

## CENTER FOR EVALUATING THE RESEARCH PIPELINE DATA MANAGEMENT PLAN

### 1. Collection and Storage

- CERP will use methods appropriate for the type of data being collected (surveys, interviews, text data, pictures, etc.) to obtain data for research purposes.
- All data collected by CERP will be managed, stored, and protected by the Center for Evaluating the Research Pipeline (CERP). Data collection and storage methods for specific types of data are outlined in subsections below.
- The following meta data and documentation will be maintained to ensure transparency, reproducibility, and continued access to the datasets.
  - Variable dictionaries
  - Codebooks
  - Computer code for collecting, cleaning, and analyzing data
- Unless specified otherwise, all data will be archived indefinitely by CRA.

#### 1.1. Survey data

- Survey data will be collected electronically using Qualtrics survey platform.
- All personally identifiable data will be encrypted and will be available exclusively to the project team's senior personnel. Only de-identified data will be used to conduct analysis.
- De-identified data will be stored in SAV (SPSS) and CSV file formats on the Computing Research Association's (CRA) computers and backed up on secured cloud services.
- If, at any time, a survey respondent requests their data to be purged, their individual record will be permanently deleted.

#### 1.2. Interview data

- Interviews will be audio recorded unless the interviewee does not consent to be recorded. The recordings will be transcribed for research purposes and saved in plain text files.

- Access to raw interview records will be limited to the project's senior personnel. The audio recordings and transcriptions will be encrypted and saved on CRA computers and secured cloud services.

### **1.3. Website content/Other publicly available data collected by CERP**

- Any other data collected by CERP from publicly available sources (website content, public databases, etc.) will be saved in a format appropriate to the nature of the data. The data collection and analysis process will be documents (when applicable, the scripts used to collect and analyze these data will be saved) for replication purposes.

### **1.4. Research products from outside researchers**

- CRA does not collect, store, manage, or own research products produced by outside researchers (e.g., students, faculty, etc.) receiving funds from CRA projects.

### **1.5. Application data**

- Applications to CRA programs will be collected by CRA through the designated application system for the specific program.
- Materials submitted by applicants will only be shared with the programs to which they applied, for the purposes of applicant evaluation.
- All application data will be downloaded from the designated application system and stored on encrypted CRA cloud storage files.
- Upon completion of the CRA program, application data will be removed from the application system and stored indefinitely on encrypted CRA cloud storage files.
- Applicants may request the permanent removal of their application data by contacting the primary contact for the relevant CRA program.

## **2. Principles for Access, Data Sharing, and Re-use**

- External parties may access the survey microdata by submitting a data release request to CERP. The request will need to be approved by the Director of CERP and, if applicable, the PI for the project.
- When survey microdata is approved to be shared with a third party, all personally identifiable information will be removed from the file. These include: name, email, institution, and free text entry fields. CERP reserves the right to remove any other fields that might result in identification of an individual.

- Aggregated data will be shared on data resources section of CERP website, reports, journal publications, and infographics.
- Any data sharing will be within the limits approved by participating Institutional Review Boards, when applicable, and within the restrictions for confidentiality safeguards.
- For protection of human subjects, confidential data with individuals' identifying information will not be released for any purpose.

### **3. Intellectual Property Rights**

- CRA will hold the intellectual property rights for all data collected through this project.