

Wrapped Data Management Plan

Our contract with the NIHR states the following:

11.4 The Contractor shall, at the request of the Authority, deposit both qualitative and quantitative Research Data in a relevant data archive subject to any reasonable delay necessary to enable the protection or exploitation of Foreground IP.

11.5 In order to reflect the Authority's position on open access to research materials, where research materials recording the outcome of the Research or details of the progress of the Research are submitted for publication, the Contractor shall either:

11.5.1 subject to confidentiality requirements and to applicable data protection considerations, make all information and data (including but not limited to Research Data) on which the research materials are based available on an open access basis; or 11.5.2 include a statement with the research materials detailing how such information and data can be accessed.

1. Data generated

1.1 Data types

The preceding qualitative study will generate screenshots and PDF/Excel downloads of an online discussion board (Padlet), hand-written researcher field notes, audio files, transcripts, and demographic info sheets (hard copy). Analysis of the data will create a reduced data set i.e. an Excel spreadsheet of the coding framework with data (quotations) mapped against these.

The trial will generate quantitative data (Excel/SPSS).

The embedded qualitative study will generate audio files, transcripts, and demographic info (digital, collected via REDCap). Analysis of this data will create a reduced data set i.e. an Excel spreadsheet of the coding framework with data (quotations) mapped against these.

1.2 Data security

All working data will be stored on the University's dedicated, networked storage area for research data (R drive). This is backed up daily and password protected behind the University's Firewall. Access control will be applied to the drive and all files will be stored within a logical file naming system. No data will be transferred outside of here. All sensitive data will be pseudo-anonymised, that is, a linking file will be stored separately from the research data. This linking file will be deleted once data analysis is complete.

2. Data Preservation

2.1 What will be preserved?

Access to our preserved data products (and associated publications) will be via the UH research archive (UHRA). DOIs will be linked to these data products so that they can be linked to directly from papers. The preserved data products and the levels of access are specified in table 1 below.

Table 1. Wrapped preserved data products and levels of access via UHRA

Study	Data that will be preserved	Format	UHRA Access level	
			Open access	On request
Preceding qualitative study	Full text (transcripts of focus groups) with redaction for direct and indirect identifiers	.pdf		✓
	Thematic aggregation of excerpted text (Excel coding framework with quotations) with redaction for direct and indirect identifiers	.csv		✓
	Screenshots and PDF/Excel downloads of an online discussion board (Padlet)	.pdf .csv		✓
Trial	Raw anonymised data	.csv		✓
Embedded qualitative study	Full text (transcripts of interviews) with redaction for direct and indirect identifiers	.pdf		✓
	Thematic aggregation of excerpted text (Excel coding framework with quotations) with redaction for direct and indirect identifiers	.csv		✓

2.2 Metadata

The format of all data products deposited in the UHRA will be provided along with a description of the contents. Each dataset will be fully described in an associated readme file. The DOI for each dataset will be included in the Metadata.

2.3 Period of preservation

Our expectation is that all of the data products will be stored indefinitely in the UHRA.

3. Data Sharing

3.1 Which data will be shared?

All data products in table 1 will be shared as specified. Identifiable data (i.e. qualitative data prior to redaction of identifiers or quantitative data prior to anonymisation) will not be shared. Though the principal target audience for sharing datasets will be other researchers, the general public will be able to access products identified as 'open access' via UHRA.

3.2 Proprietary period

We will make all the data specified above available at the point of publication unless there is a strong case for retaining specific datasets.

3.3 How will data be shared?

All data products will be shared via UHRA. This repository makes backups of these live data, thus guaranteeing their long-term existence. To facilitate maximum re-usage, we will share data under the Creative Commons Attribution 4.0 International (CC BY 4.0) licence:

<https://creativecommons.org/licenses/by/4.0/>. All publications will include a data access statement to facilitate linkage to the relevant data products.

4. Resources required

We do not require additional resources to support data management at present. Time required to prepare data for deposit in the UHRA has been costed into the grant.