USU FASL Hands in the Garden Program

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Expected Data Type

Record of Number of open houses held: digital record, primary data.
Number of youth at each afterschool club: Generated from non-digital sign-ins; spreadsheet with non-personal information to be stored digitally; primary data.
Number of youth leaders at attending TRY team training: Generated from non-digital sign-ins; spreadsheet with non-personal information to be stored digitally; primary data.
Information on participant interest and feelings of competency with and knowledge of gardening and nutrition: generated by short surveys: non digital surveys; primary data. Anonymous results stored digitally in spreadsheets.
Information on youth leaders' interest and feelings of competency in gardening and nutrition, generated by short surveys: non digital surveys; primary data. Anonymous results stored digitally in spreadsheets.
Information on network members' knowledge and skills gained generated by short surveys: non digital surveys; primary data. Anonymous results stored digitally in spreadsheets.
Number and types of curriculum created. Stored digitally. primary data.
Number and types of training created for youth leaders. Primary data.
Demographic data on youth leaders. Digital data from 4-H online. Metadata.
General demographic data on community. Digital data accessed from public sources such as Census and Health Department. Metadata.

Data Format

Data will be consolidated and stored in excel spreadsheets. We do not expect to submit data to public databases, as it is specific to this project. We do expect to generate curriculum and publications in relation to this project, including eXtension publications. We will follow required formats for each of these items, with primary development in microsoft word, which can be converted to txt files as necessary.

Data Storage and Preservation

Surveys will be anonymous, but will be stored securely until the end of the study. Excel records of data will be stored in password protected University Box for security and preservation, as well as in a password protected file on the Principle Investigator’s work computer. Data to be stored will be small, limited to records of participation in Family Journey activities and Youth Leadership training events. Any data that is published will first be scrubbed of identifiable information. Appropriate permissions will be obtained prior to data collection. Data will also be repositored in Ag Data Commons for long term storage.
Data Sharing and Public Access

Raw data is not expected to be shared publicly, but information on demographics, communities, and changes in confidence in increase in knowledge and skills of gardening and nutrition become part of professional articles. Any data used for publication will first have personal information removed. Raw data will be reposed in Ag Data Commons for long term storage. Data will be preserved in excel spreadsheets. Prior to repository any personal data will be removed. As surveys will be anonymous, personal information will be minimal.

Roles and Responsibilities

DMP implementation will be primarily the responsibility of the Principle Investigator, with the co-principle investigator having full knowledge and understanding of data security procedure. Because data can be maintained in spreadsheet format in secure university files, there is no cost required for storing resources.

For training materials and curriculum created outside of the grant, credit will be given to authors for their contributions.

While Thanksgiving Point Institute will be helping with the Family Journey project, they will not have access to confidential data. They will have access to curriculum.

Monitoring and Reporting

The data plan will be part of the program review process semi-annually during the grant, and will be reviewed at the end of the grant period to ensure that data is stored for the required time periods at the end of the grant. Curriculum, outreach, and publications will be tracked and shared in grant reports.