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Collaborative Research: Audio for Inclusion: Uncovering the Narratives of Minoritized Students to Provide Insight to Faculty on the Known Unknowns of Inclusion

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Data Management Plan

Roles and Responsibilities: The Principal Investigators will be responsible for implementing the data management plan and ensuring Institutional Review Board (IRB) compliance. Adherence to data management plans will be discussed at project meetings and with university IRB personnel. The project procedures have been reviewed and approved by the IRB of both FIU and USU.

Expected Data: We will collect the following types of data: student interview audio, video, and automated transcripts; student actor-recorded audio; faculty cognitive interview audio (likely with audio, video, automated transcripts); recruitment survey responses; and Narrative Dissemination Survey responses. Interviews will be conducted primarily via Zoom and stored as audio or audiovisual recordings with accompanying transcripts. Recruitment surveys and Narrative Dissemination Survey will be conducted via USU Qualtrics membership.

Data Storage: All data will be transcribed, stored, and analyzed on the investigators' institutional servers (FIU and USU), which are encrypted, password-protected, and continuously backed up. Any paper backup copies will be kept in a locked filing cabinet in PI Secules's office at FIU in the College of Engineering and Computing, Room EC1274. The office itself also has a lock, which is engaged whenever the investigator is not present. De-identified data and analysis documents will also be stored using OneDrive cloud storage so that collaborators at both institutions can access them.

Data Transportation: Since the project requires coordination of data across the two university sites, we will use secure OneDrive cloud storage to transport the data. We will not store personally identifiable data on the cloud as a long-term solution.

Period of Data Retention: Data will remain accessible to IRB approved research personnel during the project and for 5 years following the conclusion of the project to facilitate dissemination of research results. Data will be archived for a period of 5 years following release of publicly accessible data – subject to compliance with IRB protocols.

Data Formats and Metadata: The audio (mp3/mp4) or video (.mp4/.mpeg) interview files will be automatically transcribed and saved as text files (.doc/.docx). Survey data will be transferred to plain text (.txt) or Excel (.xls/.xlsx) for analysis. Metadata will be collected and stored alongside other project data and will be added to annual reports. If digitized, this data will also be kept in an encrypted, password-protected, institutional server, otherwise it will be kept in a locked filing cabinet in PI Secules's office.

Data Dissemination: De-identified audio dissemination products will be disseminated in a variety of media, including websites, workshops, conference presentations, and other faculty development activities. De-identified written narrative data will be disseminated through journal and conference papers and will be available to the public upon request. No raw data from interviews will be shared, in order to protect participants in accordance with the IRB.

Access and Sharing Policies: Because the data generated from this protocol are confidential human-subject data, all data will be de-identified prior to sharing to protect participant confidentiality. Upon request and subsequent approval, data will be sent to other researchers in

digital form with all identifying information removed. A coding system in the form of a generic numbering scheme in combination with pseudonyms will be used to identify participants in data files available to other researchers. Should individual data remain identifiable when linked to an institution (or any other geographical characteristic), the PIS may remove such identifiers from the project archive to remain in compliance with IRB guidelines.

Individuals who wish to be approved and given access to the original data set must satisfy the requirements of the FIU and USU Institutional Review Boards and any other appropriate IRB offices to ensure the confidentiality of data collected from human subjects. The investigators reserve the right to not share the data until the period of the grant is complete or they have had the opportunity to publish their results.

Archiving and Preservation of Access: All data transcribed/converted to electronic format will be stored for 5 years following the conclusion of the award period. Following this phase, data will be archived at FIU using a secure server. De-identified written and recorded narratives will be available to the public upon request. All information submitted in annual reports will also be made available. The website hosted to retain audio dissemination products will be maintained in collaboration with CDEI for at least 5 years following the project end date.

Florida International University PI Secules will manage the project data archive. Should Secules leave the project during and after the grant cycle, Utah State University PI McCall will assume responsibility for the archival of data.