
Plan Overview

A Data Management Plan created using DMPonline

Title: FSS Data Organization Guidelines: Simple Qualitative

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Template: 1 - VU DMP template 2021 (NWO & ZonMW certified) v1.4

Project abstract:

This is a sample plan. Feel free to use it for inspiration when creating your own plans.

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FSS Data Organization Guidelines: Simple Qualitative

0. General information

0.1 Document version & date

Version 0.2

Date: 25/9/2023

0.2 Project title

Simple qualitative research project using Yoda

0.3 Project summary

This use case describes a fictional project using qualitative research data. The goal of this fictional DMP is for researchers of the Faculty of Social Sciences to have an example DMP that can serve as inspiration.

In this fictional project, data is collected using interviews, which are recorded. The recordings are stored on Yoda.

0.4 At which VU Faculty is this project situated?

- Faculty of Social Sciences (FSW)

0.5 Your contact details

k.leuveld@vu.nl

0.6 List other people involved, including those at partner organisations in the project (if applicable)

Question not answered.

0.7 Funding organisation & grant number (if applicable)

N/A

0.8 Project code (if applicable)

N/A

0.9 Consulted data management expert(s)

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University / partner organisation: Vrije Universiteit

1. Data description

1.1 Will you collect and/or process personal data in this project?

- Yes

New data will be collected through unstructured interviews. As with any information gathered from human participants, the possibility exists that this can be linked to the respondents.

In fact, we collect audio recordings of the participants and their names both of which we consider to be directly identifying personal information, which we will treat confidentially.

1.2 Will you use existing data? If yes, what is their source?

No.

1.3 Will you collect or produce new data? If yes, please describe how.

Yes. Data is collected through unstructured interviews, which are recorded and then transcribed and coded.

1.4 Describe the population/participants/subjects that will be studied

The intended sample size is 25 subject experts, recruited through the network of the PI. The respondents are healthy adult volunteers, who are not vulnerable.

1.5 Do you process any of the following (personal) data?

- Name

Our research sample consists

1.6 Do you process the personal data based on informed consent?

- Yes, using digital consent

Prior to each interview, we will send an information letter to the respondents by email, and we will ask the respondents - on record - if they have read it and agree to continue.

1.7 On what legal ground will the data processing take place if it is not based on informed consent?

- Not applicable, I use informed consent

1.8 Does the data collection include any of the following types of personal data?

We do not aim to collect this data, but it is possible that people mention such data without or prompting ("bijvangst").

1.9 If your research involves special categories of personal data (previous question) and you will not use explicit informed consent, what is the legal ground for the exemption?

N/A

1.10 What kinds of outputs will you produce in this project? Please describe these data assets.

	Data Asset	Description	Format
Raw Data	Interview recordings	Audio registration of each interview. 25 x 60 minutes of audio.	.FLAC (.flac)
Processed Data	Interview transcripts	Transcripts of the interviews, created by Transcript Online.	docx
	Codes	Coding frame applied to transcripts using Atlas.TI Coding is done by two coders.	Atlas.TI
Analyzed data	Tables and figures	Outputs obtained from statistical analysis based on the processed data	Word, PNG
	Quotes	Selected quotes from the interviews, used with permission.	docx
Other	Documentation	Research proposals, Data Management Plan, ethics documents, topic lists, coding guidelines	Word

*: The survey does not aim to collect directly identifying information, but this may be included in open text fields. If such data is not present, this data asset will not exist.

1.11 How much digital data storage will your project require?

- 0 - 50 GB

1.12 Will you collect physical data? If yes, please describe these.

No.

1.13 Will you take measures to ensure data quality? Please describe these, if applicable.

Coding will be done by two coders, and a subset of interviews will be coded by both so we can determine inter-coder reliability.

2. Legal and ethical requirements, codes of conduct

2.1 What legislation applies to your research project? Please tick the relevant boxes for your project.

- General Data Protection Regulation (GDPR)/ Algemene Verordening Gegevensbescherming (AVG)

To comply with GDPR, we do the following:

- Data will be stored on VU-provided services and devices only, so that appropriate technical and organization measures to secure data are in place.
 - No personal data (either directly or indirectly identifying) will be processed without prior, explicit and unambiguous consent.
 - Data will only be handled by third parties (in our case Transcript Online and Surf) with which the VU has a Data Processing Agreement in place.
- (Note to researchers, see here for tips on how to comply with GDPR: <https://vu.nl/en/employee/social-sciences-getting-started/fss->

starting-a-new-project)

2.3 Do you require approval of an ethical committee for this project? If yes, please indicate which ethical committee and whether you have obtained approval for this project.

- No

We did the online self-check tool of the Research Ethics Review Committee of the Faculty of Social Sciences (Self-check number 2023-06-8686), and the result was that there were no ethics issues present and further review was not needed.

2.4 Will you work with data for which intellectual property and/ or confidentiality are an issue? If yes, please describe.

- No

There are no partners other than the VU involved, so full ownership of the data remains with the VU.

2.5 Do you plan on generating a marketable product from your research project? if yes, please describe

- No

3. Storage and back-up during the research process

3.1 What measures will you take to secure and protect data during the research process? Please describe, for each separate data asset you described for question 1.10, how you will ensure data security, where the data assets are stored & backed up, and who has authorization to access the asset.

	Data Asset	Storage & Backup	Access
Raw Data	Interview recordings	Yoda	Research Team only
Processed Data	Interview transcripts	Yoda	Research Team only
	Codes	Yoda	Research Team only
Analyzed data	Tables and figures	Yoda and publications such as journals	Public
	Quotes	Yoda and publications such as journals	Public
Other	Documentation	Yoda	Public

Security measures:

- Yoda: Yoda is only accessible to authorized personnel using multi-factor authentication, and is certified for storing highly sensitive research data. Raw data will be archived as soon as data collection is complete creating an immutable version of the data so that integrity and provenance are guaranteed. All research documentation will be added to a public vault on yoda.

3.3 Which tools are used in the collection, processing or storage of data during research?

- Other (please specify below)
- Atlas.Ti *
- Yoda

Transcript Online

3.4 What other tools or software do you intend to use during your research?

N/A

3.5 Is it necessary to transfer the (physical or digital) data assets to other locations or research partners? If yes, please describe how you secure the file transfer.

- No

3.7 Do you transfer personal data outside of the European Economic Area (EEA)? If Yes, please provide additional information

- No

4. Data archiving and publishing

4.1 Which data assets will be archived and which will be published?

	Data Asset	Archive or publish
Raw Data	Interview recordings	Archive
Processed Data	Interview transcripts	Archive
	Codes	Archive
Analyzed data	Tables and figures	Publish
	Quotes	Publish
Other	Documentation	Publish

4.2 Where will you archive your data assets?

- Yoda

All research data will be archived on Yoda.

4.3 What other archive(s) do you intend to use to archive data assets?

None.

4.4 For how long will the data be available in the archive?

10 years after publication of the last paper based on the data.

4.6 Where will you publish your data assets?

Yoda.

4.8 How will you ensure your data assets get a persistent identifier (e.g. a DOI-code)?

Yoda mints a DOI upon publication of the metadata.

4.9 Will you register your datasets in an online registry other than PURE? If yes, where?

No.

4.10 Are there restrictions to data publishing? If yes, please specify the reasons and list the data assets you do not wish to share publicly.

The data is sensitive, and to protect the privacy of the data subjects, it will not be published.

4.12 When will you share the data? If not immediately after completion of the project, please specify the reasons.

Immediately.

4.13 Please indicate the license and/ or terms of use under which you share your data.

All published materials will be available under a CC-BY license.

The archived data sets will only be shared with third parties if it is established that this is needed for verification purposes. This will happen only under a strict data sharing agreement limiting the use of the data to the verification.

5. Documentation

5.1 What documentation and metadata will accompany the project?

The project is documented by the project proposal, data management plan, and documents relating to ethcis clearance.

5.2 What metadata and documentation will accompany the data assets?

The data will be accompanied by a topic list.

5.3 What methods, software or hardware are needed to access and use your data?

All data will be saved in open or commonly used formats, and requires no special equipment to access.

6. Data management responsibilities and resources

6.1 Who will be responsible for management of the data assets during the project? Please specify their name, position, role in the project, and faculty/ institution/ group.

Koen Leuveld, Principal Investigator, VU-FSW.

6.2 Who will be responsible for management of the data assets after completion of the project (e.g. the project lead/ dedicated data manager/ department head)? Please specify their name, position, role in the project, and faculty/ institution/ group.

Koen Leuveld, Principal Investigator, VU-FSW.

Per the VU-FSW RDM policy, if the PI leaves the VU before the archiving period is over, the PI and the department head will decide to whom the responsibility for the data set will be transferred.

6.3 For data that are only available upon request, what methods will be used to handle requests for access and how will data be made available to those requesting access?

N/A

6.4 What resources (for example financial and time) will be dedicated to research data management? Please estimate their cost.

The project proposal dedicated two hours per week to data management, as well as 1000 euros in unforeseen costs for additional storage or software.

The tools used and advice of the data steward are provided by the faculty without cost.