University of Hertfordshire RDM Interview Protocol

Guide for the interviewer

The aim of this document is to provide guidance for the interviewers to carry out a semi-structured interview in order to capture the existing Research Data Management practices across different disciplines and also establish a basis for measuring the RDTK success.

Opening

A. **(Establish Rapport)** My name is _____ and this is _____. I am the project analyst in the RDTK project and s/he is …

B. **(Project Background)** We are working together on The Service Oriented Toolkit for Research Data Management project which is jointly funded by the University of Hertfordshire and JISC and will run from October 2011 to the end of March 2013. The project aim to deliver a toolkit for researchers, which will define a number of services which can be used for data and document management solutions throughout the lifecycle of a research project. Therefore we first need to find out about the current DM practices and associated requirements.

C. (**Purpose**) The purpose of this interview is to find out more about the data that you hold that has been collected or used in the course of your research at this University, your experience of managing this data and what can be done to aid you and other staff in the use and management of research data. There is no right or wrong answers; we are just interested in what you have done and how you did it.

We want this to be more like a discussion than a question and answer session. We have a list of 7 topics we are interested in but it is important to us that you tell us about what is important to you. If there is anything I ask that you don't understand please tell us and we can explain further. If there is anything you want to ask us you can do that too. (If they ask questions that anticipate later discussions, ask if it's OK to leave it until later) in what you have done and how you did it.

D. (**Recording and confidentiality)** if it is okay with you, I will be recording our conversation. The purpose of this is so that I can get all the details but at the same time be able to carry on an attentive conversation with you. I assure you that all your comments will remain confidential.

E. (**Time line**) The interview should take around 90 minutes. Do we have your permission to proceed?

RDM Assessment

	Question	Note for the interviewer
Area of research	1. Could you briefly explain *your area of research and the types of research questions*, with examples, that you try to answer?	
Exemplar project	2. We are interested in learning more about those research activities that contain some form of data management. It may be easier to do this by going through *a particular research project* that you carried out, and look at its *"research life-cycle"*, from funding application, data collection/processing, all the way to publishing. Thinking of your research projects could you please select one of them as an exemplar and tell us about that, what was the name of the project and what was it about?	
	2.1. <u>The funding application stage</u> a) Who was the funder b) Was data management plan required by the funder at the application stage c) If YES how, how did you develop that, did you asked help from IH or research office, what was in it? d) If NOT, did you have any thought or informal plan for managing data at that stage? e) How far this initial planning formal or informal influence your actual data management practice?	*The aim of this question is to learn more about how researchers think about data at this stage at the funding stage, how they ensure that they can't use secondary data and how they go about making data management plans.*
	2.2. <u>Data collection</u> a) Could you describe the nature (range, scope, where they come from) of your research data and the process by which you capture/create new data? b) Did you experience any difficulty at the data collection stage that you would like to share that experience with us?	*The aim of this question is to understand more about data collection tool, instruments, software, etc: was the data gathered from experiments? By what instruments? From the literature? Interviews? How the interviews were recorded, etc.*
1.1	2.3. <u>Data Storage and Backup</u> a) In what format(s) and where you store your data in the short term after acquisition? b) How much data do you generate or expect to generate for the rest of the project?	*a) Possible responses:* *b) Questionnaire response data will be stored on my laptop in a Microsoft Office Access 2007 database. Raw video recording on digital video tapes on the shelf above my desk. On my research group's cloud-based secure data storage, etc.*

	Question	Note for the interviewer

Exemplar project	c) How do you structure and name your folders and files?
	
	d) What about Metadata? Do you record any data about your data?
	
	e) How will you back-up the data during the project's lifetime and how frequent? If you don't back up why?
	
	f) Have you ever experienced any problem with data loss, formatting or file size?
		c) Try to capture this in KB/MB/GB.
		d) the answers can include, but not limited to:
		  • *Reason why the asset was created, intended user communities or source of funding / original project title.*
		  • *A description of the information contained in the data asset and its spatial, temporal or subject coverage*
		  • *Date of collection, etc*

	2.4. Sharing and security a) Who owns you research data? b) Who else needed to access data and how did you share data? c) Thinking of security and confidentiality of your data, what security measures have been taken to preserve security and integrity of your data? d) Will you be willing to publish your data? If not why?	*a) The University normally owns all outputs. Capture any exception.* *b) Collaborators? Group members?* *c) Try to learn about the sensitive data, why they are sensitive, what security measures are in place, etc* *d) Readers of the published work? The general public?*
	2.5. Archiving data a) Do you keep any raw data after the life time of the project? If so where your research data is archived for long-term preservation and when files move into the archive? b) What should be (or was) archived beyond the end of your project? Who make this decision? c) For how long should it be stored?	The aim of this question is to find out whether an archive occurs and if not what reasons stop researchers from doing so (data needs to be destroyed, does not want to share initially or at all, no place to deposit, etc), where the data is stored and what are the funding bodies/ other policy requirements?
expected Support	3. Are there any other challenges and concerns in managing your research data, which we haven't discussed so far, if so what are they and what services would help you deal with those issues more effectively?	The aim of this questions is to capture key requirements for UH services with regards to RDM

Benefits of the project

	Question	Note for the interviewer
Effective use of IH infrastructure	4. Please rank which of the following storage device you use for storing your research data (please rank them from 1 to 5, while 1 is the one that you least use and 5 the one you mostly use): _____ USB or external hard drive _____ My personal network storage (U: drive) _____ Our departmental shared area (S: drive) _____ Dropbox or other cloud based storage _____ Laptop/PC _____ Other	The aim of this question is to evaluate the risk of theft, loss, or miss-use of research data through effective use of UH infrastructure. Based on the enquired questions and the discussion you had with the interviewee: a) How would you rank the security of research data? ___ b) How would you rank effective usage of UH infrastructure? ___
RDM competence and confidence	5. On the scale of 1-5 how confident you are of your competence or awareness of the following matters: a) Consideration of RDM requirements/cost at the bidding stage b) Expertise in developing DMP for bidding applications c) Fulfilling research grant RDM obligations d) Awareness of UH DM facilities/ Policies e) Ease of access to the research data during life-time of the research project by yourself f) Ease of access to the research data by collaborators g) Re-accessing the data after the project lifetime	Argue the ratings; ask for examples, evidence, etc. Not very confident Extremely confident ● 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 1 ○ 2 ○ 3 ○ 4 ○ 5
	6. Was our discussion today any useful to you? Did it help in increasing your awareness of our project and the RDM requirements? 7. As a result of our discussion do you think you will re-evaluate your RDM practice?	Y/N answer

Ending

Thank you very much for your time and participating in this interview. Your involvement and feedback is highly appreciated. Just two final questions:

- Do you have any feedback regarding the interview that can help us in our future interviews?
- Could you suggest anyone you know that could participate in this interview?

The following sources have been used in designing this protocol:

- University of Southampton generic interview schedule and University of Oxford Interview Framework (from DAF implementation Guide)

- Data Management Plan Checklist (DCC)

- University of Bath Postgraduate DMP template

- Twenty Questions for Research Data Management(Oxford DMPonline Project)