

The origins, manifestations, and impact of interpersonal trust in the policy advisory process

Research Data Summary

List and describe all datasets or research materials that you plan to generate/collect or reuse during your research project. For each dataset or data type (observational, experimental etc.), provide a short name & description (sufficient for yourself to know what data it is about), indicate whether the data are newly generated/collected or reused, digital or physical, also indicate the type of the data (the kind of content), its technical format (file extension), and an estimate of the upper limit of the volume of the data.

Dataset name / ID	Description	New or reuse	Digital or Physical data	Data Type	File format	Data volume	Physical volume
		<i>Indicate: N(ew data) or E(xisting data)</i>	<i>Indicate: D(igital) or P(hysical)</i>	<i>Indicate: Audiovisual Images Sound Numerical Textual Model Software Other (specify)</i>		<i>Indicate: <1GB <100GB <1TB <5TB >5TB NA</i>	
Interview recordings	Recordings of qualitative interviews with participants	New data	Digital	Observational	.mp3 .mp4	<100GB	NA
Interview transcripts	Transcripts of interview recordings	New data	Digital	Observational, Textual	.docx	<100MB	NA
Survey data	Survey responses	New data	Digital	Observational	.xlsx	<100MB	NA
Literature	Academic and grey literature on the research topic that is available on the public domain	Reused data	Digital	Secondary materials/ textual data	.pdf	<100 GB	NA
Literature notes	Notes and reflections on existing scholarship	New data	Digital	Textual	.doc; .one	<1GB	NA

If you reuse existing data, please specify the source, preferably by using a persistent identifier (e.g. DOI, Handle, URL etc.) per dataset or data type:

Academic literature will be retrieved by using academic search engines and databases such as Google Scholar, LIMO and Scopus. Grey literature will be retrieved by using Google search engine and visiting relevant organization websites.

Are there any ethical issues concerning the creation and/or use of the data (e.g. experiments on humans or animals, dual use)? If so, refer to specific datasets or data types when appropriate and provide the relevant ethical approval number.

- Yes, human subject data (Provide SMEC or EC approval number below)

Since I rely on interview data, the research involves human participants. This is relevant to the interview data (recordings and transcripts) as well as the survey responses. This requires for privacy and anonymity considerations to be taken into account in data collection/ analysis. In line with KU Leuven regulation, I will seek appropriate approval from the KU Leuven's Social and Societal Ethics Committee prior to beginning data collection.

Will you process personal data? If so, please refer to specific datasets or data types when appropriate and provide the KU Leuven or UZ Leuven privacy register number (G or S number).

- Yes (Provide PRET G-number or EC S-number below)

Yes. Personal data, which will be processed includes: name, email address, place of employment and job title, voice, image (in case of online video recordings). I will seek appropriate PRET approval prior to starting the data processing.

Does your work have potential for commercial valorization (e.g. tech transfer, for example spin-offs, commercial exploitation, ...)? If so, please comment per dataset or data type where appropriate.

- No

NA

Do existing 3rd party agreements restrict exploitation or dissemination of the data you (re)use (e.g. Material or Data transfer agreements, Research collaboration agreements)? If so, please explain in the comment section to what data they relate and what restrictions are in place.

- No

Are there any other legal issues, such as intellectual property rights and ownership, to be managed related to the data you (re)use? If so, please explain in the comment section to what data they relate and which restrictions will be asserted.

- No

Documentation and Metadata

Clearly describe what approach will be followed to capture the accompanying information necessary to keep data understandable and usable, for yourself and others, now and in the future (e.g. in terms of documentation levels and types required, procedures used, Electronic Lab Notebooks, README.txt files, codebook.tsv etc. where this information is recorded).

1For the interviews, details on the mode of identifying respondents, the subjects discussed (interview guide) and the instructions given to interviewees will be documented in corresponding Word documents. Similar procedure will be followed in documenting the steps in identifying survey respondents and distributing the survey.

A separate file (.xlsx) will be created containing a key linking interview respondents with the pseudonymized transcript files to aid in relating anonymised interview data used in manuscripts and articles to specific transcript files. The key will be stored separately from the transcripts themselves.

The steps undertaken in cleaning and analysing the survey data will be documented in a README file. R Script used to perform the analysis of the data will also be preserved.

Will a metadata standard be used to make it easier to find and reuse the data?

If so, please specify which metadata standard will be used.

If not, please specify which metadata will be created to make the data easier to find and reuse.

- No

Data Storage & Back-up during the Research Project

Where will the data be stored?

- Other (specify below)
- Sharepoint online

During the research, all data will be stored and preserved on my OneDrive storage drive, provided by KU Leuven. I am the only person with access to this drive and access is only possible with two-factor identification

How will the data be backed up?

- Personal back-ups I make (specify below)
- Standard back-up provided by KU Leuven ICTS for my storage solution

OneDrive stores data on the cloud and such is automatically backed up on regular intervals. I will also make copies of key data and store them separately on my personal network drive (I-drive).

Is there currently sufficient storage & backup capacity during the project?

If no or insufficient storage or backup capacities are available, explain how this will be taken care of.

- Yes

How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?

I am the only person who has access to the drive, where data is stored. Per KU Leuven policy, access only happens through two-factor identification. Primary data is never shared with third parties.

What are the expected costs for data storage and backup during the research project? How will these costs be covered?

OneDrive for Business is provided free (of additional charge) for staff of KU Leuven

Data Preservation after the end of the Research Project

Which data will be retained for 10 years (or longer, in agreement with other retention policies that are applicable) after the end of the project?

In case some data cannot be preserved, clearly state the reasons for this (e.g. legal or contractual restrictions, storage/budget issues, institutional policies...).

- All data will be preserved for 10 years according to KU Leuven RDM policy

Overall, I will not deviate from the minimum preservation term. The only exception will be interview recordings, which will be deleted as soon as the full transcripts are completed and verified. This will be done to minimise risks to the anonymity of respondents (by preserving their voice and/or image). At the same time, in the presence of verbatim (pseudonymized) transcription of the recordings, which will be preserved, this will not lead to the loss of the research data itself.

Where will these data be archived (stored and curated for the long-term)?

- Shared network drive (J-drive)

If I leave KU Leuven during the mandatory preservation period, the data will be stored on the KU Leuven shared network drive (J-drive), where my supervisor (Trui Steen) will have responsibility for managing it.

What are the expected costs for data preservation during the expected retention period? How will these costs be covered?

The storage needed could easily fit within the existing storage allowance of Ku Leuven staff.

Data Sharing and Reuse

Will the data (or part of the data) be made available for reuse after/during the project?

Please explain per dataset or data type which data will be made available.

- No (closed access)
- Yes, as restricted data (upon approval, or institutional access only)

Interview data and transcripts will not be shared due to privacy concerns as well as the fact that respondents are unlikely to give consent for further sharing of the data given the relatively sensitive nature of the data collected.

The survey data could be made available to other researchers upon a reasonable request to the researcher/data controller.

If access is restricted, please specify who will be able to access the data and under what conditions.

No one will be able to access interview data/transcripts.

The survey dataset maybe made available to other researchers upon a reasonable request to the researcher/data controller. The request would have to explicitly identify the purpose for which the dataset will be used.

Are there any factors that restrict or prevent the sharing of (some of) the data (e.g. as defined in an agreement with a 3rd party, legal restrictions)?

Please explain per dataset or data type where appropriate.

- Yes, ethical aspects
- Yes, privacy aspects

Interview data and transcripts cannot be shared due to privacy concerns as well as the fact that respondents are unlikely to give consent for further sharing of the data.

Where will the data be made available?

If already known, please provide a repository per dataset or data type.

- KU Leuven RDR (Research Data Repository)

When will the data be made available?

- Other (specify below)

Possible requests for access to the survey data would only be considered once all related results have been published. Interview data will not be made available.

Which data usage licenses are you going to provide?

If none, please explain why.

- Other (specify below)

Interview data will not be made available under any license.

Do you intend to add a persistent identifier (PID) to your dataset(s), e.g. a DOI or accession number? If already available, please provide it here.

- No

What are the expected costs for data sharing? How will these costs be covered?

Data sharing (if it occurs) will not incur any additional costs as it will inherently be of limited scope.

Responsibilities

Who will manage data documentation and metadata during the research project?

As I am the lead researcher on the project, I will be the one responsible for data collection and management throughout the project. This includes relevant data and metadata documentation.

Who will manage data storage and backup during the research project?

As I am the lead researcher on the project, I will be the one responsible for data collection and management throughout the project. This includes managing data storage and backup.

Who will manage data preservation and sharing?

Data preservation and sharing will be managed by the lead researcher (Denitsa Marchevska) and the supervisor (Trui Steen).

Who will update and implement this DMP?

As the lead researcher, Denitsa Marchevska will be primarily responsible for updating and implementing this DMP. This responsibility will be shared with the supervisor, Trui Steen, who will be responsible for implementing provisions with regards to long-term preservation and management if/when the lead researcher leaves KU Leuven/academia.