Evidence Synthesis Service study

A Data Management Plan created using DMP Assistant

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Project abstract:

This study on evidence synthesis (ES) services at ARL, U15 libraries and a selection of other Canadian institutions includes a targeted survey to capture institutions with developed services that emerged due to the rapidly changing landscape of ES support by librarians. The study includes an environmental scan conducted in 2023 for the University of British Columbia Libraries establishing and ES service. The scan reviewed websites to identify whether or not the library has an established evidence synthesis service; indicates any dedicated staff for the service; identifies supports offered such as workshops and tiered levels of service; finds evidence of specific targeted audiences; and finally any software used and supported.

Identifier: 16161

Start date: 01-01-2025

End date: 31-08-2025

Last modified: 24-03-2025

Evidence Synthesis Service study

Data Collection

What types of data will you collect, create, acquire and/or record?

Textual data from Qualtrics survey. Website text data. .txt, .csv

What file formats will your data be collected in? Will these formats allow for data re-use, sharing and long-term access to the data?

Qualtrics survey data will be exported as .csv files. and/or .txt files.
File formats allow for data re-use and long-term access to files.

What conventions and procedures will you use to structure, name and version-control your files to help you and others better understand how your data are organized?

Files will have the following naming conventions:

- Dates: YYYYMMDD
- Unique Identifier: ESstudy
- Use _ as delimeters
- Document versions will be tracked sequentially with v01, v02, etc. and a unique date using the format above.
- Document example: ESstudy_survey_resp_20250228_v01.csv

Documentation and Metadata

What documentation will be needed for the data to be read and interpreted correctly in the future?

A readme file will accompany all collected and stored data that will include basic metadata about the project, contributors, method of data collection.
Anonymized raw survey data will be available in Borealis/UBC Dataverse

How will you make sure that documentation is created or captured consistently throughout your project?

UBC's instance of Qualtrics survey tool will manage the data collection and files exported from Qualtrics will be stored as mentioned above on UBC servers. Associated files and documents will be stored in the same secure location (UBC Sharepoint). A secondary location will back up all files.
All data will archived on Canadian servers.

If you are using a metadata standard and/or tools to document and describe your data, please list here.

No metadata standard will be used other than the file naming convention listed above. The readme file will provide sufficient metadata and will be saved in an open format (.txt file).
Any data deposited in Borealis will use the repository's metadata standard.

Storage and Backup

How and where will your data be stored and backed up during your research project?

Data will be saved in the Qualtrics tool until one year after the project's completion. Data will be stored on the UBC instance of OneDrive / Sharepoint for secure encryption of data that allows for backup. A second location will further back up all documents on a UBC home drive space. These options provide both storage and back up for all data and associated documents.

What are the anticipated storage requirements for your project, in terms of storage space (in megabytes, gigabytes, terabytes, etc.) and the length of time you will be storing it?

Only megabytes of data is expected. Long term storage of data will be located in Borealis / UBC Dataverse for public access.

How will the research team and other collaborators access, modify, and contribute data throughout the project?

All members of the research team have access to Qualtrics and the OneDrive location for all data and documentation.

Data Preservation

Where will you deposit your data for long-term preservation and access at the end of your research project?

Anonymized data will be stored in UBC's Dataverse (Borealis).

Indicate how you will ensure your data is preservation ready. Consider preservation-friendly file formats, ensuring file integrity, anonymization and de-identification, and inclusion of supporting documentation.

Data will be in a .csv format for sharing. All data will be anonymized. A readme file will accompany the raw data file.

Data Sharing and Reuse

What data will you be sharing and in what form? (e.g. raw, processed, analyzed, final).

Anonymized raw data will be shared in UBC Dataverse (Borealis).

If the way you store and share data during your research project differs from how you will preserve your data long-term, include a brief description of any resources needed to share your data (equipment, systems, expertise, etc.).

N/A

Have you considered what type of end-user license to include with your data?

An Open Data Commons (ODC-By) license will be applied to the data. This allows for attribution and re-use.

What steps will be taken to help the research community know that your data exists?

A link to the repository that houses the data file(s) will be shared with any associated publication. The DOI provided by Borealis can easily be shared in related publications.

Responsibilities and Resources

Identify who will be responsible for managing this project's data during and after the project and the major data management tasks for which they will be responsible.

All members will be responsible for managing this project's data with Sarah Parker (co-investigator) idenitified as the project's primary data manager during and after the project has been completed.

How will responsibilities for managing data activities be handled if substantive changes happen in the personnel overseeing the project's data, including a change of Principal Investigator?

Not anticipated. As all members of the project have access to files and data, another member will manage the process.

What resources will you require to implement your data management plan? What do you estimate the overall cost for data management to be?

There are no associated costs.

Ethics and Legal Compliance

If your research project includes sensitive data, how will you ensure that it is securely managed and accessible only to approved members of the project?

N/A

If applicable, what strategies will you undertake to address secondary uses of sensitive data?

N/A

How will you manage legal, ethical, and intellectual property issues?

N/A