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## Plan Overview

*A Data Management Plan created using DMPTool*

**Title:** Social assistance programs provided by municipalities in Istanbul, Turkey

**Creator:** Ozlem Tuncel Gurlek

**Affiliation:** Georgia State University (gsu.edu)

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

**Template:** Digital Curation Centre

### Project abstract:

This project aims to gather qualitative information on social assistance programs provided by municipalities in Istanbul, Turkey. The data is collected for a document analysis to be performed as a final research project for a doctoral-level course on Qualitative Research Methods instructed by Prof. Carrie Manning at Georgia State University's Political Science Department. This research will gather information on municipalities' websites on social policies, systematically code available social assistance programs, and analyze the documents. The main goal of this document analysis is to provide descriptive information on municipality services. Data analysis information will assist the researcher in understanding the use of these programs by competitive autocratic regimes. Overall, this research is interested in understanding how social assistance policies are used in electoral authoritarian regimes like Turkey. Overall, document analysis assists the researcher to test the waters; analysis of documents available on social policies assists the researcher in understanding what these policies are and their prevalence before delving into the general research project.

**Start date:** 02-15-2021

**End date:** 05-31-2021

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### Copyright information:

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# Social assistance programs provided by municipalities in Istanbul, Turkey

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## Data Collection

### What data will you collect or create?

Data will be collected over the Spring 2021 semester as a part of the final project for Prof. Carrie Manning's course, POLS 8840: Qualitative Research Methods at Georgia State University. There will be two different kinds of data, and this research will collect several different information. First, there will be data on "online available documents" provided by the municipalities. This data aims to detect the accountability of these municipalities. Thus, I will download all available documents on social assistance programs. These documents include annual performance reports, annual activity reports, annual fiscal reports, and quinquennial strategy reports. The data on documents will first be entered into an Excel spreadsheet. Availability of documents will be coded using dummy variables, and the researcher will code available document years numerically. Second, there will be data on "social assistance programs" provided by the municipalities. This data aims to inform the researcher about the type of program provided by the municipality. The data on social assistance programs will first be entered into an Excel spreadsheet. The type of program will be coded using dummy variables. There will be nominal variables to make notes about these services. The unit of analysis will be a municipality, and there will be 40 rows of information since there are 40 municipalities in Istanbul. The data will be coded in a wide format. After completing the data collection process, data will be converted to CSV (comma-separated values) format to allow its availability to be opened with freely available software.

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

The researcher will collect the data based on a protocol assessed with a preliminary analysis. A small sample of municipalities will be chosen to create a codebook on what kind of information is available and how the data should be coded. After creating a codebook, the researcher will visit each municipalities' website to gather information. Each municipality will be assessed individually. Available information will be coded, and the researcher will keep a log of her process in a TXT file. All available information on a single municipality will be downloaded and stored. The project folder will have three central units: (1) a folder for two Excel files and codebooks for data coding, (2) a folder in which documents provided by the municipalities will be stored with subfolders for each municipality, and (3) a folder for future analysis of the data in R and replication materials. Each municipality will have its folder to gather documents and other materials (such as visuals and reports available online). Each type of document will be saved with the municipality's name and followed by the type of report and year of the report (e.g., zeytinburnu\_fiscal\_2017.pdf). Excel files will be saved based on the information they provide (such as "documents.csv" and "social\_assistance.csv." I will upload my documents under a private repository on my GitHub account to ensure robust version control.

## Documentation and Metadata

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

In order to read this data, the data will be accompanied by a README file (in TXT format). README file will include the following information: the name of the researcher, information about the researcher and how to contact her for any inquiries, a date stamp for the data collection process and version control, information about the research (name of the data, its title, and the purpose of data collection process), a short vignette to inform the reader about under what conditions the data can be used and accessed, and data file information (name of the data file is accompanied by the folder type of the file and size of the file in bytes). Data files will accompany the README file. Essentially, there will be two CSV files and two codebooks for the data, and an R markdown file for replication after the data used for analysis.

## Ethics and Legal Compliance

### How will you manage any ethical issues?

This research does not involve human participants, and it does not require any IRB review or referral to departmental or institutional ethics committees. The research subject is discussed with the faculty member to ensure it is an appropriate topic and research plan for the course's final project.

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

The primary researcher owns the data. This data's primary use will be for a final course project in the Political Science Department at Georgia State University. This data may also provide the basis for the dissertation project, conference papers, journal articles, and other publications in my study.

## Storage and Backup

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

The estimated size of the project is 25 GB. The data will be stored in three different locations (as three different copies) to guarantee its recovery in an incident. (1) A personal account of the researcher, (2) the OneDrive account of the researcher provided by Georgia State University, and (3) the private repository in the personal GitHub account will be used for backup recovery.

### How will you manage access and security?

The data does not contain any confidential information; hence appropriate data security measures for confidentiality will not be taken.

## Selection and Preservation

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

In order to assure replication and validation issues, the research materials will be shared in multiple channels. If data and information collected during this research plan are used in any published manuscript, the GitHub private repository will be transformed into a public repository. Additionally, the data will be shared on a personal website of the researcher. If the data is used in any journal article, Harvard Dataverse or the journal's replication page will also receive replication files. Common file formats that other

researchers can open with freely available software will be used for the project. For example, files will be in PDF, CSV, R, or TXT formats.

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

In order to preserve the data, I will use a private GitHub repository. If the data is used in any research, the repository will be available publicly. If data is used in any manuscript, the data and replication files will be shared online (e.g., through Harvard Dataverse or the journal's replication portal).

## **Data Sharing**

**How will you share the data?**

The data will be collected for a final course project. Thus, the data will primarily be shared with Prof. Carrie Manning for her POLS 8840: Qualitative Research Methods course. If data is used in any manuscript, a private GitHub repository of data and replication files will be available publicly. Moreover, potential users can contact the researcher for inquiries.

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

The data will under exclusive use since it is created for a course final research paper. The researcher also plans to use the data for the dissertation and other manuscripts.

## **Responsibilities and Resources**

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

The sole responsibility for data management belongs to the researcher, Ozlem Tuncel Gurlek.

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

Additional specialist expertise to gather data, hardware/software for data collection or usage, and additional repository-keeping charges are not relevant for this research. There are no extra resources required. All files will be prepared in freely available software. Future analysis will be conducted in R and R Studio, a free software environment.