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Collaborate for Change (C2)

Kathleen Marie Oertle

Utah State University, kathleen.oertle@usu.edu

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DATA MANAGEMENT PLAN

1. Types of Data Generated

- For the proposed project three types of data will be collected: (1) transcripts and audio or video recordings of team meetings and focus groups (2) Delphi ratings, (3) survey data from pilot testing. Audio and Video will be transcribed, and transcripts will be reviewed. Once transcripts are approved, all personally identifying information will be removed.

2. Standards to be used for Data and Metadata Format and Content

- Common file formats for text, audio, and video will be used including .txt, .rtf., .docx, .pdf, .mp3, .aac., .wav, .m4v, .mov.

3. Policies and Procedures for Access and Sharing

- The data will be hosted securely in accordance with existing approved human subjects protocols using USU's Box platform. All connections are ssl encrypted between client and host as well as between servers. Personally identifiable information will be encrypted
- For research data collected via online methods, such as surveys, data will be submitted to a secure web server. These data will be matched to the ID and any identifying information removed.
- All data will be stored using only ID numbers in order to maintain confidentiality. Electronic files will be password-protected. Data collected in hard copy form will be stored in locked filing cabinets in locked offices at USU.
- Within the Research Team, data will be shared via a central repository for projects, field notes, videos and transcripts so that the proposed data analyses can be consistently coordinated. Research updates will be circulated regularly among project members. No data with direct subject identifiers will be released outside of the research team.
- Research activities that involve human subjects will be submitted for approval to USU's Institutional Review Board (IRB). The USU IRB is AAHRPP accredited.
- The PIs will ensure that shared and disseminated project work complies with IRB determinations and approvals when the work involves data collected from human research participants.

4. Provisions for Re-Use, Re-Distribution and Production of Derivatives

De-identified qualitative and quantitative data will be made available to other researchers, upon written request, to analyze 2 years after the end of the grant or after publications have been submitted (if before 2 years).

5. Plans for Archiving Data

Utah State University, through the Merrill-Cazier Library, provides institutional repository services through the bepress Digital Commons platform. DigitalCommons@USU supports all file types and formats. Files are provided with persistent URLs, and if needed, Library staff can obtain DOIs for

datasets. The system is able to produce license and copyright statement as needed, and creates standard citations. All files are backed up at multiple sites, including cloud storage. Preservation copies are stored in Amazon Web Services, with redundant storage across multiple facilities and are regularly verified for integrity of data using checksums.

Dissemination of Research With Data Included

Portions of qualitative data, which may appear as transcript excerpts and portions of field notes, and quantitative results, will be presented and published during dissemination of research consistent with the norms of research publishing. Conference presentations at venues such as the *National Rehabilitation Council on Rehabilitation Education (NCRE)*, *National Rehabilitation Association (NRA)*, *Council for Exceptional Children's (CEC)*, *Division on Career Development and Transition (DCDT)*, and other venues related to transition, education, and/or counseling. With journal publications, participants are not identifiable and will be referenced using pseudonyms as needed. Journal publications will be targeted toward venues such as *Journal of Vocational Rehabilitation*, *Journal of Rehabilitation*, *Rehabilitation Counseling Bulletin*, and other journals focused on transition, education, and/or counseling.