Data Management Plan

This plan intends to assist national teams in the replication of InsighTD regarding the management of all data collected in the family of surveys.

Responsibility

The Core Team will have overall responsibility for data management during the execution of the family of surveys.

Designated Archive

The data will be kept in Google Drive to ensure that the participants involved have controlled and long-term access to the data collected.

Data Description

The data will be stored in its raw form as it is received from the Google Forms questionnaire. We will keep all data in worksheets to maximize usability of the data over platforms and time. The directory structure, shared among all partners in the Google Drive platform, will be organized as follows:

-InsighTD
--- Organization
------ Data Analysis Procedures
------ Invitation Procedures
--- Publications and Talks
------ a subfolder for each publication and/or talk (pdfs)
--- Survey
------ Country - a folder for each country containing the following subfolders
---------- Data (folder containing worksheet with collected data)
---------- Organization (folder containing list of participants, invitation text, etc.)
---------- Instrumentation (folder containing the used questionnaire)

Access and Sharing

The Core Team is responsible for indicating who can access which folder. This access will be done via login and password linked to the user Google account. In addition, all members of national teams will be able to download the information. By participating in InsighTD, members agree to the confidentiality of the information. Besides, it is strictly forbidden to share data with others who are not involved in the InsighTD initiative.

Ethics and Privacy

Once stored, the data will be subject to procedures to protect the confidentiality of participants whose personal information may be part of archived data. These include modification of data, if necessary, to protect confidentiality.

Format

Submission: The data and documentation will be submitted to InsighTD repository in .doc, .xls, .ppt, and .pdf formats.

Access: InsighTD will make the data files available in several widely used formats. Documentation will be provided as PDF.

Preservation: Data will be stored in accordance with prevailing standards and practice.

Storage and Backup

Researches have shown that multiple locally and geographically distributed copies of digital files are required to keep information safe. Accordingly, InsighTD will place a master copy of each digital file (i.e., research data files, documentation, and other related files) in InsighTD's Archival Storage, with several copies stored with partner organizations at designated locations and synchronized with the master. Backups will be done periodically to provide data security and reviewed to check for authenticity, integrity and quality.