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

Name:	Professor Dr Ee Ming Khoo
Project Title:	Strengthening Rapid Innovation Research and Implementation Capacity in Digital Health in Response to COVID-19, in Low and Middle Income countries
Institute:	University of Malaya, Kuala Lumpur, Malaysia
Start Date:	22nd June 2020
End Date:	28th February 2021
DMP version number and date:	DMP Version 1 and 01.12.2020

Responsibilities & Resources (applicable across the sections below)

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

Person in charge:
Principal investigator, principal investigator at the site and research manager of the project are listed below:

1. Principal Investigator: Professor Dr Ee Ming Khoo
2. Principal Investigator at the site: Associate Professor Dr Adina Binti Abdullah
3. Research Manager: Jayakayatri Jeevajothi Nathan

Resources:
Hardware and software used in the management of data are listed below:

1. Laptop (encrypted and secured with username and password and kept in a locked cabinet)
2. Thumb drive (encrypted, password protected and kept in a locked cabinet)
3. Solid-state drive (encrypted, password protected and kept in a locked cabinet)
4. DataStore (to back up active research data)
5. SharePoint (to share and collaborate workshop content)
6. Microsoft Word
7. Locked cabinet for any hard copies (research protocol)

1. Data Capture

What data will be generated or reused in this research?

Workshop content and outcome.

How much data will be generated?

50GB – 250GB

2. Data Management

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

SharePoint was used to collaborate workshop content and source documents were documented in Microsoft Word and uploaded in SharePoint.

Where will the data be stored and backed-up?

The electronic data were stored in two RESPIRE laptops, a thumb drive, a solid-state drive and were backed-up in SharePoint. The electronic data will be also backed-up in DataStore. Hard copy of the research protocol was stored in locked cabinet.

3. Integrity

How will you quality assure your data?

Not applicable.

4. Confidentiality

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

1. The study will be conducted in accordance with the principles of the International Conference on Harmonisation Tripartite Guideline for Good Clinical Practice (ICH GCP). All required approvals have been obtained.
2. The investigator is responsible for the overall conduct of the study at the site and compliance with the protocol and any protocol amendments.
3. All evaluation forms, reports and other records will be identified in a manner designed to maintain participant confidentiality. Clinical information will not be released without the written permission of the participant. The Investigator and study site staff involved with this study may not disclose or use for any purpose other than performance of the study, any data, record, or other unpublished, confidential information disclosed to those individuals for the study. Prior written agreement from the sponsor or its designee must be obtained for the disclosure of any said confidential information to other parties.

4. All Investigators and study site staff involved with this study must comply with the requirements of the appropriate data protection legislation including the General Data Protection Regulation and Data Protection Act 2018 with regard to the collection, storage, processing and disclosure of personal information and will uphold the Act's core principles.

5. Retention and Preservation

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

All the data will be kept for five years.

How will the data be preserved?

All the data will be preserved in two RESPIRE laptops, a thumb drive, a solid-state drive and on DataVault.

6. Sharing and Publication

Which data will be shared and how?

The data, conference abstract presentations, journal articles and dissemination event will be shared in DataShare.

Are any restrictions on data sharing required?

Yes, prior to release for sharing, there remains the possibility of deductive disclosure of subjects with unusual characteristics. Thus, for data archived in Edinburgh DataVault, we will make the data available to users only under a data-sharing agreement that provides for:

1. A commitment to using the data only for research purposes and not to identify any individual participant;
2. A commitment to destroying or returning the data after analyses are completed.