes** | No | **Yes** |
| Rename, description, cover photo | **Yes** | No | **Yes** | **Yes** |
| Add members | **Yes** | No | **Yes** | **Yes** |
| Remove members | **Before approval** | No | **Yes** | **Yes** |
| Withdraw the group | **Yes** | No | No | **Yes** |
| Approve or decline the claim | No | No | No | **Yes** |

**Renaming** changes your page's address too, but the old address keeps working, so links you've already shared don't break. Edit everything under **Edit group details** at the bottom of the page.

THE GROUP SPACE

## Files & versions

Everything your group collects lives in **Group files** on your page.

1. **Add files.** Drag them onto the upload box, or press *choose files*. Up to 20 at a time, each up to 100 MB.

2. **Pick a folder** (optional), like `survey` or `photos/week-3`. New folders appear as soon as you use them.

3 **Say what changed** in a few words: “First 15 survey responses”, “Interview with a tube-well mechanic”. Your teammates will thank you.

4 Press **Upload**. That's one new version of your group's work, saved under your name.

You can keep documents (Word, PDF, text), data (CSV, Excel), photos (JPG, PNG, HEIC), audio and video interviews (MP3, M4A, MP4, MOV), slides and ZIP files.

### Nothing is ever lost

Your group space keeps **every version of every file**. Upload a file with the same name in the same folder and it becomes the new version; the old one is still there.

**survey.csv**
12 responses · week 3 → **survey.csv**
34 responses · week 6 →
**survey.csv**
58 responses · week 8

- Press **Versions** next to any file to see who changed it, when, and why. Download any earlier version with one click.
- **History** at the bottom of the page shows every change your group has made, newest first.
- **Remove** takes a file out of the current list, but it stays in the history. If you remove something by mistake, download it from the history and upload it again.

> **Private, but still careful.** Only your group, your coordinators and Rainflower can see your files. Even so: keep consent answers in your consent log, use codes like H01 instead of names in data files, and never upload photos of children's faces or anything that shows where a family lives.

A TIDY SPACE

## Organizing your work

A clear set of folders makes your final evidence package easy to put together. Here is a layout that works for every Rainflower paper:

```
plan/           research question, roles, survey draft, interview guide
consent/        consent scripts (Bangla + English), consent log
survey/         AKTI Survey exports (CSV), pilot notes
interviews/     recordings named by date and role, e.g. 2026-11-02_mechanic.m4a
photos/         geo-tagged photos + photo-log.csv
diary/          field diary, one entry per visit
analysis/       spreadsheet, tables, charts
drafts/         paper drafts: paper-v1.docx, paper-v2.docx …
final/          final paper, evidence manifest, AI-use and ethics statements
```

## Good habits

- **Upload after every field visit**, not at the end. Small, frequent uploads make a clear history.
- **Keep a file's name the same** when you update it (`survey.csv`), so its versions line up. Use new names only for genuinely new files.
- **Name files by date and what they are**: `2026-11-02_tubewell-lane3.jpg` sorts itself.
- **Write what changed** every time. “Added 9 responses from Lane 2” beats “update”.
- **Agree who uploads what.** The survey lead owns `survey/`, the photo lead owns `photos/`, and so on.

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ABOUT 3 MONTHS

## The 13 weeks

Your proposal's timeline follows the seven stages of every Rainflower paper. Here's what usually goes into your group space at each one:

| STAGE | WEEKS | WHAT TO SAVE |
|---|---|---|
| **1. Choose and plan** | 1–2 | Research question, roles, survey draft, interview questions, photo plan → `plan/` |
| **2. Permission and pilot** | 2–3 | Consent scripts, guardian agreement, pilot notes and survey changes → `consent/`, `survey/` |
| **3. First sample** | 3–4 | First 10–20 responses, 1–2 interviews, first photos, diary entries |
| **4. Full data collection** | 5–8 | All survey exports, interviews, photos with the photo log, the field diary |
| **5. Analyze** | 9–10 | Your analysis spreadsheet, tables and charts → `analysis/` |
| **6. Write** | 11–12 | Each draft of the paper, AI-use and ethics statements → `drafts/` |
| **7. Final review** | 13 | The final paper and your evidence manifest → `final/` |

Your coordinator reviews your plan before field work and again before you submit; an advisor reviews your first sample. They can open your group space to see exactly what you've done, which is why it's worth keeping it complete and tidy.

NEED HELP?

## Asking questions

Every research paper page has a **Questions** section, for questions about that paper: its method, survey, interviews, budget, team, timeline, ethics, writing or submission. Press **Ask a question** near the top of the paper to jump to it.

- **Thunder answers straight away** when the proposal itself covers your question, like how many households to survey or what a survey question says.
- **Otherwise it waits for a person.** Your coordinator and Rainflower are emailed, and you're emailed when someone answers.

- **Keep it about the paper.** Questions on other topics aren't posted here; ask Thunder at /ask instead.
- **Changed your mind?** Until it's answered, you can edit or withdraw your own question.
- Questions are tagged by topic (budget, survey, submission…), so you can filter them and read what others asked first.

WHEN PLANS CHANGE

## Members & withdrawing

- **Someone wants to join**: the group lead opens **Add members** on the group page, any time, as long as the paper's team size allows it.
- **Someone wants to leave**: before approval the group lead can remove them. After approval, ask your coordinator (any member's coordinator can add or remove people) or Rainflower.
- **Can't continue?** The group lead can press **Withdraw the group** at the bottom of the page. Your files are kept, and an admin can bring the group back if you return to the work.

FOR COORDINATORS & ADMINS

## Supporting groups

**Coordinators** find every group that includes one of their students under Dashboard → Research Groups, with claims waiting for approval marked. You can rename a group, edit its description and cover, and open its files and history to follow the work.

**Admins** review claims at **Admin → Research Groups**: approve or decline (with an optional note to the group), reopen a declined or withdrawn group, change members, and see every group's files.

QUESTIONS

## Good to know

### Can two groups work on the same paper?

Yes. Each group has its own page and its own private file space. Different neighborhoods produce different findings, and that's the point.

### Can I be in more than one group?

Yes, on different papers. On any one paper, you can be in only one group.

### How long does approval take?

Usually a few days. You'll see the status change on your group page. Use the wait to plan with your group and your coordinator.

### I uploaded the wrong file. What now?

Upload the right one with the same name and folder; it becomes the new version. Or press Remove. Either way, nothing is lost: the history still has every version.

### My interview videos are big. Is that OK?

Each file can be up to 100 MB. For longer recordings, record in shorter parts (3–8 minutes is ideal anyway), or save audio-only (M4A or MP3).

### Who can see our data?

Only your group, your coordinators and Rainflower's admins. Other students, and anyone outside Rainflower, can never open your files.

### Where can I ask about a paper before claiming it?

In the Questions section on that paper's page. Anyone signed in can read the questions; students can ask.

### Where do I find my group again?

Open your profile menu (top right) and choose **My Group**, or go to /research/my-groups. Every approved group is listed at /research/groups. The paper's page also links to it.

*"When it rains, the flower blooms."*