

cessda eric

Consortium of European Social Science Data Archives
European Research Infrastructure Consortium

Structure of the Guide

CESSDA.eu/DMEG

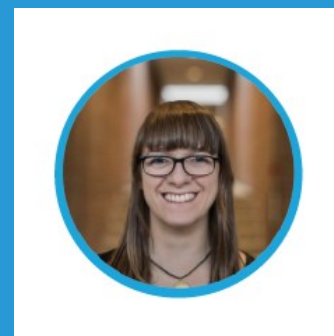


Ricarda Braukmann (DANS)

CESSDA Data Management
Expert Guide:

Train the Trainers

12-13 April 2018, Ljubljana



CESSDA Project in 2017

Why this online module?

A lot of DM knowledge and training within individual CESSDA archives

The online module enables us to

- » Share good training practices, examples and content
- » Outline European diversity and commonalities (DMP templates, ethics, etc.)
- » Create opportunity for individual researchers for self-study
- » Create a basis for local workshops that can build around centrally updated content

CESSDA Project in 2017

Several CESSDA archives were involved in the realization of the module

The Data Management Expert Guide (DMEG) is created for CESSDA ERIC by ADP, AUSSDA, CSDA, DANS, FORS, FSD, GESIS, NSD, SND, So.Da.Net and UKDS and is illustrated and edited by Verbeeldingskr8. The authors are mentioned by name in the overview of the relevant chapter(s). DANS was in the lead of creating this tour guide. The DMEG has been updated in 2019 with content regarding new data types, GDPR, European diversity



For researchers with researchers



FOR social scientists who are in an early stage of practicing RDM

the CESSDA expert tour guide to data management IS

an openly licensed learning tool/ learning bouquet WHICH

PROVIDES discipline specific, hands-on guidance from a European

perspective with local expertise

UNLIKE MANTRA or Essentials 4 Data Support

WHICH have a more general/different audience and lack international perspective

The CESSDA expert tour guide to data management EXCELS IN

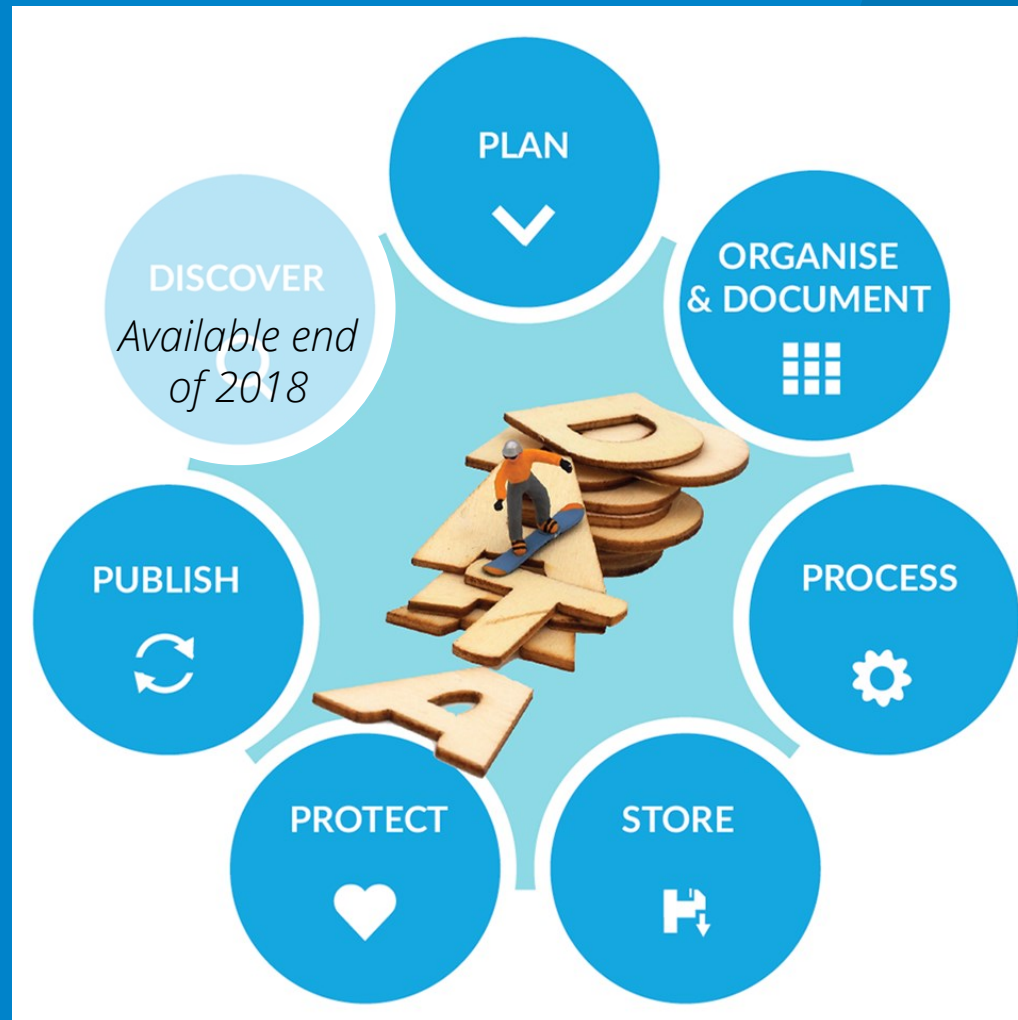
balancing simplicity (short, clear, practical) with richness. It is appealing because of

it's fun factor and freshness (fluffyness)

LEARNING IS DESIGNED AS an online tour guide

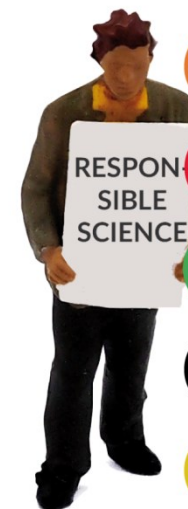
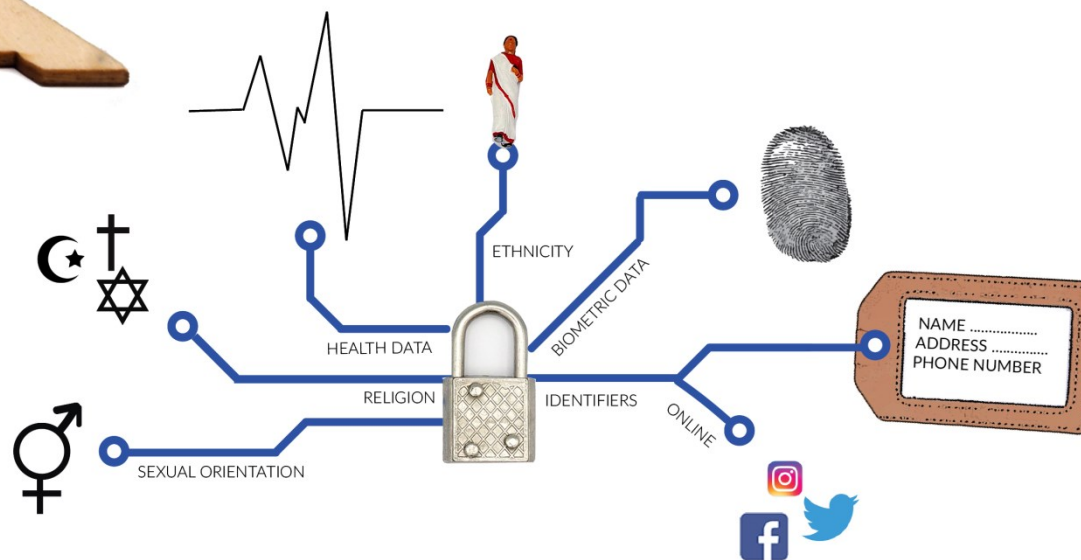
(based on the research data lifecycle) which is customisable for local use/training

Following the Data Life Cycle



Creating One Guide

Common look and feel through visualisations by Marina Noordegraaf ([Verbeeldingskr8](#))



-  Easily find and understand data
-  Increase impact
-  Make research verifiable
-  Increase reuse potential
-  Comply with funder mandates

Creating One Guide

Recurring elements in each chapter

- » Expert Tips
- » European diversity
- » Qualitative vs. Quantitative data
- » Adapt your DMP



Recurring elements



Expert Tips

Expert tip



How FAIR are your data?

Want to know how FAIR your data are? Have a look at the [checklist](#) by Jones and Grootveld (2017).

Expert tips

Any researcher who wishes to become proficient at doing qualitative analysis must learn to code well and easily. The excellence of the research rests in large part on the excellence of the coding | Strauss (1987).



- + Tip 1: Document the meaning of codes
- + Tip 2: Prevent coder variance

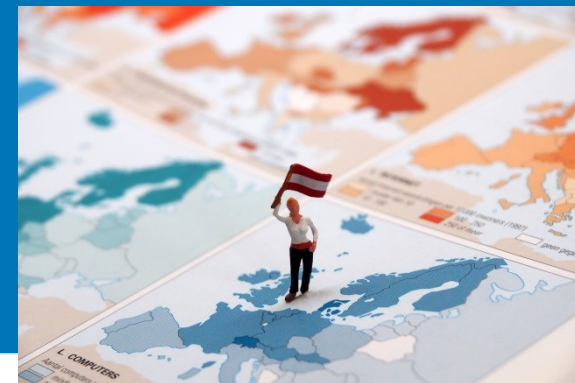
Expert tips



- + TIP 1. Documenting consent
- + TIP 2. Delivering informed consent in the best way possible
- + TIP 3. Consent for surveys
- + TIP 4. Research without consent

Recurring elements

European diversity



FINLAND NETHERLANDS NORWAY SWITZERLAND UK

Storage of raw research data for at least 10 years

For research conducted in the Netherlands, the raw research data are required to be stored for at least ten years. Additionally, this data must also be made available to other academic practitioners upon request (unless legal provisions dictate otherwise). Researchers who receive a Netherlands Organisation for Scientific Research (NWO) grant are required to disclose data even after ten years.

It is therefore important for researchers working on research projects in the Netherlands or collaborative projects which include research within the Netherlands to consider this in the Data Management Plan (DMP) and their project preparations, so as to ensure that they have a system in place to store the research data for at least ten years.

More information can be found in the [Netherlands Code of Conduct for Academic Practice](#) (Association of Universities in the Netherlands, 2014) and [Research Data Netherlands](#) (n.d.) can provide further guidance and advice on this requirement.

Data management requirements in Europe

There are many different local, national and international DMP templates and tools that you can use to create a DMP for your own research project. At this stage, it might be good for you to check for templates or tools that best fit your own specific situation. You can ask at your university or department whether they have their own DMP template. Or maybe your research funder requires a DMP in a specific format.

In the accordion below we sum up European diversity in funder requirements on Data Management Planning and link to DMP templates if they are available.

- + EU
- + Belgium
- + Czech Republic
- + Finland
- + Germany
- + Netherlands
- + Norway
- + Slovenia
- + Sweden
- + Switzerland
- + UK

Recurring elements

Qualitative vs. Quantitative data

Minimising errors in survey data entry

In the accordion below a summary of recommendations on minimising errors in survey data entry is given (UK Data Service, 2017a; ICPSR, 2012; Groves et al., 2004).

- + Check the completeness of records
- + Reduce burden at manual data entry
- + Minimise the number of steps
- + Conduct data entry twice



Considerations in making high-quality transcriptions of qualitative data

The most common formats of qualitative data are written texts, interview data and focus group discussion data. In most cases, interview and discussion data are first digitally recorded and then transcribed. Transcription is a translation between forms of qualitative data, most commonly a conversion of audio or video recordings into text. If you intend to share your data with other researchers, you should prepare a full transcription of your recordings (Bucholtz, 2000).



There are several basic rules and steps in the process of making and checking a high-quality transcript from audio/video (Kuckartz, 2014):

Designing qualitative data files

Qualitative data files emerge from many different types of research material. Such data files are texts (transcribed interviews or focus group sessions, various types of written texts, such as newspaper and magazine material, diaries etc.) or photographs, audio files (recordings of speech) or video files. Unlike quantitative data, qualitative data are not presented in form of variables, numbers, data matrices etc. Alike, they must be organized and stored in an exact precise manner so they are easily managed and ready for use.



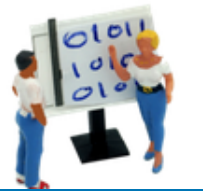
Usually, individual data collection events will be structured into individual files, e.g. one interview transcript, one image, one audio recording each time makes a single file. These single files are then organised into folders of similar files. Sometimes, qualitative information may also be organised into matrix structures, e.g. textual extracts from newspaper articles or diaries may be placed into a rectangular matrix, whereby further metadata and coding can be added alongside each entry

Designing a qualitative data structure comes down to:

- Thinking of ways to categorise data (see '[Qualitative coding](#)');
- Developing a file naming strategy (see '[File naming and folder structure](#)');
- Designing a comprehensive folder structure (see '[File naming and folder structure](#)').

Designing quantitative data files

In quantitative research, the content of the data often results from numerical coding in standardised questionnaires (see '[Quantitative coding](#)'). In addition, full-text answers or textual codes can be recorded into specific types of variables in quantitative data files. Quantitative researchers may also store other material, i.e. administrative data, data from social media or various texts. However in this chapter, when we speak about quantitative data, we usually mean survey data.



Recurring elements

Adapt your DMP

- » Our own DMP checklist (download [hier](#))
- » Adapt your DMP section at the end of every chapter



Recurring elements

Adapt your Data Management Plan

A list of Data Management Questions based on the Expert Tour Guide on Data Management



This CESSDA list of Data Management Questions (2019) is licensed under a Creative Commons Attribution-ShareAlike 4.0 International License.



Overview

Title of the project/study

Date of this plan

Description of the project

- What is the nature of the project?
- What is the research question?
- What is the project time line?

Origin of Data

- What kind of data will be used during the project?
- If you are reusing existing data: What is the scope, volume and format? How are different data sources integrated?
- If you are collecting new data can you clarify why this is necessary?

Principal researchers

- Who are the main researchers involved?
- What are their contact details?

Collaborating researchers (if applicable)

- What are their contact details and their roles in the project?

Funder (if applicable)

- If funding is granted, what is the reference number of the funding granted?
- What is the project's title in the funding contract?

Data producer

- Which organisation has the administrative responsibility for the data?

Project data contact

- Who can be contacted about the project during and after it has finished?

Data owner(s)

- Which organisation(s) own(s) the data?
- If several organisations are involved, which organisation owns what data?

Roles

- Who is responsible for updating the DMP and making sure that it's followed?
- Do project participants have any specific roles?
- What is the project time line?

Costs and Resources

- Are there costs you need to consider to buy specific software or hardware?
- Are there costs you need to consider for storage and backup?
- Are potential expenses and resources for (preparing the data for) archiving covered?
- What resources will be dedicated to data management ensuring that data will be FAIR?

Adapt your DMP: Part 1

The Data Management Plan (DMP) is an important tool to structure the research data management of your project. After working on each chapter you should be able to answer part of the questions which make up a DMP.



This is the first of seven 'Adapt your DMP' sections in this tour guide. When you have finished the chapter on data management planning, you can start filling in the 'Overview of your research project' section. Below you can see what elements and corresponding questions are generally included in that section. You can select appropriate questions and answer them to adapt your own DMP.

For easy reference, we have put together a list of DMP-questions for all chapters in this tour guide. You can [view and download the checklist as pdf](#) (CESSDA, 2019a) or [editable form](#) (CESSDA, 2019b), and keep them as a reference while you are studying the contents of this guide. Alternatively, an [online DMP](#) solution developed by NSD is available. To access login with EduGain or google account is necessary. Currently, two templates (H2020 and a general one) are offered.

⊕ Title of the project / study

⊕ Date and version of this plan

⊕ Description of the project

⊕ Origin of the data

⊕ Principal and collaborating researchers

⊕ Funder (if applicable)

⊕ Data producer

⊕ Project data contact

⊕ Data owner(s)

⊕ Roles

⊕ Costs and Resources

How the module can be used

The module is open and freely available anywhere anytime via CESSDA.eu/DMGuide

- » Self-study for researchers (15 - 20 hours of content)
- » Basis for interactive blended training by trainers or data stewards in (social sciences) research institutes to provide workshops on data management
- » Train-the-trainer package

The CESSDA Data Management Expert Guide is licensed under a Creative Commons Attribution-ShareAlike 4.0 International License. All material under this license can be freely used, as long as CESSDA ERIC is credited as the author.



cessda eric

More Information?

What is the CESSDA Data Management Expert Guide & how can it help you?

[YouTube Video](#)



Offline version of DMEG: [download PDFs](#)

[Love Data Management Webinar:](#)
[YouTube recording](#)



cessda eric

We would love to hear your input!

Contact us via: training@cessda.eu



cessda eric