

## Plan Overview

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*A Data Management Plan created using DMP Tool*

**Title:** Data Management Plan for NSF-SBE - Mock Project for Coursera

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**Funder:** Digital Curation Centre (dcc.ac.uk)

**Template:** Digital Curation Centre

**Project abstract:**

Collection and analysis of longitudinal public opinion data.

This will be a collection of US-based public opinion data via telephone survey as a means to measure trends in attitudes of the American public.

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**Copyright information:**

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# **Data Management Plan for NSF-SBE - Mock Project for Coursera**

## **Data Collection**

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### **What data will you collect or create?**

Interview data will be collected using computer-assisted telephone interviewing (CATI) software. The software displays the interview instrument (i.e. question text) on screen while enabling the interview to enter participant's responses into CATI system. Responses will be stored in a centralized database on a secure server housed in PI's department. This database backs up content daily.

### **How will the data be collected or created?**

Data will be collected via telephone survey. To obtain representative sample, the project plans to collect interview response from approximately 1,000 adults from all regions of the United States.

Data cleaning, processing, and analysis will occur within widely adopted statistical software packages (SPSS .sav or Satat .dta file format). The final cleaned data will consist of a single SPSS file that includes data for all valid responses.

Processor will filter valid and invalid responses. All invalid responses will be permanently destroyed and no back ups will be made.

All personal information of the representatives will be kept confidential and encrypted all throughout the plan and may only be accessed by the project head. After the conclusion of the project, personal information of the representatives will be permanently destroyed.

## **Documentation and Metadata**

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### **What documentation and metadata will accompany the data?**

Interview data will be collected using computer-assisted telephone interviewing (CATI) software. The software displays the interview instrument (i.e. question text) on screen while enabling the interview to enter participant's responses into CATI system. Responses will be stored in a centralized database on a secure server housed in PI's department. This database backs up content daily.

## **Ethics and Legal Compliance**

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### **How will you manage any ethical issues?**

Prior to interview, consent should be obtained from the representative sample and recording of interview should be clearly made known to the representative.

Confirmation and consent of the representative should be clearly obtained.

For representatives who will not consent, interview will be immediately stopped and no further recording should be made.

## **How will you manage copyright and Intellectual Property Rights (IP/IPR) issues?**

If project will need references, author of said reference should be researched by the PI and all the necessary formal citations and credits should be made in the project output. References utilized in the project should be limited to fair use standards in accordance with WIPO.

## **Storage and Backup**

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### **How will the data be stored and backed up during the research?**

Responses will be stored in a centralized database on a secure server housed in PI's department. This database backs up content daily.

### **How will you manage access and security?**

Access to back up data should be limited to Project Head. Access is encrypted to protect the integrity of the sample.

## **Selection and Preservation**

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### **Which data are of long-term value and should be retained, shared, and/or preserved?**

See above.

### **What is the long-term preservation plan for the dataset?**

See above

## **Data Sharing**

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### **How will you share the data?**

Question not answered.

### **Are any restrictions on data sharing required?**

Question not answered.

## **Responsibilities and Resources**

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**Who will be responsible for data management?**

Question not answered.

**What resources will you require to deliver your plan?**

Question not answered.

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