DMP Questions Qualitative data

This DMP is based on a fictional research project with basis in reality. For each topic of the DMP there are example questions and answers where applicable. The examples are not country specific. Some of the information are generic. The project has just started.

Administrative information

Version

DMP v0.1 2017-01-20	First version, according to the research funder's requirements

Project name

State the name on the project.

Study of pedagogical technique in primary school classrooms 2017

Project Description

Short description of the project. For example, the nature of the project, the research questions that are addressed and the purpose for which are data being collected or generated

In-depth interviews with teachers in primary school.

Data will be collected and stored using digital audio recording (eg wave).
In some cases interviews will be documented in pairs instead to enable detailed note-taking.

PI / Researcher (person, institution or organization)

Person, institution or organization that is responsible for the material and the intellectual content of the project? Name, telephone number, email contact details as well as organization. State researcher ID if possible, e.g. ORCID (http://orcid.org).

Primary Researcher A... (name, organisation, tel number, email, ORCID.)
Department of Education and Special Education, Univ of…

Participating researcher and/or organizations

If there are other researchers and/or organizations involved in the project, state their name, telephone number and email contact details. If possible, state their roles in the project

The team consists of:
Primary Researcher A... (name, organization, tel number, email)
Assistant Researcher B… (name, organization, tel number, email)
Assistant Researcher C… (name, organization, tel number, email)
Assistant Researcher D… (name, organization, tel number, email)

Project Data Contact

Name, telephone number and email contact details

Primary Researcher A… (name, organization, tel number, email)

Owner of the material

Who owns the data and are responsible for the material?

University of XXXX

Producer

Name the organization who has the administrative responsibility for the project. This can be an institution at a university.

Department of Education and Special Education, University of XXXX

Related Policies

State whether there are any relevant policies/guidelines at the university/department, preferably with information about where those documents can be found, as well as the version used. Does your funder or university have a Research Data Management policy?

The university has a RDM policy to follow during the project:
RDM policy v_2.1, IT unit, Univ. of XXXX...

Funder

State research funder if relevant. Later, also state the reference number of funding that has been granted.

Not relevant. Project funded by the institution.

Roles

Who is responsible for what within the research project? This includes naming the individuals responsible for data management in the research project as well as writing and updating the data management plan. If there are external partners, write down what they are going to do and their responsibilities.

Primary Researcher A... : Overall responsible for the project, for the DMP and the data security.

Assistant Researcher B…: Data management, update the DMP, create documents and routines for versioning, file names, mapp structure etc.
Assistant Researcher C…: Data collection and data management
Assistant Researcher D…: Data management and contact with the repository

Ethics and Legal Compliance

Ethical review

Is there a need for an ethical review?

The study does not require ethical review, according to the Ethical Review Act (2006:460).

Privacy officer

If the data of the research project is going to have data that includes confidential information or information that requires informed consent, is there a requirement to notify a privacy officer?

The privacy officer at the University is informed about the project.

Informed consent

Is informed consent required?

Yes. A letter explaining the purpose, approach and dissemination strategy (including plans to share data) of the research, and a consent form (including to share data) will be prepared. A clear verbal explanation will also be provided to each interviewee.

Protection of the identity of participants

How will the identity of the participants be protected?

Commitments to ensure confidentiality will be maintained by ensuring recordings are not shared; that transcripts are anonymised and details that can be used to identify participants are removed from transcripts or concealed in write-ups.

Confidential information

Is there any confidential information within the material that requires special treatment and/or limits the access to it during/after the project? Describe the technical and procedural protections for information and how permissions and restrictions will be enforced.

See "Protection of the identity of participants". Transcripts will be accessible while recordings will not be shared. Members of the team will have access to all data during the project.

Intellectual property rights/copyright

Are there any copyright and/or intellectual property right issues to consider? Will permission be needed for the collection of the material that is going to be used? Name persons or entities who will hold these rights and note any constraints. Will these rights be transferred to another organization for data archiving and distribution?

Not applicable for this project.

Agreements with other organizations

Are written agreements with other organizations needed?

Not applicable for this project.

Restrictions

Will there be any access restrictions? Describe the access procedures for dissemination. Will access be open or granted only to specific user groups?

There will not be any restrictions regarding the anonymized transcriptions. Dataset (text) can be downloaded directly from the repository website.

Embargoes

Are there any embargo periods for all of, or parts of, the material?

No embargoes.

Data collection

Type of data

What are the size of data? How many datafiles are produced? For example, specify how many interviews that have been conducted and how many typed pages of transcript that will be produced from each interview. Also, describe what kind of photos (or other materials) that will be produced, and the approximately size.

The team anticipates undertaking 20 in-depth interviews.

Data will be collected and stored using digital audio recording (eg wave) where interviewees permit. In case they do not, interviews will be undertaken in pairs to enable detailed note-taking.

Interview notes will be typed up according to agreed formats and standards.

Existing data

Are there any relevant existing data material that can be reused in the project? If so, describe the scope, quantity and format of the material. Will any of that material be reused and if so how will it be integrated? If new data are collected even though there are data that can be reused, explain why it is important to collect new data.

No existing data will be used.

Data collection

If new data are going to be collected, how will the data be captured (instruments (hardware), software, staff…)? During which time period and were? What standards or methodologies will be used? Who will be responsible for the capturing of the data?

Initially, 20 in-depth interviews will be made. In cases where the interviewees not permit audio recording interviews will be undertaken in pairs to enable detailed note-taking.

- Researchers in the project will conduct the interviews
- Data collection is scheduled to March-April 2018
- All transcriptions will be in Microsoft Word (.docx)
- Metadata and transcriptions will be coded in NVivo.

Method of data collection/creation

How will data be collected/created?

Data will be collected through in-depth Interviews.

Documentation and metadata

Documentation

What documentation will be created during the different phases of collection and analysis (e.g. logbooks, variable lists, protocols)? How will the documentation be structured? Consider what information will be needed to interpret and read the data in the future.

For documenting discussions and decisions during the project a logbook is used, and administered by Assistant Researcher B. Principles for naming files, versioning datasets, structuring folders etc. are stated in a document called 'DM Principles' and are available in the project map.

Metadata

How will metadata for each object be created? Is there any program that can be used to document the data? Can metadata be added directly into the files or will the metadata be produced in another program or document? If data consists of many files, make sure that each file (e.g. images or video) can be matched to the associated metadata.

Have any instruments been used to collect data?

Some metadata will be possible to produce within NVivo. A more detailed plan for what kind of metadata that needs to be produced during the project will be developed in collaboration with the data repository.

Metadata standard

What metadata standard(s) will you use and why? Data Documentation Initiative (DDI) is a metadata standard, commonly used for describing research data within social science. Will DDI, or any other metadata standard, be used?

TEI (Text Encoding Initiative) together with DDI will be used.

Terminologies, ontologies etc.

It is useful to use terminologies/ontologies or similar to describe and document the material. Will established terminologies/ontologies be used in the project? If not, will the created ones be mapped towards any established ones?

Keywords and topics generated from the data repository will be used. The keywords are based on the ELSST thesaurus, and topics on CESSDA topical classification.

Data management during the project

Folder structure

How will you structure and name your folders?

The folder structure is described in a document called 'DM Principles', available in the project map

Organizing your data

How will you organize data that are collected/re-used? Will the data be organized in simple files or more complex databases? Describe procedures for ensuring data quality during the project. If data consists of many different files (e.g. videos, text, photos), is it possible to structure the data in a logical way?

The recorded interviews will be transcribed manually by the researcher who conducted the interview and then controlled by another researcher of the team. Notes from interviews where recordings were not possible will be combined to one document and controlled by the researchers who conducted the interview. Data files belonging to the same interviewee will be stored in the same folder.

Research Data Management policy

Relate to the guidelines and policies regarding data protection or data security that exist at the university and define what it implies for the project. If there are different security levels defined, which one applies for the data of the project and what security measures must be taken to protect the data?

How will access to the data during the project be controlled and how will collaborators be granted access to the data in a secure way?

According to the IT-security principles, all information (in example data) will be classified. The information is classed by using the criterias; confidentiality, integrity, and availability. The PI are responsible for classifying the information and will be supported by the IT-staff if needed. (This section in the DMP will be updated).

File naming

How will you structure and name your files? Set naming conventions to be followed so that it will be easy to understand which file is which one.

All files that are created during the research project will be named in a consistent way, and include a version number (one-level structure e.g. V1, V2, V3), date of creation, by using ISO 8601 (YYYY-MM-DD) and a short description of the content in the file.

File format

In what formats will the data be generated, maintained and in the end archived/made available? Is it possible to choose appropriate formats from the beginning of the project?

Microsoft Word 2007 (.docx) for text based documents.
WAV for audio files.

Versioning

What conventions for versioning datafiles should be followed during the project? Who will be responsible for securing that a "masterfile" will be maintained, documented and versioned according to the project guidelines? How to separate different versions of a datafile?

The versioning are based at one level (e.g. v1, v2 etc.). A version document will be created to state the principles for versioning. To ensure that all researchers use the latest version of data, the version document will be a central part in the project. All new versions have to be well documented (version number, when, why, who). Responsible for the master file is the PI.

Storage and backup

What physical resources and facilities will be used for the preservation and storage of the research data? Describe how and where data is stored as well as the backup procedures for the data. How will the data be recovered in the event of an incident?

The data files needs to be backed up regularly, once a day. Data will be stored on the university server and access restricted to the members of the team.
There are some potential sensitives around the audio files so the project will establish a system for protecting data, including use of passwords and safe back-up hardware.

Budget

Staff

Estimate what resources that will be needed to document the data material during the project? Included here are cost for staff to manage, process and document the material during the project but also for the preparation of the material for long term preservation and possibly dissemination.

The cost for the data management is included into the project budget. Preparing the material for long term preservation and dissemination are also included.

Hardware and software

Budget for possible costs to obtaining necessary hardware and software (for example systems for backup, security and software for documentation)

Cost for buying NVivo is included in the budget.

Storage

Budget possible costs which may occur to make storage possible.

Repository does not charge any costs for storing/disseminating the data.

Long-term preservation and archiving

Archiving and long-time preservation

Sort out and prepare those documents that are to be archived/preserved. If data is to be deposited at a data repository for long time preservation and dissemination, make sure to contact the repository in time and clarify who is going to be contact person towards the repository.

All documents and output of the project will be stored at the university archive, according to the current regulations.

For long term preservation a data repository will be used. Ongoing contacts with the repository is needed. A contact person will be assigned, to handle the teams correspondence with the repository

Limitations (hardware & software)

Will a specific software or tool be required to use the data material? Is it possible to deposit the software and/or tool together with the data material and what extra documentation is required if that is the case? If it is not possible to deposit the software/tool, what is required to be able to use the data material?

No limitations according to hard- and software.

File format for long-time preservation

What file format will be used for preservation and dissemination? Suitable formats should be commonly used, be well documented, open technical specification and not being proprietary.

Microsoft Word 2007 (.docx) for text based documents. WAV for audio files.
NVivo files will be stored in .txt for long term preservation.

Contact a data repository

If applicable: Contact a data repository to find out what can be done with the material to make a deposition easier at a later stage. Also, make clear who's responsible for the contact with the repository.

See section about "Archiving and long-time preservation"

Data sharing

Making data available

Describe how data will be shared including when, where and whether access to the data will be open or granted only to specific user groups. Will the data be accessible via a repository, domain specific database, an institutional repository at the university or will the research group have a dedicated website that the group will create and maintain?

All data from the project will be deposited at a data repository for long time preservation. The transcriptions (text files) will anonymized and available for open access. The recorded interviews (audio files) and interview notes will not be available for secondary use.

Limitations

Will all data or only parts of it be published/made available? Are there any legal/ethical restrictions that prevents the publication of all the material? Will these restrictions mean that action must be taken before the material can be made available?

No limitations for the text files. The audio files will not be made available.

Delays

Is there a risk of delayed publication/making data available (all or parts of)? Explain why and what might be needed to do to avoid this?

No risk for delays at the time this DMP is created.

Citation

Are there any specific requests of how data should be cited when reused?

The recommendation will be to use DataCites exempel for citation of the data: Creator (PublicationYear). Title. Publisher. Identifier

Persistent identifier (PID)

If possible, state whether or not the data material will receive a persistent identifier (PID)? If data is made available via a data repository a PID, for example a Digital Object Identifier (DOI), will in most cases be given the data material.

The dataset will get a persistent identifier. A Digital Object Identifier (DOI) is provided to the dataset by the data repository.