Passing the Baton: Providing Feedback on Data Management Plans to Campus Researchers

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Data Curation Specialist, Research Data Service, University Library

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After this session you will...

- Know about the Research Data Service
- Know about Data Management Plans
- Understand the Research Data Service’s process for reviewing Data Management Plans
- Understand where your expertise is needed
Illinois Research Data Service (RDS)

Provide the Illinois research community with the expertise, tools, and infrastructure necessary to manage and steward research data.
Illinois RDS Timeline

- ARL eScience Institute
- Yr of Data Stewardship
- RDS Proposal
- RDS in Campus Strategic Plan
- RDS Hiring Initiated
- Director hired
- Developer and Curators hired
- Illinois Data Bank launched

Timeline:
- 2011
- 2012
- 2013
- 2014
- 2015
- 2016
Who is the RDS?

- **Four Full-Time Staff**
  - 1 Director (Heidi Imker)
  - 2 Data Curators (Elise Dunham and Elizabeth Wickes)
  - 1 Repository Developer (Colleen Fallaw)

- **Part Time/Voluntary**
  - Postdoc (with School of Information Science)
  - Information Design Specialist (Technology Services)
  - Graduate Students
  - Lots of interaction within the Library!
Where is the interest in data coming from?
From the Executive Branch of the US Government

Directs federal agencies who fund research (NSF, DOE, etc.) to see that outputs resulting from research, including research datasets, be made publicly accessible

Funders responded by implementing Data Management Plan (DMP) requirements for grant proposals

http://www.whitehouse.gov/blog/2013/02/22/expanding-public-access-results-federally-funded-research
The funny thing about DMPs

For many researchers, this is about compliance

For the RDS, this is about wanting researchers to manage their data
What must DMPs cover?

**Specifics vary depending on the funder**

- Data types and formats
- Plans for documenting data
- Plans for securing data
- Plans for sharing and preserving data
- Roles responsible for implementing DMP
Role of the RDS in DMP reviews

• Provides in-depth review and feedback on every DMP that comes to us
• Coordinates wider review with other campus experts

Note: Reviewing Data Management Plans is one of many services provided by the Research Data Service
Role of IT Professionals in DMP Reviews

- All DMPs have an IT component
- We want to learn who to contact when specialized IT needs or questions emerge within DMPS
DMP review guiding principles

- FAST
- CONFIDENTIAL
- BALANCED
Receive a DMP to review
Seek input from our network

<table>
<thead>
<tr>
<th>University Library</th>
<th>Privacy and Information Security, Technology Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area of Expertise</strong></td>
<td><strong>Point Person/People</strong></td>
</tr>
<tr>
<td>Biomedical Sciences</td>
<td>Peg Burnette</td>
</tr>
<tr>
<td>Engineering</td>
<td>Bill Mischo, Christie Wiley</td>
</tr>
<tr>
<td>GIS</td>
<td>James Whitacre</td>
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<tr>
<td>IDEALS</td>
<td>Helenmary Sheridan</td>
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CONFIDENTIALITY

Office for the Protection of Research Subjects
Send feedback to researcher
Loop process as needed

- Review DMP
- Coordinate with experts
- Send feedback to researcher
Example #1

1. Program officer told researcher that the DMP needed work
2. Researcher requested in-person meeting with us
3. RDS invited Library subject specialist to the meeting
4. RDS read DMP, the funding announcement, and agency guidelines
5. RDS talked through program officer’s feedback and made recommendations
6. RDS sent follow-up email detailing our recommendations
7. RDS reviewed subsequent drafts until completion
Example #2

- Received input from a Library specialist in human subject research
- Discussed the situation with a contact in the Division of Management Information
- Sought guidance from internal contact who has great depth of knowledge of funding agency

Researcher sought out DMP assistance from the Scholarly Commons

Scholarly Commons routed question to RDS

RDS reviewed the researcher’s specific question and draft plan

Since the researcher was proposing to use FERPA-protected data RDS...

RDS spoke with researcher on the phone to clarify questions and discuss DMP

RDS provided comments and suggestions on the researcher’s DMP, incorporating feedback

Researcher implemented RDS’s suggestions and expressed gratitude for our attention to detail
## Extremes

<table>
<thead>
<tr>
<th></th>
<th>Turnaround</th>
<th>Length</th>
<th>Amount of data sections expected in proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Hours</td>
<td>• 1 paragraph max</td>
<td>• 1 data planning section</td>
</tr>
<tr>
<td></td>
<td>• Weeks</td>
<td>• 10 pages max</td>
<td>• 6 data planning sections</td>
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</table>
### Before & after

<table>
<thead>
<tr>
<th>Draft</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>[no information about roles and responsibilities]</td>
<td>The PI and co PIs have the primary responsibility for implementing the data management plan. Postdoctoral researchers and graduate students will assist in data management activities. We will utilize resources created by the Research Data Service to train graduate student assistants in basic data management practices (<a href="http://researchdataservice.illinois.edu/workshops/">http://researchdataservice.illinois.edu/workshops/</a>)</td>
</tr>
</tbody>
</table>
Before & after

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>This digital material will be kept in the</td>
<td>The text and audiovisual files will be retained in the PI’s laptop</td>
</tr>
<tr>
<td>author’s computer.</td>
<td>computer, which will be password protected. They will be backed up to</td>
</tr>
<tr>
<td></td>
<td>an external hard drive and to the remote U of I Box to achieve the</td>
</tr>
<tr>
<td></td>
<td>recommended three copies.</td>
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</tbody>
</table>
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<tbody>
<tr>
<td>Our data files will be relatively small, so they will be permanently archived on our servers (which are automatically backed up on a regular basis).</td>
<td>After three years, the data will be made publicly available in perpetuity via an online data repository (to be chosen with the assistance of the University Library's Research Data Service).</td>
</tr>
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</table>
Staying organized

### DMP received via email

- **DMP Review Lead** corresponds with DMP review contact to obtain draft DMP, funding announcement, and due date to campus OSP.

- **DMP Review Lead** moves draft DMP document and funding announcement to DMP Review Commentary folder for current FY in the Box folder for DMP Reviews.

- **DMP Review Lead** shares Box document(s) with collaborators and collaborates on feedback in Box and/or via email.

- **DMP Review Lead** reviews and synthesizes feedback.

- **DMP Review Lead** sends feedback to DMP review contact.

### DMP received via DMPTool

- **RDS Director and Curators** receives DMPTool email notification about requested review.

- **DMP Review Lead** moves draft DMP content from DMPTool to a Word document.

- **DMP Review Lead** moves draft DMP document and funding announcement, if available, to DMP Review Commentary folder for current FY in the Box folder for DMP Reviews.

- **DMP Review Lead** shares Box document(s) with collaborators and collaborates on feedback in Box and/or via email.

- **DMP Review Lead** synthesizes feedback.

- **DMP Review Lead** enters feedback as comment on the DMP being reviewed within the DMPTool, referring to DMPTool Review Response Template for intro and outro text. Clicks "Add Comment", add comment, then click "Submit". The DMPTool owner receives an email notifying them that their DMP has been reviewed.

- **DMPTool Lead** clicks "Plan Reviewed" in the DMPTool to remove the DMP from the Review queue.
Staying courteous

INCLUDING everyone who has the expertise and desire to contribute

RESPECTING the time of every individual we ask to contribute
Role of IT Professionals

- All DMPs have an IT component
- We want to learn who to contact when specialized IT needs or questions emerge within DMPs

Contact us to become a DMP liaison for your unit

researchdata@library.illinois.edu
Questions/Discussion
Contacts

walk: 310-312 Main Library
click: http://researchdataservice.illinois.edu/
call: (217) 300-3513
e-mail: researchdata@library.illinois.edu
tweet: @ILresearchdata