iridium research data management project online survey

This short online survey forms part of the iridium project requirements gathering that aims to assess and make recommendations on how we handle research data as an institution and to plan what developments are needed in the future.

You can find more information on the *iridium* project at: *http://research.ncl.ac.uk/iridium*

This document is also available as an online form:

http://forms.ncl.ac.uk/view.php?id=2897

All fields marked (*) are required.

On completion, please save PDF file and email to lindsay.wood@ncl.ac.uk

1. Context of responses

1.1. Please state the name of your research project (*).

1.2. Please state Faculty (or Faculties) principally involved in the project.

☐ HaSS

☐ FMS

☐ SAgE

2. Thinking about your data

2.1. What format are your data in?

▼

If other, please specify.

3. For any digital research data

3.1. Approximately how many files exist?

▼

3.2. What is the total amount of space your files take up at this stage?

Guidance:
4 GB (the storage space of your ISS home folder)
16 GB (the storage space of a memory stick)
64 GB (the storage space of an iPod)
0.5 TB (the storage space of a typical external hard drive)

Note: This question is considering space for files (and NOT storage location).

▼

3.3. Does the total amount of space required at collection differ greatly after processing/analysis phase?

For example, 1 PB for collection phase, processed to 10 GB for long-term storage

▼

3.4. What are the top three formats that your data are stored in?

For example, Excel, Mdb database, WAV audio, TIFF images, PZF statistics, 'open'/proprietary software formats, etc.

Data format 1

[   ]

Data format 2

[   ]

Data format 2

[   ]

3.6. Where do you store your data?

Select all that apply.

☐ ISS managed systems

☐ Academic Unit managed systems

☐ Project managed systems

☐ Off-campus managed system

☐ Personal systems

☐ External Cloud (IaaS) e.g. Amazon/EC2

☐ External Service (SaaS) e.g. SurveyMonkey

☐ At home

☐ Other (please specify)

3.7. How long do you intend to keep the data for?

[▼]

Digital data section - additional details.

If you have answered 'other' to any previous questions, please specify here.

[   ]

4. Research data management

4.1. Are there multiple copies of the data (i.e. backed up)?

For example, copies on office PC and at home, external hard drive copy, off-site storage copy, mirrored servers, etc.

[▼]

4.2. Have you successfully tested retrieving data from the backup?

[▼]

4.3. Do you share or potentially share data with others in the University?

[▼]

4.4. Do you share or potentially share data with people external to the University?

[▼]

If yes to the above, is there an agreement in place to govern the sharing?

For example, codified agreement, Memorandum of Understanding, consortium agreement, licence to share, etc.

[▼]

4.5. Do you have a research data management plan?

A data management plan typically includes what data will be created, ethics/intellectual property, storage, access and methods for sharing, timeframes and any restrictions that are required.

[▼]

4.6. Which tools do you use to manage your research data?

For example, online or local tools, toolkits, or applications to assist with organising, storing, archiving or sharing your data. Please specify where possible.

- [ ] Data management planner
- [ ] Ontology editor
- [ ] Metadata explorer
- [ ] Data file browser/search
- [ ] Data manager application
- [ ] Repository file transfer
- [ ] MyExperiment
- [ ] Other (please specify)
- [ ] No specific tool
- [ ] I don't know

Additional tool details.

Please provide additional details, where possible. If other tool(s), please specify.

[   ]

4.7. Do you have a deletion policy?

[▼]

4.8. How securely does your data need to be stored?

[▼]

4.9. How securely do you actually store your data?

[▼]

4.10. What strategies do you use to secure your data?
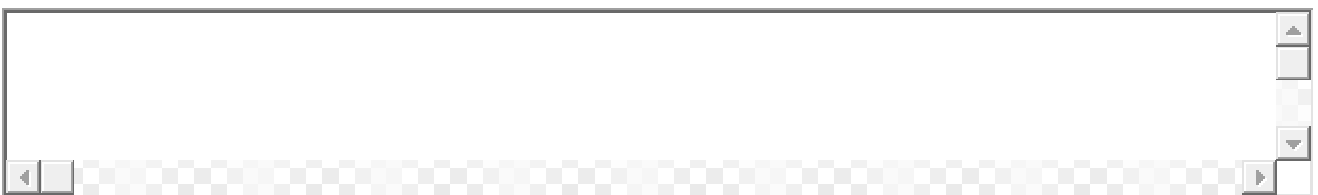
Select all that apply.

- ☐ Encryption
- ☐ Anonymisation
- ☐ Password protection
- ☐ Physical measures
- ☐ Other (please specify)

4.11. Which guidance, policies and legislation are you aware of that covers your data?

Select all that apply.

- ☐ Data Protection Act
- ☐ Freedom of Information
- ☐ ISS Guidelines on Data Security
- ☐ NHS requirements (please specify)
- ☐ University requirements (please specify)
- ☐ Academic Unit requirements (please specify)
- ☐ Research team requirements (please specify)
- ☐ Research Councils
- ☐ Publication journals
- ☐ Local ethics/LREC
- ☐ NHS ethics/NRES
- ☐ Other (please specify)

4.12. Which guidance, policies and legislation would it be most useful for the University to provide you with further information on?

4.13. Who has primary responsibility for research data management support?

Continue ...

4.14. In the future, who should have primary responsibililty for research data management support?

[dropdown ▼]

4.15. What research data management (or closely related) training sessions or training materials are you aware of?

Please include who provides this.

[text field]

Data management section - additional details.

If you have answered 'other' to any previous questions, please specify here.

[text area]

5. Data repositories

Places that acquire and curate data such as institutional systems or the UK Data Archive.

5.1. At the end of your project, are you happy to have your data publically discoverable and accessible?

[dropdown ▼]

5.2. Have you ever deposited any of your data into a data repository?

[dropdown ▼]

5.3. Would you be willing to submit your data to a data repository?

[dropdown ▼]

5.4. At what stage in the data's lifecycle would you submit your data to the repository?

[dropdown ▼]

5.5. Thinking now, specifically about data at publication, how long after publication would you be willing to make the data supporting that publication available?

[dropdown ▼]

5.6. Would you be more likely to share the data if you controlled who could access it?

[dropdown ▼]

`Continue ...`

Data repositories section - additional details.

If you have any further comments on the above section, please specify here.

6. Intellectual property

Intellectual property rights are granted to creators and owners of works that are the result of human intellectual creativity.
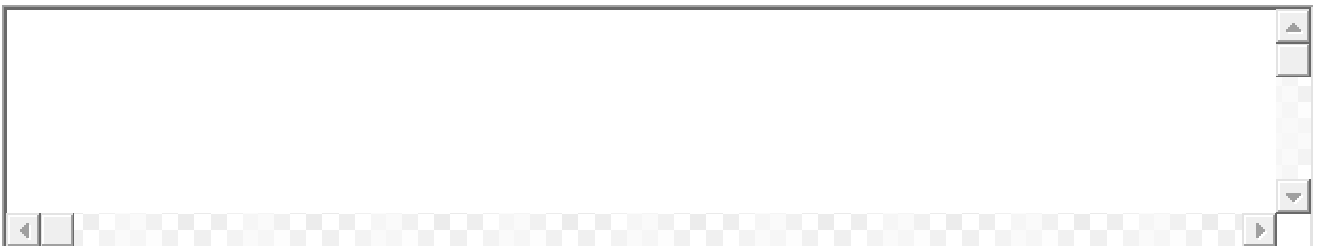
6.1. Who has the intellectual property rights for your research data?

6.2. Who funded this project?

For example, funding councils, commercial/private funding, etc.

Intellectual property section - additional details.

If you have any further comments on the above section, please specify here.

Continue ...

7. Questions, comments and further information.

Please feel free to add any other comments, questions or request further information here.

If this online survey does not appropriately describe your data please tell us.

Face-to-face interviews (*)

We are also arranging face-to-face interviews, please tick this box if you are interested in being involved and we will contact you.

☐ Yes

☐ No

iridium project mailing list (*)

Would you like to be updated with the results of this survey, feedback sessions and related news from the project.

☐ Yes

☐ No

Contact details. If you answered 'YES' to either question above, please provide an email address.

Continue ...

Data Protection Statement: *Your comments will be treated as confidential, although anonymised information will be included in our report.*

The personal and identifiable data we collect from your survey responses will be accessible to project team members only until March 2013

Anonymised data will be retained for up to 10 years from last date of publication citing it

Your data will be used to inform and help synthesise draft policy recommendations and research data management systems.

Thank you for completing this survey. Please save PDF file and email to *lindsay.wood@ncl.ac.uk*