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Teaching Quantitative Data in the Social Sciences at the University of New Hampshire: Data Management Plan

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Data Management Plan

Project Title: Teaching quantitative data in the social sciences at the University of New Hampshire
Research Team: Louise Buckley, Patricia Condon, Eleta Exline
Contact: Patricia Condon (patricia.condon@unh.edu)

This research study examines social science instructors' practices in teaching undergraduate students to work with quantitative data. The goal of the study is to understand approaches and challenges associated with teaching data and delineate resources and services needed to support this work. The study at the University of New Hampshire (UNH) is connected to a suite of parallel studies being developed locally at twenty-three other higher education institutions. Ithaka S+R has been hired to coordinate this parallel effort and will compile the findings from the research at UNH with findings from the other institutions to produce an aggregated report. Data is not shared between research sites. This data management plan describes data management for the UNH local study.

Sources and types of data

This study involves interviewing up to fifteen participants. Active project materials will amount to ~500MB and longer-term storage will amount to ~250MB. Sources of data and file types include:

Identifiable data sources

- Recorded interviews
 - Audio files (.m4a) – deleted after transcription, review, and de-identification
 - Video files (.mp4) – deleted immediately

De-identified data sources

- Transcribed interviews
 - Microsoft Word files (.docx) converted to PDF for sharing and storing
- Data analysis files
 - NVivo files (.nvp) exported as Microsoft Excel (.xlsx) and Microsoft Word (.docx) converted to PDF for sharing and storing
- Metadata
 - Microsoft Excel file (.xlsx)

Research Outputs

- Metadata
 - Text file (.txt)
- Data documentation (e.g., codebook, interview protocol)
 - Microsoft Word files (.docx) converted to PDF for sharing and storing
- Project documentation (e.g., IRB communications and materials, Ithaka S+R project description, local report)
 - Microsoft Word files (.docx) converted to PDF for sharing and storing

Associated metadata

Metadata for the de-identified interviews will be recorded in a simple spreadsheet (.xlsx) that lists the file name, employment rank of participant, and university department of participant. The finalized project materials will be packaged with a readme file (.txt) created using a UNH Library template intended to capture file and project level metadata (e.g., descriptive metadata, attribution, inventory of files, summary of methodology, process of informed consent, qualitative coding approach, etc.).

Access and sharing

All project materials will be stored in either Box or OneDrive, password protected cloud storage solutions that are approved by UNH for storing human subjects research. Only the three research team members will have access to the storage that contains all the project materials.

Interview audio files (.m4a) will be shared via a separate Box folder with the transcription service. Once the research team has received and reviewed the transcriptions (.docx), this folder will be deleted. The transcription service will not retain copies of or rights to the audio files or the transcriptions.

During the course of project, de-identified metadata (.xlsx) and de-identified interview transcripts (.pdf) will be shared via email with the research coordinators at Ithaca S+R per our project agreement with them. They are granted use of the data for this project and future studies, but they are not authorized to share the de-identified transcripts or metadata with other researchers.

The UNH research team does not plan to make the data (e.g., de-identified interview transcripts) publicly available. The small, bounded nature of the population represented in this study poses a re-identification risk. Codebook, interview protocol, and other associated documentation for the data and analysis necessary to replicate this study will be included as appendices to the final local report, which will be published in UNH's institutional repository service, the Scholars' Repository. We do not anticipate that significant intellectual property issues will arise. The final local report will be shared under a CC-BY-NC license.

Data reuse

The UNH research team may use de-identified interview transcripts for future studies or share them with future research collaborators. The informed consent form has language to support this. There will be a data use memorandum of understanding in place for any future research collaborators with whom the data is shared.

Data storage and period of retention

Video files (.mp4) will be deleted immediately upon capture. Audio files (.m4a) will be deleted after they have been transcribed, reviewed, and de-identified. Identifiable data, identifiable metadata, and identifiable project records will be deleted at the completion of the project. De-identified data, metadata, and project records will be retained for the requisite three years after the close of the project and then reappraised for enduring value (such as ongoing or planned research connected with this project or in-progress library services development supported by this research). If a longer retention period is warranted, plans for long-term storage and access will be identified.

De-identified data, metadata, and project documentation will be stored in OneDrive after the project is completed. The final report with supplementary project documentation will be assigned a DOI and maintained in the UNH Scholars' Repository in perpetuity.

Roles and responsibilities

Contact and lead for implementing this data management plan is Patricia Condon. All UNH research team members will participate in responsible data management practices necessary to carry out this plan and ensure the confidentiality of participants, in particular adhering to our established file organization and recordkeeping conventions. This DMP is a living document – if there are changes to the plan a new version will replace the former with changes and version clearly noted.