
Plan Overview

A Data Management Plan created using DMPTool

Title: Descriptive research on COVID-19 materials provided to Medical Advisory Team

Creator: Lori Sloane - **ORCID:** [0000-0002-8684-6861](https://orcid.org/0000-0002-8684-6861)

Affiliation: University of New Mexico (unm.edu)

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

Template: Digital Curation Centre

Project abstract:

A team was assembled at the University of New Mexico Health Sciences Center to help advise the Medical Advisory Team to the Governor of New Mexico and Health Sciences Leadership in April of 2020.

An overwhelming amount of information was coming out in the news and literature in regards to the COVID-19 pandemic and the advisory team needed help discerning what was important to focus on.

Dr. Christophe Lambert was the team lead for one of the groups that was working on assembling a document to be distributed to the advisory council. This team was made of UNM Faculty, staff and other professionals who all volunteered their time.

Start date: 04-06-2020

End date: 06-30-2020

Last modified: 10-10-2021

Copyright information:

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Descriptive research on COVID-19 materials provided to Medical Advisory Team

Data Collection

What data will you collect or create?

The data consisted of articles and their links alongside a quick summary provided in a word document. This document was emailed out to the folks on the medical advisory team listserv as well as preserved within the UNM Digital Repository in PDF format which was publicly available. These documents will be maintained in perpetuity by the University of New Mexico Digital Commons Repository.

How will the data be collected or created?

The team used Microsoft Teams to collaborate and scan and collect items each day. We then put them into the workflow where individuals would review and rank them for possible inclusion.

Documentation and Metadata

What documentation and metadata will accompany the data?

Sections were categorized by type of information.
New Mexico Highlights
US Highlights
International Highlights
Economics, Workforce, Education, Supply Chain, PPE Highlights
Epidemiology Highlights
Healthcare policy recommendations
Policy, Economics
Practice Guidelines
Drugs, Vaccines, Therapies, Clinical Trials
Testing
Therapeutic Guidelines
Other Science
On a lighter note

Ethics and Legal Compliance

How will you manage any ethical issues?

All volunteers were asked not to include political propaganda material.

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

We will include a Creative Commons open access license.

Storage and Backup

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

The Microsoft Teams platform is setup for our University to use for business. Once we collated the material and put it in its final PDF format, it will be stored in the UNM Digital Repository. https://digitalrepository.unm.edu/hsc_covid19_briefings/

How will you manage access and security?

The material is freely open and accessible to all.

Selection and Preservation

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

We are preserving all the daily briefings in the repository and all the training videos and workflow instructions within the Microsoft Teams environment in perpetuity.

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

UNM Digital Repository will preserve the data from this project forever as it documents how the Health Science Center at UNM contributed to this pandemic for our state.

Data Sharing

How will you share the data?

The data is freely available at our institutional repository.
https://digitalrepository.unm.edu/hsc_covid19_briefings/

Are any restrictions on data sharing required?

No restrictions on sharing the data.

Responsibilities and Resources

Who will be responsible for data management?

Lori Sloane will be the person to post the material to the UNM Digital Repository.

What resources will you require to deliver your plan?

Each volunteer was able to contribute current working time as well as personal time in the evenings for this effort.

Planned Research Outputs

Collection - "Archived COVID-19 research material"

Planned research output details

Title	Type	Anticipated release date	Initial access level	Intended repository(ies)	Anticipated file size	License	Metadata standard(s)	May contain sensitive data?	May contain PII?
Archived COVID-19 research material	Collection	2020-04-06	Open	None specified		Creative Commons Attribution 4.0 International	None specified	No	No