Academic Nursing Librarians

A Data Management Plan created using DMP Assistant

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Template: University of British Columbia Generic Template

Project abstract:

The purpose of this study is to interview nursing librarians from CARL (Canadian Academic Research Libraries [https://www.carl-abrc.ca/about-carl/]) institutions about their research, instruction and collaborations with nursing graduate students and nursing faculty. In particular, the focus of these interviews will be on their learnings from the global COVID-19 pandemic and their thoughts about the future post-pandemic support that academic libraries will offer. This research to be conducted between March-June 2021.

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Copyright information:

Academic Nursing Librarians

Data Collection

What types of data will you collect, create, acquire and/or record?

interviews: video from Zoom (mp4 file), transcript from Zoom (.vtt files), OneDrive via the University of British Columbia, Microsoft Word documents.

What file formats will your data be collected in? Will these formats allow for data re-use, sharing and long-term access to the data?

The transcripts will be anonymized. The anonymized transcript in .txt file will be available for long-term access to the data.

If data are collected using laptops or mobile devices, please explain how will you will securely store and transfer the data.

The data will not be collected using laptops or mobile devices.

How much data do you anticipate collecting? Include an estimate of how much storage space you will require (in megabytes, gigabytes, terabytes). This estimate should also take into account storage space required for file versioning, backups, and the growth rate over time.

Zoom video files are approximately 200MB for one hour of recording. I anticipate that there will be a maximum of 32 hours of recording (6.4 GB). Total storage approximately 7 GB.

Are there are any existing data that you can re-use? If so, please explain how you will obtain that data and integrate it into your research project.

n/a

What conventions and procedures will you use to structure, name and version control your files to ensure that your data is well-organized?

We will use:

- date format in YYYYMMDD format
- Use a short unique identifier: ANLibs (Academic Nursing Librarians)
- include a summary of content as part of the file name e.g. ANLibs_Transcript_L1_20210401_v01.docx (L1 - anonymized respondent)
- Use _ as delimiters and avoid special characters
- Keep track of document versions sequentially, final version is saved as PDF
- The final version of each transcript will be saved in 3 file formats to provide ease of reuse e.g. ANLibs_Transcript_L1_20210429_Rev0.pdf, ANLibs_Transcript_L1_20210429_Rev0.docx, ANLibs_Transcript_L1_20210429_Rev0.txt

Documentation and Metadata

What documentation will be needed for the data to be read and interpreted correctly in the future? This includes study-level documentation, data-level description, and any other contextual information required to make the data usable by other researchers.

The study will include a read me file to correctly interpret the documents in the future. The primary data will be in the form of anonymized transcripts. Only data artifacts that are on the open web, and not associated with these institutions, will be shared in public published data.

Please list the metadata standard and tools you will use to document and describe your data. If there is not an appropriate standard, please explain how you will ensure consistency in your documentation.

no metadata standard will be used.

How will you make sure that documentation is created or captured consistently throughout your project?

The data will be processed in the same way each time:

- interviewee list created (CARL library, institution is larger than 15,000 student, has a PhD program in nursing (18 institutions meet this criteria)
- the interviewee will be contacted by email and invited to participate in a one-on-one interview with the PI to be recorded using Zoom
- a code from L1-L18 will be used to identify the respondent. Codes will be assigned using a random generator.
- the raw transcript file will be anonymized by the PI
- the anonymized transcript will be emailed to the participant. The participant will be given the opportunity to comment in writing or verbally via phone or Zoom within 2 weeks. The comments and edits will be made to the transcript by the PI.
- The final anonymized transcript will be analyzed with the other transcripts for themes using NVIVO.
- Anonymized transcripts will be included in UBC Dataverse and the open data project via OSF https://osf.io/m2s6u/
- Learnings from the data will be reported back to the participants and more widely.

Storage and Backup

How will your data be stored and backed up during your research project?

Raw data will be password protected and stored in UBC One Drive.
The anonymized transcripts will be stored in UBC Dataverse and linked to from OSF project.

How will you ensure that sensitive data is stored securely and only accessible to the research team during the research project?

MP4 video files and original transcripts, prior to anonymization will be stored in password-protected, secured shared server - UBC One Drive. Only the investigator and co-investigator will have access to the files, pre-anonymization. Video files will remain private and only anonymized transcripts will be shared.

Preservation

Which data are selected for preservation and access will depend on potential reuse value, whether there are obligations to either retain or destroy data, and the resources required to properly curate the data and ensure that it remains usable in the future. In some circumstances, it may be feasible to preserve all versions of the data (e.g. raw, processed, analyzed, final), but in others, it may be preferable to only keep only selected data (e.g. transcripts instead of audio interviews).

Raw interview data will be preserved in original file format (mp4 for video and .vtt for transcripts) in password-protected folder in UBC One Drive
The anonymized transcripts will be shared in UBC Dataverse and linked to from OSF project.

At the end of your research project, where will you deposit your data for long-term preservation and access?

UBC Dataverse will be used to share anonymized interview transcripts.

Please describe how you will prepare the data for preservation and access, including any necessary procedures for data cleaning, normalization or de-identification. Explain how you will prevent data from being lost while processing and converting files.

De-identification - names of people and places that may identify individuals or which in combination with other information could identify individuals will be removed.

Data Sharing and Reuse

What data will you be sharing and in what form? (e.g. raw, processed, analyzed, final). Consider which data may need to be shared in order to meet institutional or funding requirements, and which data may be restricted because of confidentiality/privacy issues.

Raw data will be stored in a password-protected folder in UBC One Drive and only available to the PI and Co-Investigator. Anonymized transcripts that have all identifying information removed will be shared first with the participants to confirm accuracy and make edits/corrects. The final version of the anonymized transcript will be available via OSF and possibly Dataverse.

How will you be sharing your data? (e.g. institutional repository, a specialized data archive, project website, informal/on-request sharing). Include a brief description of any resources needed to share your data (equipment, systems, expertise, etc.).

OSF project: https://osf.io/m2s6u/ and perhaps in UBC Dataverse

Please describe whether there will be any restrictions placed on your data when they are made available and who may access them. If data are not openly available, describe the process for gaining access.

There will be no access to the raw data outside of the research team. The anonymized data will be available to the public via OSF: https://osf.io/m2s6u/

What type of end-user license will you include with your data? Please include a copy of this license with your Data Management Plan.

CC-BY-SA https://creativecommons.org/licenses/by-sa/4.0/

Responsibilities and Resources

Who will be responsible for data management during the project? (i.e. during collection, processing, analysis, documentation). Identify staff and organizational roles and their responsibilities for carrying out the data management plan (DMP), including time allocations and training requirements.

Katherine Miller Librarian, PI

What will happen when personnel changes occur or if the principal investigator leaves the institution before the project has concluded?

The project would be wrapped up. There would be a conversation with the co-investigator about the future of the project. Responsibility for the data would be managed by Katherine Miller.

Who will be responsible for data sharing and preservation after the project has concluded? Indicate the party who will have primary responsibility for how the data will persist over time when the original personnel have moved on.

Katherine Miller

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TBD