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
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

an openly licensed learning tool/learning bouquet

IS 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)
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 Grootveid (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

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Recurring elements

European diversity

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.
Recurring elements

Qualitative vs. Quantitative data

Minimising errors in survey data entry

In the accordian 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 training

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 often derived from interviews or focus group sessions, various types of written texts, such as newspapers, journals, diaries, etc. or photographs, audio files, recordings of speech or video files. Unlike quantitative data, qualitative data are often not presented in a way that allows for variables, numbers, data matrices etc. Also, they must be organized and stored in an exact, precise manner so that they are easily managed and ready for use.

Usually, individual data collection events are stored into individual files, e.g., one interview transcript, one image, one audio recording each time makes a single file. These single files are then organized into folders of similar files. Sometimes, qualitative information may also be organized 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 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
Adapt your Data Management Plan

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

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 timeline?
- 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)
  - Who 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) owns 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 timeline?
- 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, 2015a) or editable form (CESSDA, 2015b), and keep them as a reference while you are studying the contents of this guide. Alternatively, an online DMP solution developed by EDSGaia is available. To access login with EDSGaia or google account is necessary. Currently, two templates (NGO and a general one) are offered.
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

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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
We would love to hear your input!

Contact us via: training@cessda.eu