

Administrative Data

1. 'Are there any related policies'

UP RDM Policy and Procedures Document

Data Collection

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

Data will be qualitative in nature, and the project will not be using existing data (3rd party data). The data will be collected via face-to-face and video interviews, as well as through meeting notes and e-mail correspondence. Each interview will consist of 49 interview questions, of which 23 questions are directed to student researchers, 9 directed to VRE Managers, 12 directed to the VRE designer and 5 directed to the librarian / information specialist. The questions to the student researchers will be divided into questions on the VRE, questions on RDM and general questions on VREs. The target population and the sample will be identified from two case studies at the University of Pretoria. Responses to the questions will be captured through audio-recordings (.mp3) and transcriptions in MS Word for text documents (.docx), and image files (.png). Data Volume: Approximately 400 MB. Storage space is not an anticipated problem. The data will have to be anonymised if it is to be published, shared or reused long-term.

Documentation and Metadata

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

A project information sheet and methodology description need to accompany the data. This will be captured in MS Word (.docx) format. Metadata will be created using the Dublin Core metadata standard.

Ethics and Legal Compliance

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

Ensure the data is handled securely

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Storage and Backup

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

Storage space is not an anticipated problem. Data will be stored on the University of Pretoria's instance of Google Drive, on this researcher's personal computer's hard drive, as well as on an external hard drive.

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

A user ID/password is required to access the University of Pretoria's institutional instance of Google Drive. A user ID/password is required to access backed-up data in other devices. Security of sensitive/personal data: this is not really an anticipated problem; nevertheless, data will be anonymised and de-identified should it be necessary.

Selection and Preservation

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

All the data are to be kept for long-term preservation. Data can only be re-used if the data are anonymised. The anonymised interview data will be kept for 10 years on the University's Google Drive, with back-up on an external hard drive.

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

The anonymised interview data will be kept for 10 years on the University's Google Drive, with back-up on an external hard drive. The University does not yet have an archive or data repository.

Data Sharing

1. 'How will you share the data?'

Only anonymised data will be shared through a University of Pretoria Data Repository once that is in place. A persistent Identifier will be added to the datasets.

Responsibilities and Resources

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

The principal Investigator (PI) will take responsibility for the management of the data.

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

A data repository will be needed to share the data.