

DMP title

Project Name Multidisciplinary Research Infrastructure: The Role of 21st Century Libraries

Project Identifier REB15-1723

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Description The Andrew W. Mellon Foundation - Scholarly Communication Program Access and Use - Planning Grant: Multidisciplinary Research Infrastructure The Role of 21st Century Libraries **OBJECTIVE:** to identify the shared research infrastructure needs of multidisc

Institution University of Calgary

Data Collection

What types of data will you collect, create, acquire and/or record?

- Demographic information of participants. (text)
- Videotape recordings of the workshop proceedings. (video)
- Transcripts of recordings. (text)
- Possibly coding analysis data. (text, image)
- Presentations by external experts. (pdf)

What file formats will your data be collected in? Will these formats allow for data re-use, sharing and long-term access to the data?

- avi, mp4, mov
- xlsx, pdf, txt, docx
- jpg, tiff
- proprietary formats will be converted to archival formats for long term preservation (csv, pdf, txt, mp4, jpg)

If data are collected using laptops or mobile devices, please explain how will you will securely store and transfer the data.

- Data will be collected by UCalgary's Comm Media. They will transfer via portable storage directly to researchers involved.
- Data will be backed up on Library and Cultural Resources password protected file storage (backed up by UCalgary's central IT services).

How much data do you anticipate collecting? Include an estimate of how much storage space you will require (in megabytes, gigabytes, terabytes). This estimate should also take into account storage space required for file versioning, backups, and the growth rate over time.

- 16 hours of video + transcripts + demographic data + analysis + presentations = 21 GB
- 3 copies of data = 63 GB

Are there any existing data that you can re-use? If so, please explain how you will obtain that data and integrate it into your research project.

No

What conventions and procedures will you use to structure, name and version control your files to ensure that your data is well-organized?

Video recordings

ex. Workshops_Day1_YYMMDDHH.mp4

Transcripts

ex. Workshops_Day1_YYMMDDHH.pdf

Transcript analysis

ex. Workshops_Theme_YYMMDDHH.jpg

Presentations

ex. Presentation_Author_YYMMDDHH.pdf

Documentation and Metadata

What documentation will be needed for the data to be read and interpreted correctly in the future? This includes study-level documentation, data-level description, and any other contextual information required to make the data usable by other researchers.

- For every file we will associate a metadata guide with the following data: creator, creation date, location collected, conditions of use, referral documents, data collection methods
- In consultation with Libraries and Cultural Resources Metadata services we will create a full metadata guide

Please list the metadata standard and tools you will use to document and describe your data. If there is not an appropriate standard, please explain how you will ensure consistency in your documentation.

- Dublin Core with customized fields as informed by Metadata services

How will you make sure that documentation is created or captured consistently throughout your project?

- Project Manager will ensure all files associated with this project are captured, named and managed consistently
- We will inventory all files at key check points in the project: After all workshops all raw data + presentations collected, before analysis all transcripts collected, before publication all relevant analysis collected

Storage and Backup

How will your data be stored and backed up during your research project?

- Data will be collected by UCalgary's Comm Media. They will transfer via portable storage directly to researchers involved.
- Data will be backed up on Library and Cultural Resources password protected file storage (backed up by UCalgary's central IT services).

How will you ensure that sensitive data is stored securely and only accessible to the research team during the research project?

- Data will be stored on Library and Cultural Resources password protected file storage (backed up by UCalgary's central IT services).

Preservation

Which data are selected for preservation and access will depend on potential reuse value, whether there are obligations to either retain or destroy data, and the resources required to properly curate the data and ensure that it remains usable in the future. In some circumstances, it may be feasible to preserve all versions of the data (e.g. raw, processed, analyzed, final), but in others, it may be preferable to only keep only selected data (e.g. transcripts instead of audio interviews).

We will preserve all versions of data until January 5, 2020 as per our ethics approval.

At the end of your research project, where will you deposit your data for long-term preservation and access?

- Data will be backed up on Library and Cultural Resources password protected file storage (backed up by UCalgary's central IT services).
- We will destroy the data after January 5, 2020 as per our ethics approval.

Please describe how you will prepare the data for preservation and access, including any necessary procedures for data cleaning, normalization or de-identification. Explain how you will prevent data from being lost while processing and converting files.

We will not be cleaning, normalizing data as we will not be sharing the data beyond the research team.

Data Sharing and Reuse

What data will you be sharing and in what form? (e.g. raw, processed, analyzed, final). Consider which data may need to be shared in order to meet institutional or funding requirements, and which data may be restricted because of confidentiality/privacy issues.

Data will not be shared beyond the research team, as per our ethics approval.

How will you be sharing your data? (e.g. institutional repository, a specialized data archive, project website, informal/on-request sharing). Include a brief description of any resources needed to share your data (equipment, systems, expertise, etc.).

- Data will not be shared beyond the research team, as per our ethics approval.
- Within the research team, data will be shared by password protected file server access.

Please describe whether there will be any restrictions placed on your data when they are made available and who may access them. If data are not openly available, describe the process for gaining access.

Data will not be shared beyond the research team, as per our ethics approval.

What type of end-user license will you include with your data? Please include a copy of this license with your Data Management Plan.

Data will not be shared beyond the research team, as per our ethics approval.

Responsibilities and Resources

Who will be responsible for data management during the project? (i.e. during collection, processing, analysis, documentation). Identify staff and organizational roles and their responsibilities for carrying out the data management plan (DMP), including time allocations and training requirements.

- Kathryn Ranjit, Project Manager - data collection, processing, analysis, documentation
- John Brosz, Libraries and Cultural Resources Data and Visualization Coordinator - advice to project manager for all aspects of DMP

What will happen when personnel changes occur or if the principal investigator leaves the institution before the project has concluded?

- Documentation will be provided to new members of the research team by the project manager as needed.

Who will be responsible for data sharing and preservation after the project has concluded? Indicate the party who will have primary responsibility for how the data will persist over time when the original personnel have moved on.

- Project manager, Kathryn Ranjit

What resources will you require to implement your plan? Will extra people, time or hardware, storage be required? How much will this cost (estimation)?

Project manager time will be used to document, collect, store data.

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