

DATA MANAGEMENT PLAN

A Data Management Plan created using DMP Assistant

Creator(s): Carlie Meikle, Caitlyn Oakenfold, Carolyn Stadnyk, Kailee Wilson, Jessica Lieffers, Negin Faramarzi Garous

Affiliation: University of Saskatchewan

Data Created: October 23, 2023

PROJECT TITLE: Attitudes and Practices Towards Eating in Groups Among the University of Saskatchewan Community

Data Collection

What types of data will you collect, create, link to, acquire, and/or record? How will you collect it?

- FYRE Instructions – Collected in Canvas (Dr. Lieffers)
- FYRE Checkpoint 1 – Submission of research question and justification (.docx) in USask OneDrive
- FYRE Checkpoint 2 – Submission of survey questions (.docx) in USask OneDrive
- Ethics application – Collected in Canvas (Dr. Lieffers)
- FYRE Checkpoint 3 – Submission of draft intro and methods section (.docx)
- Survey questions – Collecting survey questions from SurveyMonkey
- Participant consent
- Master sheet of raw data (.xlsx, .csv) - Shared by Dr, Lieffers on USask OneDrive
- Analyzed data of graphs and tables (.xlsx) on USask OneDrive
- FYRE Checkpoint 4 – Data analysis progress and draft poster (.xlsx,.pptx) on USask OneDrive
- SurveyMonkey master question list – Collected in Canvas (Dr. Lieffers)
- Data Dictionary template – Collected on Canvas (Kevin Read)
- Data Dictionary (.pdf)
- MetaData Elements template – Collected on Canvas (Kevin Read)
- MetaData Record (.pdf)
- Data Management Plan template – Collected in Canva (Kevin Read)
- Data Management Plan (.pdf)
- Final Poster (.pptx, .pdf)

What file formats will your data be collected in?

- File formats will include proprietary and non-proprietary formats to ensure that all data will be widely available. Data for sharing and long term access will be stored in .csv format to allow access without proprietary software.
- File formats include
 - Surveys will be collected in SurveyMonkey
 - Raw and analyzed data will be collected in Excel (.xlsx) and stored as .csv
 - Dataset MetaData Record and Data Management Plan will be collected Word (.docx)
 - Data Dictionary will be collected in Excel (.xlsx) and stored as .csv
 - Final poster will be collected in PowerPoint (.pptx) and Portable Document Format (.pdf)
 - Infographic will be collected in Visio (.vsdx)

What file naming conventions and procedures will you use to structure, name, and version-control your files to help you and others better understand how your data are organized?

- Protocols and procedures pertaining to file structure and naming conventions were developed by the authors of the study and include the following format:

Class_project_Filename_year

Class: NUTR230

Project: FYRE

Filename: Poster, PosterInfo, Data dictionary (DD), MetaData, Infograph, Raw data (RD), Master Sheet (MS)

Year: 2023

- Only one file of each version exists.

Documentation and Metadata

What documentation will be needed for the data to be read and interpreted correctly by others in the future?

- FYRE Instructions
- Ethics Application
- Survey (SurveyMonkey)
- Analyzed Data (Excel)
- Final Poster (PowerPoint, pdf)
- Data Management Plan
- MetaData Record
- Data Dictionary

What steps will you take to ensure that documentation is created or captured consistently throughout your project?

- Clear metadata documentation protocols were implemented prior to data collection.
- A document was created for each FYRE Checkpoint that the creators had access to on USask OneDrive that saved automatically.
- Development of Data Dictionary, MetaData Record, Data Management Plan.

Storage and Backup

What are the anticipated storage requirements for your project, in terms of storage space (in megabytes, gigabytes, terabytes, etc.) and the length of time you will be storing it?

- All data will be maintained for 5 years after completion of the project as per University of Saskatchewan ethics requirement.
- The total magnitude of data including raw, master and analytic is estimated to be under 5MB.

How and where will your data be stored and backed up during your research project?

- Data and storage backup procedures were outlined and developed prior to data collection.
- The data will be stored in a shared folder in Usask OneDrive.
- Data consists of .xlsx, .vsdx, .pptx, .pdf and .docx files.
- Raw data was copied to a separate .xlsx document to ensure the preservation of the master copy.

How will the research team and other collaborators access, modify, and contribute data throughout the project?

- Research members had access to shared USask OneDrive folder with editing access to all group members containing all relevant data including raw, master and analyzed.

Preservation

Where will you deposit your data for long-term preservation and access at the end of your research project?

- Data will be deposited into Dr. Jessica Loeffers' Usask OneDrive.

Who is responsible for the long-term preservation of the data?

- Dr. Jessica Lieffers (jrl210@mail.usask.ca) will be responsible for data sharing and long term preservation of the data after completion of the project.

Indicate how you will ensure your data is preservation ready. Consider preservation-friendly file formats, ensuring file integrity, anonymization and de-identification, inclusion of supporting documentation.

- Data for sharing and long-term access will be stored in .csv format to allow access without proprietary software.
- Data integrity preserved as data provided was anonymized and participants' identifiable information removed.
- Inclusion of Data Dictionary, MetaData Record, and Data Management Plan.

Sharing and Reuse

What data will you be sharing and in what form? (e.g. raw, processed, analyzed, final). If you cannot share data, why not?

- Analyzed and final data will be shared in the form of a poster (.pptx, .pdf).
- Data supporting documentation including the MetaData Record (.doc), Data Dictionary (.csv) and Data Management plan (.doc) will also be shared to aid in the understanding of the data.
- Raw survey data is unable to be shared due to ethics compliance.

What steps will be taken to help the research community know that your data exists?

- Poster showcase (December 6th 2023)
- Poster, Data Management Plan, Data Dictionary, Dataset MetaData Record uploaded in HARVEST

Responsibilities and Resources

Identify who will be responsible for managing this project's data during and after the project and the major data management tasks for which they will be responsible.

- During the project ,data management will be the responsibility of the authors, Nutrition 230 professor and research coach:
 - Carlie Meikle (crm862@mail.usask.ca)
 - Caitlyn Oakenfold (cdo468@mail.usask.ca)
 - Carolyn Stadnyk (cds298@mail.usask.ca)
 - Kailee Wilson (dis925@mail.usask.ca)
 - Jessica Lieffers (jrl210@mail.usask.ca)
 - Negin Faramarzi Garous (nef798@mail.usask.ca)
- After: completion of the project, data management will be the responsibility of Dr. Jessica Lieffers (jrl210@mail.usask.ca).

What resources/tools will you need to complete this project? (e.g., Software, storage, etc.)

- SurveyMonkey was needed to collect survey information.
- OneDrive was needed to securely store the data and allow authors common access to work collectively to analyze the data and complete the poster.
- Excel was needed to analyze the raw data and complete the data dictionary.
- Power Point was needed to format the final poster.
- Word was needed to complete the MetaData Record and Data Management Plan
- Visio was needed to format the infographic.
- Canvas was needed to obtain FYRE instructions and Checkpoint deadlines and information.

Ethics and Legal Compliance

If your research project includes sensitive data, how will you ensure that it is securely managed and accessible only to approved members of the project? See the TCPS2, consent form, and assignment instructions to answer this question.

- Data Storage: We will follow the same procedures for data storage that were used last year, by using the USASK OneDrive.
- All NUTR 230 Fall 2023 students completed the TCPS 2 CORE training as part of NUTR 190 (pre-requisite for NUTR 230).
- By submitting an amendment form, the Principal Investigator confirms that she is responsible for the scientific and ethical conduct of this project and agrees to conduct this projecting compliance with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2 2014), the Personal Health Information Protection Act (HIPA) and other relevant laws, regulations or guidelines.
- Date the form was completed: 2023-10-12
- Name of person who completed the form: Jessica Lieffers