

RDM REQUIREMENTS QUESTIONNAIRE

Requirements analysis - Action Research Cycle 1 (Oct-Nov 2011)

The action taking phase of this first action research cycle will comprise a focus group session where the EU project's RDM requirements and information and data development in the wider health/social care and maths disciplines, will be explored. This questionnaire has been circulated in advance so team members have the opportunity to think about their RDM practices.

Answers are to be given for two aspects:

- One column refers to the EU project which is the focus of the DATUM in Action project. For this column please try to give as much detail as you can.
- The other column refers to your discipline affiliation. For this column just give overview answers that illustrate your usual practice.

A. Conceptualise Stage - Planning What to Do

		Specific Project			Discipline		
A.1	Are there any requirements on what you should do with your data? (e.g. how to manage it, how to use it, how long to keep it, whether to publish it, etc.)						
A.1.1	Project funder	Yes	No	Don't know	Yes	No	Don't know
A.1.1.1	If yes , please specify						
A.1.2	Supplier of the data, e.g. researcher, repository	Yes	No	Don't know	Yes	No	Don't know
A.1.2.1	If yes , please specify						
A.1.3	University	Yes	No	Don't know	Yes	No	Don't know
A.1.3.1	If yes , please specify						
A.2	Are there any requirements for your research outputs which impact upon publication? (e.g. keep confidential, embargoed for a set period, made freely available via the Web/creative commons, etc.)						
A.2.1	Project funder	Yes	No	Don't know	Yes	No	Don't know
A.2.1.1	If yes , please specify						
A.2.2	Supplier of the data, e.g. researcher, repository	Yes	No	Don't know	Yes	No	Don't now

A.2.2.1	If yes , please specify						
A.3	Is there a requirement for you to include a data management plan when you write funding proposal(s)?	Yes	No	Don't know	Yes	No	Don't know
A.4	How do you plan for managing your research data? (please tick the one that applies)						
A.4.1	Follow university guidelines?	Yes	No		Yes	No	
A.4.2	Follow School guidelines?	Yes	No		Yes	No	
A.4.3	Create rules for each new project?	Yes	No		Yes	No	
A.4.4	Establish procedures on an ad hoc basis as needed during the lifetime of the project?	Yes	No		Yes	No	
A.5	Do you specify roles and responsibilities for data management?	Yes	No	Some-times	Yes	No	Some-times
A.5.1	If yes , please specify						
A.6	Are you aware of guidance / support to help you with data management?	Yes	No		Yes	No	
A.6.1	If yes , please specify						
A.7	What guidance / services / support would you like to help you manage your data? (please specify)						
A.8	Are the data you are creating crucial to your research? (e.g. could you continue working if they were lost /	Yes	No	Some-times	Yes	No	Some-times

	damaged?)						
A.9	Are the data you are creating easy to replace if lost / damaged?	Yes	No	Some-times	Yes	No	Some-times
A.10	Do you use data that already exists? (e.g. from other researchers, research projects; e.g. in data repositories or archives)	Yes	No		Yes	No	
A.10.1	If yes , please name the sources of the data						
A.11	Do you plan to re-use yourself the data you create in this project / do you re-use data from your previous projects?	Yes	No		Yes	No	
A.11.1	If yes , have you thought about obtaining the necessary consent from participants?	Yes	No		Yes	No	
A.11.2	If yes , are there sensitivity / confidentiality restrictions? (please specify)						
A.12	Do you plan to share with other people (outside the project) the data you create in this project / do you share with other people (outside the project) the data from your previous projects?	Yes	No		Yes	No	
A.12.1	If yes , have you thought about obtaining the necessary consent from participants?	Yes	No		Yes	No	
A.12.2	If yes , are there sensitivity / confidentiality restrictions? (please specify)						
A.12.3	If yes , how will you share this data (please tick all that apply)						

A.12.3.1	To other researchers on an individual ad-hoc basis				
A.12.3.2	Via a data repository / archive				
	Other (please specify)				
A.12.4	If yes , have you thought about what you will need to provide with the data to enable them to use it? (e.g. contextual information)	Yes	No	Yes	No
A.13	Who owns the data you are using ? (e.g. this can be complex, with many stakeholders having certain rights to the data; such rights include control of access, permission to publish, copyright, IPR) (please tick all that apply)				
A.13.1	Another researcher(s). Yourself from another project				
A.13.2	Another organisation, e.g. university, company				
A.13.3	Repository				
A.13.4	Research participants				
A.13.5	Other (please specify)				
A.14	Who owns the data you will be creating ? (e.g. this can be complex, with many stakeholders having certain rights to the data; such rights include control of access, permission to publish, copyright, IPR) (please tick all that apply)				
A.14.1	Yourself, as the researcher				
A.14.2	Other members of the research team				
A.14.3	Research participants				
A.14.4	Research funder(s)				
A.14.5	Research sponsor(s)				

A.14.6	University		
A.14.7	Organisation where the research was conducted		
A.14.8	Organisation who supplied equipment/systems etc.		
A.14.9	Other (please specify)		
A.15	What data management issues do you need to cover in the ethical process? (please tick all that apply)		
A.15.1	Participants' consent for how data will be collected, and analysed		
A.15.2	Participants' consent for how data will be stored, and for how long		
A.15.3	Participants' consent for use of personal data		
A.15.4	Participants' consent for what is placed in the public domain / published		
A.15.5	Participant's consent for re-use of data in the future		
A.15.6	Participants' consent for sharing data with others		
A.15.7	Assignment of participants' copyright		
A.15.8	Other (please specify)		
A.16	What permissions do you need to obtain? (please tick all that apply)		
A.16.1	Organisations' waiver of confidentiality		
A.16.2	Organisations' copyright		
A.16.3	Organisations' IPR		
A.16.4	Other (please specify)		
	Note: Questions about equipment, software, storage etc. appear in other sections of this questionnaire		

B. Create / Capture Stage: Collecting And Analysing Data

		Specific Project	Discipline
B.1	What types of data are you <i>using from another source</i> ? (please tick all that apply)		
B.1.1	Electronic		
B.1.2	Paper		
B.1.3	Artefacts		
B.1.4	Numeric		
B.1.5	Textual		
B.1.6	Other please specify		
B.1.7	What formats are you handling? (e.g. .doc, .pdf) (please specify all that apply)		
B.2	What types of data are you <i>creating</i> ? (please tick all that apply)		
B.2.1	Electronic		
B.2.2	Paper		
B.2.3	Artefacts		
B.2.4	Numeric		
B.2.5	Textual		
B.2.6	Other (please specify)		
B.2.7	What formats are you handling? (e.g. .doc, .pdf) (please specify all that apply)		
B.3	What types of research records are you creating?		

B.3.1	Proposal		
B.3.2	Within team communications		
B.3.3	Communications / correspondence outwith the team		
B.3.4	Project reports		
B.3.5	Other (please specify)		
B.3.6	What formats are you handling? (e.g. .doc, .pdf, email) (please specify all that apply)		
B.4	What data documentation / contextual information will you be producing?		
B.4.1	At project level (please tick all that apply)		
B.4.1.1	Aims and objectives		
B.4.1.2	Research question / hypothesis		
B.4.1.3	Description of methodology		
B.4.1.4	Description of instruments / experimental set ups		
B.4.1.5	Data collection instrument templates		
B.4.1.6	Data collection / analysis protocols		
B.4.1.7	Participant information sheet		
B.4.1.8	Consent forms		
B.4.1.9	Other (please specify)		
B.4.2	At file / database level (please tick all that apply)		
B.4.2.1	List of files / tables		
B.4.2.2	How the files / tables relate to each other		
B.4.2.3	Versions		
B.4.2.4	Audit trails between files		

B.4.2.5	How data changes over time		
B.4.2.6	Other (please specify)		
B.4.3	At variable or item level (please tick all that apply)		
B.4.3.1	Variable / item names		
B.4.3.2	Variable / item descriptions		
B.4.3.3	Rules relating to content / coding / classification schemes		
B.4.3.4	Other (please specify)		
B.5	What metadata will you be producing? (compared to data documentation, this is more likely to be machine readable)		
B.5.1	Descriptive (please tick all that apply)		
B.5.1.1	Title		
B.5.1.2	Author		
B.5.1.3	Keywords		
B.5.1.4	Other (please specify)		
B.5.2	Administrative (please tick all that apply)		
B.5.2.1	Preservation action		
B.5.2.2	Rights management		
B.5.2.3	Creation / modification dates		
B.5.2.4	File formats		
B.5.2.5	Access restrictions		
B.5.2.6	Other (please specify)		
B.6	Filing conventions:		

B.6.1	Do you use file naming conventions as an individual?	Yes	No	Yes	No
B.6.2	Do you use file naming conventions within a research group?	Yes	No	Yes	No
B.6.2.1	If yes , how do you co-ordinate this with your colleagues? (please specify)				
B.7	Folder structures:				
B.7.1	Do you set up a standardised folder structure as an individual?	Yes	No	Yes	No
B.7.2	Do you set up a standardised folder structure within a research group?	Yes	No	Yes	No
B.7.2.1	If yes , how do you co-ordinate this with your colleagues? (please specify)				
B.8	Version control:				
B.8.1	Do you use version control for files / documents as an individual?	Yes	No	Yes	No
B.8.2	Do you use version control for files / documents within a research group?	Yes	No	Yes	No
B.8.2.1	If yes , how do you co-ordinate this with your colleagues? (please specify)				
B.9	Weeding:				
B.9.1	Do you weed your files regularly as an individual?	Yes	No	Yes	No
B.9.2	Do you weed your files regularly as a research group?	Yes	No	Yes	No
B.9.2.1	If yes , who does this? (please specify)				

B.10	Do you have contextual information / data in emails? (e.g. information about the data collection site; data / consent form sent by a research participant)	Yes	No	Yes	No
B.11	How do you manage emails? (please tick all that apply)				
B.11.1	Leave them in my inbox				
B.11.2	Sort into folders in my mailbox				
B.11.3	Save to an email folder in my U drive				
B.11.4	Save to relevant subject folders in my U drive				
B.11.5	Delete and weed regularly				
B.11.6	Print and file in a filing cabinet etc.				
B.11.7	Other (please specify)				
B.12	What equipment / software do you use for your data creation / analysis? (e.g. audio recorder, Office software, SPSS, Endnote, mathematical software) (please specify)				
B.13	What technical / specialised expertise outside the project members do you use for data creation / analysis? (e.g. IT staff, statisticians, transcribers, translators) (please specify)				
B.14	Do you use University systems / services to help with managing your data / records? (e.g. shared drives, shared email, dedicated server)	Yes	No	Yes	No
B.14.1	If yes , please specify				

B.15	Do you use outside systems / services to help you with managing your data / records? (e.g. Google Docs, Dropbox)	Yes	No	Yes	No
B.15.1	If yes , please specify				
B.16	Do you use facilities within Office software to help you with managing your data / records? (e.g. document properties)	Yes	No	Yes	No
B.16.1	If yes , please specify				
B.17	Do you set up document templates to help you with managing your data / records?	Yes	No	Yes	No

C. Appraise Stage: Selecting What to Keep

		Specific Project	Discipline
C.1	What data / records do you need to keep? (e.g. to support your research, to fulfil requirements / legal demands) (please specify what, why, for how long)		
C.2	What data / records do you need to destroy after use? (e.g. to fulfil requirements / legal constraints) (please specify what, why, when to destroy)		
C.3	How will you destroy this data / records? (e.g. confidential shredding, deleting from computer, breaking up data stick) (please specify)		
C.4	Who makes these decisions? (please specify)		

D. Ingest Stage: Transferring Data to a Custodian

		Specific Project		Discipline	
D.1	Do you transfer your data to the University's servers?	Yes	No	Yes	No
D.2	Do you transfer your data to a repository?	Yes	No	Yes	No
D.2.1	If yes , please name repository(ies)				

E. Preserve Stage: Keeping Data Over Time

		Specific Project		Discipline	
E.1	Do you consider the need to preserve your electronic data for the long term?	Yes	No	Yes	No
E.1.1	If yes , how do you do this (please tick all that apply)				
E.1.1	Keep up to date with technology changes				
E.1.2	Leave it up to the University - data etc. on their server				
E.1.3	Leave it up to the repository where I've placed the data				
E.1.4	Do it myself by Migration				
E.1.5	Other (please specify)				
E.1.2	If no , why not? (please specify)				

F. Store Stage: Keeping Data Safe and Secure

		Specific Project		Discipline	
F.1	Where do you store your data? (please tick all that apply)				
F.1.1	University U drive				
F.1.2	University shared drive				
F.1.3	Dedicated server				
F.1.4	University repository				
F.1.5	External repository				
F.1.6	Lap top				
F.1.7	Computer at home				
F.1.8	Computer in non-University workplace (e.g. a healthcare trust)				
F.1.9	Data stick / USB flash drive				
F.1.10	External hard drive				
F.1.11	In the cloud				
F.1.12	Other (Please specify)				
F.2	Storage space:				
F.2.1	What is your current storage requirement (size)? (please specify)				
F.2.2	How rapidly is this increasing? (please specify)				
F.2.3	Do you have enough organisational-based storage space?	Yes	No	Yes	No
F.2.3.1	If no , what are you doing about this? (please specify) (e.g. including costs of server space in bids)				

F.3	For organisational-based locations (e.g. University, repository), are you aware of their policies and procedures to ensure the safety and security of data? (e.g. backups, access controls, encryption)	Yes	No	Yes	No
F.4	For locations that you control, do you have safety and security mechanisms in place?	Yes	No	Yes	No
F.4.1	If yes , what are these mechanisms? (please tick all that apply)				
F.4.1.1	Id/password access				
F.4.1.2	Regular backups onto another location				
F.4.1.3	Encryption				
F.4.1.4	Only keep anonymised data on these devices				
F.4.1.5	Other (please specify)				

G. Access Stage: Finding and Using Data

		Specific Project	Discipline
G.1	How do you find your data files / records? (please tick all that apply)		
G.1.1	Browse		
G.1.2	Search		
G.1.3	Other (please specify)		
G.2	On projects, how do you ensure that all project members can access the data / records? (please tick all that apply)		
G.2.1	Give each member their own copy(ies)		
G.2.2	Set up a University shared drive		
G.2.3	Give id/password to non-University people to access University resources		
G.2.4	Set up a dedicated server, accessible to non-University members too		
G.2.5	Use services such as Google docs, Drop box		
G.2.6	Other (please specify)		
G.3	What problems of access are there for members from other organisations? (please specify)		
G.4	How do you maintain access to legacy files (e.g. from previous projects, from staff / students who have left the University) (please specify)		

G.5	How do you control access by project members? Are there any restrictions? (please specify)		
G.6	How do you manage different project members manipulating the data / writing shared documents? (please specify)		

H. Transform Stage: Generating New Data

		Specific Project		Discipline	
H.1	Do you re-use / re-analyse / re-purpose data from your own previous projects?	Yes	No	Yes	No
H.1.1	If yes , what kinds of problems do you encounter? (please specify)				
H.2	Do you re-use / re-analyse / re-purpose data from other researchers?	Yes	No	Yes	No
H.2.1	If yes , what kinds of problems do you encounter? (please specify)				