A Data Management Plan created using DMPonline

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Template: University of Sheffield

Grant number: EP/P006094/1

Last modified: 12-03-2018

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**Data Collection**

**Documentation and Metadata**

In this case, three data collection tools are used during the experiment:

1. Text documents:

383 individual documents in different format PDF, MS word, and plain text describing the team, their outcome and practices obtained from healthcare organization and transcription of the interview in MS word format.

1. Spreadsheet:

Quantitative data about these documents is saved in Excel spreadsheet.

1. Audio file

15 Interviews is saved in mp3 format which will be transcribed in word document.

[ We will make a copy of the original documents and import all the data in spreadsheet for easy use. also each transcription will be given ID for identification and saved, cleared and organized in spreadsheet.]

**Ethics and Legal Compliance**

No ethical issues (no human subject data collected)

In consultation with patent attorneys commercialisable methods will be protected by patent before or after publication. At time of publication supporting data will be made available freely, or under requested licence, according to sensitivity.

**Storage and Backup**

Software will be stored and backed-up on Github

Research data will be stored on appropriate cloud storage services (e.g. Sheffield Google Drive for project data, Figshare (Sheffield and Sussex) and Open Science Framework (QMUL) for repositories), or institutionally-provided, safeguarded internal storage services

Sensitive data will be stored on private repositories required authenticated access

**Selection and Preservation**

Model and controller structures

Empirical robot data

Behavioural and neural data from animal experiments

Archiving of freely available data on recognised stable long-term repositories (e.g. GitHub, etc.)

Archiving of non-public raw data via institutional storage services.

Archiving of non-public processed data via private online repositories (Figshare (Sheffield and Sussex), OSF (QMUL))

**Data Sharing**

The audio files and transcriptions cannot be publicly shared because it contains potentially identifying information of participants. Other data cannot be also released until this research is published to protect intellectual property rights of the researchers. All data will only be shared with research team using Dropbox (for audio files), Google Docs (for transcriptions) and Zotero (for documents).

**Responsibilities and Resources**

PI and Project Manager (brainsonboard-coordinator@sheffield.ac.uk)

Resources as already provided by open-source providers and institutional partners