## You can use this checklist to:

* Create a research data management plan and document your research data management activities;
* Identify areas of potential difficulty or conflict that need to be resolved;
* Find out more about data management services and tools available at Barwon Health.

### Data type

### How will the data be collected?

Survey/questionnaire

Interview

Focus group

Observation

Machine or instrument collection

Physical samples

Models

Databases

Other

### What formats will the data be in?

Paper

Digital

Audio

Image

Other

### What is the volume of data you intend to collect? (Number of files, size of files)

Small (1-10 data points)

Moderate (11-100 data points)

Large (100-500 data points)

Metadata

Data formats and standards

### Have you included any of the following to assist in data formatting and interpretation?

Coding sheets

Data dictionary

Glossary

### Have you provided documentation describing how the data were collected or created?

Yes No

### Have you used standard collection methods?

Yes No

### Have you used standard file format choices?

Yes No

Data access

### Have you described privacy and security requirements?

Yes No

### Have you removed personal or sensitive information from your data to ensure privacy protection?

Yes No

### Who has control over data access? (tick all that apply)

Principal Investigator

Associate investigator

Student

Laboratory

University

Organisation

Sponsor

### Have you established who owns the copyright of your data?

Yes No

### Do you have documentation on how institutional and personal credit should be acknowledged for your data?

Yes No

Data preservation and archiving

### What tools have you implemented to ensure the long-term storage and preservation of your data? (tick all that apply)

Password protected database or computer

Locked safe/filing cabinet

### Are you using data formats and software that enable sharing and ensure long-term validity of data, such as non-proprietary software and software based on open standards?

Yes No

### How will your data be destroyed? (tick all that apply)

Shredding

File deletion

Database closure

## Resources

*General Guides*

* Research Data Management Toolkit (<http://guides.is.uwa.edu.au/RDMtoolkit>),The University of Western Australia Library
  + Planning (Checklist point 1)
  + Documentation (Checklist point 2)
  + Sharing/Reuse > Ethics, privacy, consent and legal issues (Checklist point 3)
  + Sharing/Reuse (Checklist point 4)
  + Retention and disposal (Checklist point 5)
* Collecting and Recording Research Data, in “A guide to good research practice”, <http://www.med.monash.edu.au/assets/docs/sphpm/sphpm-grp-guide-v-5.pdf>, pages 17-21, School of Public Health and Preventive Medicine, Monash University

*Guidelines at Barwon Health*

* Guidelines for Data Storage, Archiving and Destruction (Checklist question 5): <http://www.barwonhealth.org.au/images/downloads/Office_for_Research/Guidelines_for_Data_Storage_and_Archiving.pdf>

*Tools at Barwon Health*

* REDCap (<https://redcap.barwonhealth.org.au/redcap/>) is a secure web-based application that supports data capture and management for research studies, which is available at no cost to Barwon Health researchers. REDCap is designed to quickly and intuitively build and manage online surveys and databases. Key features of REDCap include:
  + A customisable user access module that provides the data manager with control over who can access various features, projects and data
  + An intuitive, web-based user interface that does not require previous database experience to manage
  + Advanced data entry form features such as branching logic, calculated fields, stop actions and repeating forms for longitudinal studies
  + An in-built randomisation module
  + Data export to common statistical package formats such as R, SAS and STATA
  + Survey modules

*Help & Contacts*

* Assistance with research data management plans
* The Research Ethics, Governance & Integrity (REGI) Unit

[REGI@barwonhealth.org.au](mailto:REGI@barwonhealth.org.au)

* Literature search support
* Library

[library@barwonhealth.org.au](mailto:library@barwonhealth.org.au)

This checklist is based on the Digital Curation Centre Data Management Plan (<http://www.dcc.ac.uk/resources/data-management-plans>) and Arizona State University Data Management Plan Checklist (<https://lib.asu.edu/data/plan>).