RESPIRE Data Management Plan (DMP): Template (adapted from the University of Edinburgh)

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Project Title:	Exploring the Interplay Between Political Prioritisation Practices in Global Health and Childhood Pneumonia Governance in Bangladesh
Institute:	Usher Institute
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DMP version number and date:	1 (12/11/2020)

Responsibilities & Resources (applicable across the sections below)

Who will be involved in the data management of this research?

Myself, as the sole investigator and the following software and databases will be used: Microsoft Teams for conducting interviews, 1st Class Secretarial for transcription, NVivo for data coding and analysis, DataStore for active and long term file storage and DataVault for restricted access of de-identified transcripts.

Metadata for this project will be published via the Health Data Research UK Innovation Gateway, the Edinburgh DataVault and PURE/Edinburgh's Research Explorer.

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1. Data Capture

What data will be generated or reused in this research?

Primary data collection consists of individual interviews of key informants. Audio recordings are being transcribed for subsequent data analysis.

Secondary data such as descriptive budgets, intervention reports, published and Grey literature are also being collected.

How much data will be generated?

As the sampling is purposive, interviews will be conducted in an iterative manner until saturation of diverse responses is reached. The current goal is to interview around 30 participants altogether, however this will depend on the variety of professions, level of expertise and responses actually obtained.

2. Data Management

How will the data be documented to ensure it can be understood?

As with all RESPIRE projects, metadata for this project will be collated in an Excel template and deposited via the Health Data Research UK Innovation Gateway.

Interviews will be transcribed using 1st Class Secretarial, a UK-based transcription service which is GDPR compliant. Data coding will take place in NVivo to be thematically analysed. Research notes are being written manually in a physical notebook.

Documents under secondary analysis will be done myself and will not be put through NVivo.

Where will the data be stored and backed-up?

The anonymised datasets will be stored and backed-up on the University of Edinburgh's storage facility DataStore, maintained by the Information Services. This password-protected platform comes with guaranteed backup and resilience. The data is automatically replicated to an off-site disaster facility and also backed up with a 60-day retention period, with 10 days of file history visible online. (Source: University of Edinburgh guidance)

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In the event that I leave the university, these files (i.e. de-identified transcripts) will be made available on DataVault for long-term preservation.

3. Integrity

How will you quality assure your data?

When conducting interviews, I will do my best to ensure the audio quality is optimised, for instance by using earphones and encouraging my interviewees to do the same to minimise background noise. I will ensure I am always using the most up-to-date version of NVivo and will double-check all transcripts personally.

For secondary data, I am only using existing reports, budgets and literature produced by official agencies and institutions.

4. Confidentiality

How will you manage any ethical and Intellectual Property Rights issues?

Prior to every interview, it is stressed that the data will be anonymised and identifiable data will not be shared. This is made explicitly clear in the participant information sheet as well as the consent form, the latter of which will be signed by each participant and forwarded to me. Since some participants may be reluctant to have their data shared, such concerns will be resolved for the interviews by ensuring all transcripts are anonymous and identifying detail, such as affiliated organisation, are removed or given pseudonyms in the transcript. An agreement will be reached with the participant on how they would like to be referred to for the interview.

Secondary data sources will all be derived from publicly-available sources. Otherwise, copyright permission will be sought from the necessary party, if needed.

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5. Retention and Preservation

Which data do you plan to keep and for how long?

When the project is over, the final de-identified transcripts will be made available via Edinburgh DataVault indefinitely; those who seek to view these files must first be granted permission. This is to encourage quality checks of the findings and be a source of information and learning if similar studies are to be carried out in future by other researchers, as well as to allow for potential collaboration.

Handwritten research notes will be destroyed after the PhD tenure and publications from it have been decided. Only the principal investigator has access to these in a locked compartment.

In the case of secondary data that needs to be specifically requested by myself, an agreement will be reached with the relevant agency to determine whether I can keep the files or they must be destroyed.

How will the data be preserved?

On Edinburgh DataVault an online digital repository, where the de-identified primary data (i.e. transcripts) will be managed by the RESPIRE data team and the University of Edinburgh for managed access. My own analysis of the publicly-available secondary data will be stored on my personal DataStore.

6. Sharing and Publication

Which data will be shared and how?

Only the de-identified primary data transcripts will be shared via DataVault and researchers will be able to request access. Additionally, in the event that the findings from this project become published, publications will be registered with Edinburgh Research Explorer.

As previously mentioned, metadata for this project will be published via the Health Data Research UK Innovation Gateway, the Edinburgh DataVault and PURE/Edinburgh's Research Explorer.

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Are any restrictions on data sharing required?

Only in the case of participants' identifiable information accidentally being mentioned in the interview i.e. depending on the participant, this may be their name, role and/or organisation. Only consented information will be preserved in the transcript according to the level of anonymity they wish to keep; this will be determined before each interview and if subsequent concerns arise afterwards. Furthermore, restricted access to DataVault means only approved persons will have permission to view the de-identified transcripts.