
Plan Overview

A Data Management Plan created using DMPonline

Title: UKRN OTRP Survey

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Funder: UK Research and Innovation (UKRI)

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Project abstract:

This survey is open to those based at a UK HE institution which has a UKRN Institutional Lead (<https://www.ukrn.org/institutional-leads/>). Its purpose is to establish what the level and perception of Open and Transparent Research Practices are at these institutions. The results of this survey will be used to provide insight into the open research practices that are used and recognised/rewarded across disciplines and institutions. The results will also help identify training gaps. We are interested in gathering responses about both Quantitative AND Qualitative research practices. Additionally, we are interested in responses from both those who already use open research practices, and those that do not.

The practices are defined as those in the FORRT Community-Sourced Glossary of Open Scholarship Terms (<https://forrt.org/glossary/>; <https://doi.org/10.1038/s41562-021-01269-4>). We chose this standard due to differences in how some terms are used across disciplines. The survey focuses on 14 core topics in the research lifecycle. Definitions for each of these topics are also informed by the FORRT glossary.

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UKRN OTRP Survey

0. Proposal name

0. Enter the proposal name

UKRN Survey on Open and Transparent Research Practices

1. Description of the data

1.1 Type of study

Survey study conducted in course of the UKRN project to investigate open and transparent research practices at collaborating institutions.

1.2 Types of data

Qualitative and quantitative data.

1.3 Format and scale of the data

Survey is hosted on Qualtrics, raw datasets exported as csv files

2. Data collection / generation

2.1 Methodologies for data collection / generation

Data collection is necessary to gather insights about open research practices at UKRN's affiliated institutions. This data has not been consistently collected across a network so far, using standardised surveys to enable longitudinal studies of the status quo and future developments regarding OR practices.

Data will be collected on Qualtrics and stored on Isilon (RDS). Participants are representationally sampled and samples will be observed during the survey is live and participants will be resampled where necessary.

Qualtrics deploys measurements to ensure data quality, e.g., barring same IP addresses from taking the survey again and fraud detection

2.2 Data quality and standards

Data will processed according to policies and standards and as outlined in the DMP.

3. Data management, documentation and curation

3.1 Managing, storing and curating data

A copy of all digital data will be maintained on Manchester Research Data Storage (RDS).

Anonymised digital data will be shared using Dropbox for Business. This data will only with named project collaborators until project end or first publication (whichever is the later). After this point anonymised and non-copyright-sensitive data will be shared publicly using the University of Manchester's institutional Figshare (<https://figshare.manchester.ac.uk/>).

During data processing, data may be transferred to, or created on, UoM-purchased devices. This is limited to:

During data processing, data may be transferred to, or created on, UoM-purchased devices OR devices owned by collaborators/their institutions. This is limited to:

* Anonymised digital data for the purpose of data analysis. Copies should be removed once analysis is completed.

3.2 Metadata standards and data documentation

Metadata and code scripts to analyse the datasets will be made publicly available via Figshare.

Metadata will include the nature of the datasets, how and why it was collected, how it can be used and is licensed, and what environments need to be installed to run the analysis code. Code to analyse is open source software and free of use.

Further, survey questions, documentation and PIS will be preserved and shared publicly using the University of Manchester's institutional Figshare (<https://figshare.manchester.ac.uk/>).

3.3 Data preservation strategy and standards

Data and metadata will be uploaded to Figshare. Code will receive a DOI and stored on Github and Zenodo.

4. Data security and confidentiality of potentially disclosive information

4.1 Formal information/data security standards

The second survey "UKRN Prize raffle OTRP I" will collect personal data via Qualtrics. This data will only be used to select winners via a randomised raffle using Python. The code will be run on a university run machine and participant data exported from Qualtrics will be stored on Isilon. Immediately after winners had been selected, data will be destroyed and deleted from Qualtrics, Isilon, and the machine used to run the randomised draw.

4.2 Main risks to data security

Risk assessment: low. Personal data will not be shared and directly exported from Qualtrics to a university-owned machine. Data collected (name, email and institutional affiliation) is further available in the public domain and accessible via staff directories.

5. Data sharing and access

5.1 Suitability for sharing

Survey outcomes are intended for research publications and use at participating institutions.

Data will be shared only with named project collaborators until project end or first publication (whichever is the later). After this point anonymised and non-copyright-sensitive data can be shared publicly using the University of Manchester's institutional Figshare (<https://figshare.manchester.ac.uk/>).

5.2 Discovery by potential users of the research/innovation data

All data and scripts, including metadata will be made available via Figshare, Github and Zenodo.

5.3 Governance of access

No restriction to sharing anonymised data.

5.4 The study team's exclusive use of the data

Data will be made exclusively available until first publication or end of project.

5.5 Restrictions or delays to sharing, with planned actions to limit such restrictions

Datasets and scripts to be made available after first publication or end of project.

5.6 Regulation of responsibilities of users

Collaborator signed ethics letters of collaboration, confirming that appropriate training was acquired at their institution. Collaborators bound to restriction and policies outlined in this DMP.

6. Responsibilities

6. Responsibilities

Both PIs, Andrew Stewart and Lukas Noehrer-Hughes are responsible for rigorous conduct. Apart from the PIs, Manchester's Research Governance, Ethics and Integrity teams will be further advisers and auditors <https://www.manchester.ac.uk/research/environment/governance/>

7. Relevant policies

7. Relevant institutional, departmental or study policies on data sharing and data security

Policy	URL or Reference
Data Management Policy & Procedures	https://www.library.manchester.ac.uk/services/research/
Data Security Policy	https://www.staffnet.manchester.ac.uk/igo/
Data Sharing Policy	https://www.staffnet.manchester.ac.uk/igo/data-protection/
Institutional Information Policy	https://www.staffnet.manchester.ac.uk/igo/information-governance-office/contact-us/#d.en.681134
Other	
Other	

8. Author and contact details

8. Author of this Data Management Plan (Name) and, if different to that of the Principal Investigator, their telephone & email contact details

