### Research Data Management Plan Checklist

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.

#### 1. Types of data
- What kinds of data are you collecting? (Survey, interview, observation, machine or instrument collected, physical samples, models, etc.)
- What formats will the data be in? (Paper, digital, image, audio, other)
- How much data will you collect? (Number of files, size of files)

#### 2. Data formats and standards
- Do you have coding sheets, data dictionaries or other documentation to explain terms, variable names, codes and abbreviations used?
- Have you provided documentation describing how the data were collected or created?
- Have you used standard collection methods, standard data formats, and standard file format choices (if these exist for your research field)?

#### 3. Data access
- Are your data, records, and files labelled and logically organized?
- Have you described privacy and security requirements?
- Have you removed personal or sensitive information from your data to ensure privacy protection?
- Describe the process someone would take to access your data. Who controls the access (e.g. Principal Investigator, student, lab, University, funder)?
- Have you established who owns the copyright of your data?
- Do you have documentation on how institutional and personal credit should be acknowledged for your data?

#### 4. Data use and distribution
- If you allow others to reuse your data, how will the data be discovered and shared?
- Check to see if your funder has any sharing requirements?
- Address the intended audience of your dataset. Who will use it now? Who will use it later?

#### 5. Data preservation and archiving
- Have you made arrangements for the long-term storage and preservation of your data (both physical and digital collection items)?
- Do you have data security plans in place to ensure that copies of your data are stored and backed up on a regular basis?
- If there are costs associated with depositing your data in a digital repository, or otherwise ensuring their long-term preservation, do you have funding to cover those costs?
- 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?
- How will your data be destroyed?
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Resources

General guides

Research Data Management Toolkit (http://guides.is.uwa.edu.au/RDMtoolkit), 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)


Australian National Data Service (ANDS) http://www.ands.org.au/

Policies at Barwon Health

Research Data and Records Management Policy (Prompt document)

Tools and contacts at Barwon Health

Biostatistics Unit http://www.barwonhealth.org.au/biostatistics-unit

REDCap support: redcap-admin@barwonhealth.org.au

REDCap is a secure web-based application that supports data capture and management for research studies, available at no cost to Barwon Health researchers. REDCap is designed to quickly and intuitively build and manage online surveys and databases. Key features https://redcap.barwonhealth.org.au/redcap/:
  - customisable user access module that provides the data manager with control over who can access various features, projects and data
  - 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
  - in-built randomisation module
  - data export to common statistical package formats such as R, SAS and STATA
  - survey modules

REGI: REGI@barwonhealth.org.au
  - Research data management planning, ethics submission, protocol development, DMP Checklist.

Library: library@barwonhealth.org.au
  - Literature search support

Data Access and Requests: bhba@barwonhealth.org.au
  - Data, analysis and report development services
  - Access to most clinical and administrative system databases (not workforce or finance systems)
  - Clinical audits often refer to coded inpatient episodes where a combination diagnosis and/or procedure codes are used to identify episodes of interest in more detailed case study review. The Clinical Coding team are important in this process through their knowledge of the ICD 10 codes relevant to specific conditions.
  - Data Warehouse reports are often used by researchers to identify patients suitable for enrolment in clinical trials. Diagnosis, procedure and patient demographic details are often used in these reports.

See Decision Support Access and Processing of Requests for further details.

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).