

Research data management questions

Planning

- | | Yes | Partly | No |
|--|-----------------------|-----------------------|-----------------------|
| • Have you identified responsibilities within the research team and your institution for collection, organization, protection, distribution and storage of data? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| • Have you assigned responsibilities? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| • Have you identified gaps for the provision of research data management beyond the cost of normal research procedures? Are these costs included in your budget? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Intellectual property

- | | | | |
|---|-----------------------|-----------------------|-----------------------|
| • Have you established ownership of data? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| • Are you clear about what you can and cannot do with the data? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Consent and ethics

- | | | | |
|---|-----------------------|-----------------------|-----------------------|
| • Have you identified any ethical issues that make your research problematic? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| • Does your consent process avoid language explicitly preventing archiving? Does it include consent to archive and share data? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| • What measures are considered in the context of the collection and processing of personal data? Is there a strategy in place to replace disclosive identifiers of an individual or entity from the data? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Data archiving

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| • Do you know if you are required to archive data as a condition of funding or to comply with institutional data policies? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| • Have you identified a suitable archive for your data? Have you contacted them to discuss data management and archiving? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |










Documentation and metadata

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| • Does your documentation and metadata provide sufficient contextual information for others to understand, evaluate, and replicate the data without requiring additional information from the original researcher? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| • Is the structure of the data evident, including variable names, coding, abbreviations, and specialist terms? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |










File formats

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| • Have you checked formats and software you use against an archive list of recommended formats for long-term preservation? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
|--|-----------------------|-----------------------|-----------------------|












- Are procedures in place for consistency in the naming and labelling of variables (quantitative data), transcription (for qualitative interviews), and logical organization of data files?   
- Will you use programs to check the integrity of data files when backed-up, converted, or transmitted?   
- Are standardized procedures in place to ensure data quality through handling data from collection to archiving, including verification, analysis and storage?   




Data security

- If your data include personal or sensitive information, are you aware of legal requirements and technical measures needed to comply with them?   
- Have you established policies and safeguards as to who can access data and documentation?   
- Are non-digital data stored in a physically safe and secure fashion?   

Back up, storage, and sharing during research

- Is data transmitted within the project encrypted? Does this include mobile storage devices and when sharing data within the research team?   
- Are procedures in place to manage master copies, working copies, and different versions of data and documentation?   
- Is your data backed up? Do you know when and how it is backed up? Can you verify it is backed up?   

Destruction

- Following archiving, or after a required retention period, have you identified a means for secure destruction of data and documentation?   

Yes



It sounds like this area of research data management will be well managed. However, be sure to monitor implementation of research data management plans and procedures.

Partly



Whilst you have made steps to address this issue, it is an area worthy of examining resources to ensure well managed data and that potential problems do not become critical failures.

No



This is a point you need to address because it could become a problem. Early planning for research data management reduces the burden on resources at the end of a project when time and money are tight. Preparing a research data management plan can help either by making you address issues early in the research, or by raising awareness of how to attend best to data.

