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Opioid Prevention for Rural Utah Youth through PROSPER

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DATA MANAGEMENT PLAN

Expected Data Type

This project will generate both digital and non-digital data. Non-digital data, including completed questionnaires and consent forms, will be converted to digital data and saved as Excel and SPSS files in our secure Box cloud storage. Digital outreach and educational material will also be stored in Box storage, and all hard copy versions will be locked at USU Extension office cabinets. Only the PI, co-PIs, and partnering institution (Iowa State University) will have access to digital and non-digital data. Digital data will be housed in common folder accessible to only the PI and co-PIs.

Digital / Non-digital Data

Digital data include educational material generated by grant personnel, SPSS data files, and scanned consent forms from parents/caregivers. Non-digital data include hard-copies of assessments (questionnaires), consent forms, and printed educational material. A digital version of all grant related data will be stored in a secured Box folder.

Outreach Materials

Outreach material include PROSPER educational curriculum, LifeSkills curriculum for middle school, and the Strengthening Families Program: For Parents and Youth 10-14 curriculum.

Number of Stakeholders Reached

- Local School boards: Each county lead, along with schoolteacher partners will communicate project progress, impacts & outcomes.
- School districts: Each county lead, along with schoolteacher partners will communicate project progress, impacts & outcomes.
- County commissioners: Each county lead, along with schoolteacher partners will communicate project progress, impacts & outcomes.
- Grant reporting agencies: All grant reporting will be completed & submitted in a timely manner.
- Professional conferences: The PD & Co-PD's will submit the grant project and the outcomes & impacts to professional conferences for presentation.
- Professional journals: the PD and Co-PD's will submit grant outcomes & impacts to professional journals for publication.
- Western Rural Development Center (WRDC): has indicated in their letter of support that they will assist with dissemination of the project results to their contacts.

Number of Activities

Activities involve substance abuse prevention workshops, behavior health awareness campaigns, positive youth development training, family skill-building activities (*SFP* 10-14), *LifeSkills* program integrated in schools, and participation in 4-H programs.

Assessment Questionnaires

SFP 10-14: <https://iastate.app.box.com/s/fafit98m5cdsxc5r8c2m>

LifeSkills: <https://www.lifeskillstraining.com/wp-content/uploads/2019/01/LifeSkills-Training-Middle-School-Survey-1-2019.pdf>

4-H Common Measures: <https://4-h.org/professionals/common-measures/#!/common-measures-2-0>

Data Storage & Preservation

All project data will be stored on the PD and Co-PDs electronic Box storage provided by Utah State University. Box is a cloud platform used by faculty to store and disseminate documents internally. Access is provided to faculty with USU login credentials (i.e. USU username and password), and as a result, all employees are granted a secure online workspace to collaborate on projects and research. Data generated by the project will only be reported as aggregate summaries to protect the confidentiality of participations; formative and summative project reports will not reveal participants' personal information. Non-digital data will be stored for seven years in a locked file cabinet at USU.

Data Sharing, Protection, & Public Access

All data will be stored in a secure cloud storage and accessible to PD and co-PDs. A separate Box file with relevant grant data and information will be shared with Iowa State University through a secure common cloud folder. Both digital and non-digital will be kept confidential to the extent provide by U.S. law.

Roles & Responsibilities

The PD and co-PDs will ensure the DMP will be implemented and strictly followed by all parties. All relevant data must be destroyed by partner or grant personnel if they leave the project. In this case, the key personnel will be removed from the shared cloud storage and asked remove all related project data from their personal devices.