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# What is the state of development of Research Data Management in Irish Academic Institutions

*A Data Management Plan created using DMPonline*

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## Data Collection

In the preparation stage I will create an Excel sheet of a GANTT chart with indications of when I will complete different phases of the research. During the preparation stage, I will create an Excel chart with information about the participants including their email address, telephone number, name, job title, and the institution where they are employed. The source for this data is information available on the free internet - mostly this takes the form of staff directories on university websites.

In the data collection phase I will collect survey responses using the Microsoft Forms which is available through the Office 365 package provided to students of Dublin Business School. This information is exportable to Microsoft Excel where I will modify and analyse it.

In the data collection phase, I will collect audio of interviews conducted over the telephone. The audio will be recorded using the application CubeACR which produces AMR files.

The recordings are imported into NVIVO.

Transcriptions will be created in NVIVO.

Table 1: Overview of different data types produced in the study

VOLUME	FORMAT	DESCRIPTION
20KB	.xlsx	Survey data: contains responses to questionnaire covering topics of university activity and skills required in provision of current services.
2.5MB x N (where 20 > N > 4)	.amr	Interview recordings: contains information about current activity in university and perceptions of the participant regarding the drivers of research data services and the factors that would constrain library involvement and development in this area.
<3 MB	.txt	Interview transcriptions: text files created by the researcher.
15KB	.xlsx	Table of study participants: Excel sheet used for the administration of the research. It contains information about the participants and indicates whether they have completed different phases of the study.
24KB	.xlsx	GANTT Chart: Outlines what will happen each week until completion of the study.

I foresee no additional costs involved in the storage of this quantity of data. The scale of the data collected will not pose challenges for transferring it between machines or sites.

The administrative Excel sheets (GANTT chart and table of participants) are generated prior to the data collection phase. The GANTT chart is agreed with the supervisor. The table of participants is developed by reviewing information available on the staff directory web pages of the different institutions.

### SURVEY:

This information is collected using Microsoft Forms. Microsoft Forms is part of the Office 365 package provided to the researcher by Dublin Business School. Participants are sent an email from a Gmail account which provides a link to the survey. Once completed, the researcher receives a notification and can review the responses online.

The responses are reviewed prior to conducting the interview with the participant.

### INTERVIEW:

The audio recordings of telephone interviews are created using Cube ACR. The researcher calls the participant on a phone number identified at the beginning of the research and confirmed with the participant through email prior to the interview.

The model of telephone used by the researcher is ONEPLUS A5010 and runs OxygenOS 9.0.6

The full name of the application is Cube Call Recorder ACR - it is produced by Catalina Group, a business operating from 611 Fook Cheong Building, 63 Hoi Yuen Road, Kwun Tong, Kowloon, Hong Kong.

According to this manufacturer:

"The App uses your phone's microphone and call audio source to record calls. The App does not collect or transfer any audio or voice data to us or to any third party. If you upload your recording to cloud storages or web sites, the treatment of your personal data is expressed and governed by their Privacy Policy"

Further information is available at the following link:

[https://play.google.com/store/apps/details?id=com.catalinagroup.callrecorder&hl=en\\_IE](https://play.google.com/store/apps/details?id=com.catalinagroup.callrecorder&hl=en_IE)

As the call is initiated an overlay is displayed on the phone that indicates the audio is being recorded. During the call, a series of questions are posed to the interviewee according to a schedule previously developed.

When the call is terminated, a file is created in the application and stored on the phone.

The file is emailed from the researcher's Outlook email account provided by DBS to that same account, thus creating a copy of the file in the cloud. This Outlook account requires a password to access. The file is then downloaded onto the researchers personal computer:

Model: MacBook Pro (13-inch, 2016, Two Thunderbolt 3 ports)

A password protects access to the user account where the data is hosted.

All data collected from participants is kept on the researchers computer in a folder labelled 'DATA COLLECTION'.

This folder is password protected.

Survey data is kept in sub-folder titled: 'SURVEY DATA'

Audio files are kept in sub-folder titled: 'Interview audio'  
In the 'Interview audio' folder, individual audio files are labelled with the participant's name.  
Interview audio files are also held in an NVIVO project.  
This project is kept in a password protected folder titled: DATA ANALYSIS

It is not expected that multiple versions of the interview files or survey files will be created during the course of this project.

## **Documentation and Metadata**

There are no plans to create metadata for the data produced during the research.

## **Ethics and Legal Compliance**

Prior to collection of the data, a consent form is provided to the participants. This is to be signed and sent on before data collection.  
Additionally, an information form and the option to view the research proposal, ethics form, or other material created prior to the research is provided to the participants.  
During the interview the researcher explains to the participant that they have the right to withdraw or redact data from the study without having to provide an explanation.

There is no inclusion of copyrighted material in this study. All information has been sourced from publically available sources or pertains to opinions of participants.

## **Storage and Backup**

Files are stored in two locations:  
The survey data is kept on the hard drive of the researcher's laptop and on the Office 365 cloud storage account provide by Dublin Business School.  
The interview files are created on the researchers phone, and then stored in the Office 365 cloud storage facilities. A copy of each file is downloaded from the Office 365 Cloud storage.  
The copy of the interview held on the phone is then deleted.

My account on my laptop is password protected. So is the folder containing the interview audio and survey data. The interview audio and transcripts kept on NVIVO are also password protected.  
Interviews are emailed from phone after recording. Once receipt is confirmed the file is deleted from my phone in the evening of the day it was recorded.

## **Selection and Preservation**

At this stage, no audit of preservable material and retainable material has been conducted.

The data collected during this research will be uploaded to the Moodle VLE provided by Dublin Business School where it will be preserved for two years.  
IF the dissertation receives a grade of 60 or higher, the research output will be hosted on the DBS repository.

## **Data Sharing**

Consent to share the data beyond the research was not received from the participants.

Yes.

I have not received consent to share the data beyond the research.

## **Responsibilities and Resources**

Tiernan O'Sullivan is responsible for this.

No additional resources are required for the completion of this plan.