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| **Figure 1: Qualitative Data Management Plan for Data Repositories** | |
| **Institutional Considerations** | |
|  | What are the associated fees for the data repository? Does your institution financially support a data repository, or do you need to incorporate funding for the data repository into your grant proposal? How will you continue to store the data after the funding ends? Do you need to build in costs for de-identification of data to support data reuse and sharing?  Does the funding agency have requirements about digital data management, archiving, data sharing, and repurposing? What are the ethic boards’ requirements for data collection and storage? Is there a required length of time that the data must be stored?  Does the participant's informed consent form include reference to the length of time, where and how the data will be stored? What are participants consenting to in regard to use of their data (e.g. secondary data analysis, data storage outside of their country)? |
| **Qualitative Study Design** | |
|  | What type of data are you collecting (e.g. audios, images, written text)? Does the data repository have sufficient resources in place for the volume and variability of data distinct to qualitative research? What is the experience and history of the data repository with your methodological approach?  How is the data repository designed to support and/or hinder the various stages of your study (e.g. collection, storage, analysis and knowledge translation)? What procedures and processes facilitate data access, while still maintaining privacy and security?  What is the sensitivity and degree of contextual information within the data? Are you planning to reuse, or offer opportunities for secondary data analysis? If so, what processes are in place to support this sharing (e.g. de-identification of data, written agreements, participant consent)?  What is the research team’s preferred forms of access to the data for analysis (e.g. audio, online or paper-based text, images)? How does the data repository support access to these different forms; specifically, does the data repository allow for printing and downloading of files? |

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| **Research Team Characteristics** | |
|  | Who will be overseeing the data repository and data management for the research team? What level of expertise is needed for this role? What is the level of computer literacy for your team members? What skills and experience do research team members have in data management?  Is your research geographically dispersed? If so, are there different privacy legislations for data management?  Does the data repository support setting up different levels and time periods of data access for researchers or research assistants who temporarily join the team? |
| **Data Repository Structure and Supports** | |
|  | Is there compatibility between personal computers/operating systems (e.g. Mac, PC, smartphones) and both the infrastructure and software programs within the data repository?  How are back-ups of the files supported? Where are data stored in the data repository (e.g. in your country)? What is the background and expertise of the data repository staff? Are they familiar with privacy legislation for your jurisdiction?  Are there services beyond data management that are supported through the data repository (e.g. data analysis software programs, transcription services)?  Do you have a written agreement that details roles and responsibilities between data repository staff and the research team? What assurances are in place so that researchers' access to the data repository is not impacted during peak times? |
| **Qualitative Data Administration within the Data Repository** | |
|  | What file naming structure will assist quick identification of key data characteristics (e.g. type of data, participant group, participant number, date, location and interviewer)?  What tracking documents need to be created for the overall study (e.g. contact information, demographics, stages of participants' involvement, stages of the data, and pseudonyms)? How will different versions of documents be organized?  What administrative services are offered through the data repository staff (e.g. uploading and downloading data, verification of data naming and filing)?  What workshops and written protocols should be developed between data repository staff and the research team to assist in training (e.g. accessing the data repository, secondary data use, file naming conventions, uploading documents, de-identification of transcripts, cleaning transcripts, coding)? |

### The figure was developed through a bottom-up and top-down approach. The categories and questions were first developed from our experiences of data management within a large qualitative study. The questions were then refined through examination of existing data management plans (Digital Curation Centre, 2013; Michener, 2015).