

Administrative Data

1. 'Are there any related policies'

Research Data Management Policy, Intellectual Property Policy and Open Access Policy

Data Collection

1. 'What data will you collect or create?'

Qualitative data will be collected. Audio interview files and text transcripts are the envisaged data outputs.

2. 'How will the data be collected or created?'

Documentation and Metadata

1. 'What documentation and metadata will accompany the data?'

The datasets will include a README file accompanying each of the data items.

Ethics and Legal Compliance

1. 'How will you manage any ethical issues?'

Ensure the identity of participants is protected

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Ensure consent is received from participants

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Ensure the data is handled securely

1. 'How will you manage any ethical issues?'

Only people with rights are entitled to view the data

2. 'How will you manage copyright and Intellectual Property Rights (IPR) issues?'

Storage and Backup

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

2. 'How will you manage access and security?'

The interview audio file is restricted access. Only available for the purpose of verifying the transcript.

Selection and Preservation

1. 'Which data should be retained, shared, and/or preserved?'

The typed transcript can be shared. The audio should be preserved. The questionnaire data should be shared and preserved.

2. 'What is the long-term preservation plan for the dataset?'

5-10 years preservation.

Data Sharing

1. 'How will you share the data?'

Through the institutional repository.

2. 'Are any restrictions on data sharing required?'

Embargoed for 6 months for publication.

Responsibilities and Resources

1. 'Who will be responsible for data management?'

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2. 'What resources will you require to deliver your plan?'

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