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# Focus Group for NIHR Grant Application

*A Data Management Plan created using DMPonline*

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Affiliation: University of Manchester

Template: Research Design Service North West - NIHR

Grant number: N/A

Project abstract:

This is not a research project, but a focus group for patients with osteoarthritis and their caregivers (PPI). We will involve up to 6 individuals in the focus group. The aim of the meeting will be to discuss their opinions on research in this field. We will particularly concentrate on a grant application we are in the process of submitting to NIHR for a study using regenerative medicine to treat osteoarthritis.

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## Manchester Data Management Outline

- Yes

The Research Design Service (North West - NIHR) have agreed to give us £300 to carry out the focus group.

- Yes - only institution involved
- Acquire new data
- University of Manchester Research Data Storage Service (Isilon)
- < 1 TB
- Not applicable
- 5 - 10 years

The information gathered from this meeting will be kept for 5 years so as to inform future grant applications.

- No sensitive or personal data

We will not be recording any sensitive or personal data, only opinions and thoughts collectively discussed during the focus group on future directions of our research. The data will be summarised during the event by a scribe (member of the research team) and approved by all present. Quotes may be used in the write-up, but no identifiable information such as names will be referenced.

No identifiable information will be collected for this focus group. It will therefore not be possible to identify the individuals involved from the data collected.

- Not applicable
- No
- Not applicable
- No

No personal information will be recorded.

Leela Biant

08/02/2019

## Project details

We wish to invite patients with end-stage osteoarthritis of the knee and/or patients who have undergone a total knee replacement within the last year and/or their family members/friends/caregivers to participate in a discussion group. The aim will be to gather information on the opinions of patients and their family members/friends/caregivers on regenerative treatments for knee osteoarthritis.

The General Data Protection Regulation (GDPR) will be adhered to, as will policies of the research group, department, and institution including The University of Manchester Records Management Policy, The University of Manchester Data Protection Policy and the University of Manchester IT Policies and Guidelines.

## Responsibilities and Resources

Professor Leela Biant and Dr Gwenllian Tawy

Access to the University of Manchester Research Data Storage service will be required to deliver this plan. There will be no storage costs associated with this study, nor will research staff be required to undergo any relevant training for this investigation.

## **Data Collection**

During this meeting, a member of the research team will describe an intended study on regenerative medicine in knee osteoarthritis to the patients. As patients who would be/would have been eligible for the study, the group will be encouraged to discuss the acceptability and feasibility of the study from their perspective. The group will explore ways to overcome any potential issues associated with the current protocol. The information gathered will be used by the patients and researchers to alter and improve the protocol, prior to it being submitted as part of a grant application. This provides patients with a means of directly shaping the study with the researchers.

Summarised notes of the discussion had with the participants. These will be typed and edited by a member of the research team with the participants during the focus group. The notes will not identify any individuals.

During the focus group, a member of the research team will write summaries of the discussions in a Word document. Some quotes may be used, but no names or identifiable information will be used against these quotes. All individuals will read and edit the summarised document together to ensure that all agree with the content.

## **Documentation and Metadata**

None will be needed. The document will be self-explanatory.

## **Ethics and Legal Compliance**

According to INVOLVE, the national advisory board that supports patient and public involvement in the NHS, ethical approval is not needed for focus groups of this sort, as long as the findings are not published as research. For this reason we will not seek ethical approval.

Participants will be compensated for their time (£10) and reimbursed for travel (£10) to and from the hospital for the meeting. This amount of payment given is consistent with INVOLVE guidance and has been approved by the funders. To overcome potential coercion into the focus group, the amount of money which will be gifted to individuals will not be disclosed on the advertisement.

In the unlikely even that this focus group will lead to new IP, The University of Manchester own the copyright and IPR of any new and existing data.

## **Storage and backup**

The data recorded during the focus group will be written into a Word document stored and backed up to the University of Manchester Research Data Storage system. This system is backed up every day and is secure.

Only the PI (Leela Biant) and researcher (Gwenllian Tawy) will be given access to the data. This restriction will be put in place by the IT team at the University of Manchester who are responsible for granting access to staff members using the University of Manchester Research Data Storage system. The PI will inform the IT team who can access the data. All those with access will be required to enter a password to access the data.

The data will not be shared with anyone outside the University of Manchester.

## **Selection and Preservation**

The document created during the focus group will be kept for 5 years and used to inform future grant applications.

The document will be destroyed after 5 years.

## **Data Sharing**

The information gathered during this focus group will be summarised in a document and used to inform future grant applications. The information will not be published as research.

No, as no identifiable information will be recorded.