



Queen's University RDM Survey for Humanities, Social Sciences, Business, Education and Law

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LETTER OF INFORMATION (LOI)

Purpose of the Research

In order to become better prepared to support Research Data Management (RDM) practices in social sciences, humanities, policy studies, business, law, and education, Queen's University Library together with the University Research Services are conducting a research study of all ranks of faculty members, as well as postdoctoral fellows and graduate students at the Faculty of Education, Faculty of Law, Smith School of Business, School of Policy Studies, as well as the following programs at the Faculty of Arts and Science: Creative Arts, Humanities, Languages, Life & Physical Sciences, and Social Sciences.

Your participation in this research is important and will help to:

- determine how Queen's University researchers manage and share research data;
- determine how Queen's University Library might help to facilitate data management activities;
- understand the differences in RDM practices and needs across disciplines and sub-disciplines.

Description of the research

You are invited to participate in this research project by completing this survey electronically using FluidSurveys software. Your participation is completely voluntary. You may withdraw from the survey at any time before hitting the submit

button. Please note, once you submit your answers and close your browser you will no longer be able to withdraw your answers from the study.

The survey will ask basic demographic questions about your professional status, how you work with research data, how you share your data, as well as about your awareness of funding mandates for RDM. At the end of the survey you will have an opportunity to provide feedback on the survey content, your thoughts on RDM practices as well as any additional comments you might have about the survey. Your answers will be kept private and confidential. Any personal identifying information will be removed from the research data and destroyed when it is no longer needed to authenticate the research results. Any personal identifying information will be stored in a password-protected file in a secure location. The research data will not include any personal identifying information and will be archived for the possible future use by other researchers. The data from this survey will be retained for a minimum of five years. Survey findings may be published in professional journals or presented at conferences but the information will be in a composite form and the researchers will have no ability to trace the information back to the participants.

The estimated time to complete the survey is approximately 15-30 minutes. We would appreciate your response by July 1, 2016.

What are the potential benefits of participating in this survey?

Your participation in this survey will potentially benefit your Faculty, School or Department as information gathered will help Queen's University Library to understand current practices and become better prepared to support researcher's RDM needs in anticipation of ongoing development of the [Tri-Agency Statement of Principles on Digital Data Management \(Draft\)](#). RDM practices are becoming increasingly important to academic researchers who may begin to face requirements to submit research data or data management plans along with any journal submissions or funding applications. In addition, well-managed data is increasingly recognized as contributing to the reach and impact of research.

What are the potential risks involved in participating in this survey?

There are no known risks to participate in this research.

Access to research information

Data will be stored electronically on secure Queen's University servers, in password

protected folders accessible only to the research team for an indefinite length of time. Data collected will help Queen's University Library design services for the benefit of Queen's University academic community and it will be necessary to keep the data for as long as it serves this purpose.

Access to the survey data as collected will be limited to the research team. Survey findings may be published or presented in scholarly communications. Any personal information that could identify you will be removed or changed before data files are shared with other researchers or made public. You may withdraw from the survey at any time before hitting the submission button.

This study has been granted clearance by the General Research Ethics Board according to Canadian research ethics' principles (<http://www.ethics.gc.ca/default.aspx>) and Queen's University policies (<http://www.queensu.ca/urs/research-ethics>).

Should you have further questions about the research study please contact the Principal Investigator Dr. Tatiana Zaraiskaya at tatiana.zaraiskaya@queensu.ca. If you have any ethical concerns regarding your participation in the study or how the study was conducted please contact the Chair of the General Research Ethics Board at 613-533-6081 or chair.GREB@queensu.ca.

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By clicking on the 'yes I agree' button below, you agree:

- That the goals of the study have been explained to you and that you have had the opportunity to have your questions answered
- That the survey research team has your consent to use the information submitted to prepare library programs and to publish or present findings in scholarly communications
- That the survey research team has your consent to the use of your information as described in this form
- To take part in this study

Yes I agree, proceed to take the survey

No I do not want to participate in the survey

If you experience technical difficulties accessing or submitting the survey please contact research team member Alexandra Cooper by phone 613-533-6000 ext.77481 or email coopera@queensu.ca.

**** You should print this form for your records ****
Thank you for your participation!

In this survey

- a **'researcher'** can include any individual who worked on the research project that could legitimately claim academic authorship of the research project if the results of the research project were to be published in a scholarly work
- a **'research project'** can be defined as the research associated with investigating a hypothesis or group of hypotheses (and applicable set of predictions) aimed at answering a distinct or specific research question. A single research grant may support one research project or multiple research projects. In the context of this survey, a research project is associated with a distinct set of research data and is considered to be a subset of a research program, research activity or research area you may investigate
- **'research data'** can be defined as any data that are collected, observed, created or analyzed to produce research results. Research data could include:
 - Observational data such as sensor readings, telemetry, survey results, images
 - Simulation data such as climate models and economic models,
 - Derived or compiled data such as text and data mining, compiled database, 3D models which can come in many forms including text, numerical, multimedia, models, software, discipline specific or instrument specific

Section 1. Demographic & General Questions

In this section you will be asked basic questions about your rank, departmental and research affiliations and funding sources so we can put your answers into context.

(q1)

Q1. Please indicate your rank at Queen's University:

- Graduate Student
- Postdoctoral Fellow
- Lecturer
- Adjunct Professor
- Assistant/Associate/Full Professor
- Professor Emeritus
- Other, please specify:

(q2)

Q2. Please select your home department at Queen's University. If your department is not listed, please select the one with which you are most closely affiliated:

- Art History and Conservation
- Business
- Classics
- Cultural Studies

- Drama and Music
- Economics
- Education
- English Language and Literature
- Environmental Studies
- Film and Media
- Fine Arts
- French Studies
- Gender Studies
- Geography
- Global Development Studies
- History
- Industrial Relations
- Jewish Studies
- Kinesiology and Health Studies
- Languages, Literatures and Cultures
- Law

- Life Sciences and Biochemistry
- Philosophy
- Policy Studies - Criminology
- Policy Studies - Management, Business, Administrative Studies
- Policy Studies - Political Science
- Political Studies
- Psychology
- Religion
- Sociology
- Urban and Regional Planning
- Other, please specify...

(q3)

Q3. Do you have a cross-discipline affiliation outside of your home department?

- Yes
- No

(q4)

Q4. Please indicate your research institute or centre, if applicable. Select all that apply:

- Assessment and Evaluation Group
- Better Beginnings Research Unit
- Centre for Health Services and Policy Research
- Centre for International and Defence Policy
- Centre for Law in the Contemporary Workplace
- Centre for Studies on Democracy and Diversity
- Disraeli Project
- Educational Theory and History of Education Group
- Eighteenth and Nineteenth Century Studies Groups
- Ergonomics Research Group
- Feminist Legal Studies Research Group
- Forum for Philosophy and Public Policy
- Gender Studies Research Group (GSRC)
- genera Research Group (gRG)
- Industrial Relations Centre

- Institute for Intergovernmental Relations
- John Deutsch Institute for the Study of Economic Policy
- Mathematics, Science and Technology Education Group
- Medieval Seminar
- National Executive Forum on Public Property, founded at Queen's University
- Northern Studies Group
- Queen's Institute for Energy and Environmental Policy
- Queen's University Research Group in Linguistics
- Social Program Evaluation Group (SPEG)
- Strathy Language Unit
- Studies in National and International Development (SNID)
- Surveillance Studies Centre
- Sustainable Development Research Group
- Teaching of History Research Group
- The Monieson Centre
- Other, please specify:

(q5)

Q5. Which funding sources have you used within the past 5 years, or are planning to apply for in the next 5 years? Please

exclude funding earmarked exclusively for operations and infrastructure. Select all that apply:

SSHRC

SSHRC Insight Grant

SSHRC Partnership Grant

CIHR

CFI

NSERC

Industry

None

Other, please specify:

Type here

(q6)

Q6. Digital Humanities, or Digital Scholarship, can be defined as the collection and use of digital research data (either through digitization of print resources, or using born-digital resources) combined with methodologies from traditional Humanities and Social Science scholarship.

Do you feel your research falls under this definition?

Yes

No

Not Sure

Section 2: Working with Research Data

In this section you will be asked questions about your research data, including how you work with them, document them and store them.

(q7)

Q7. How many research projects did you lead in the past year? Select one:

- 1-2 research projects
- 3-5 research projects
- >5 research projects
- Not sure
- Not applicable

(q8)

Q8. How much data storage do you estimate you use in an average research project? Select one:

- < 1GB (Gigabyte)
- 1GB to < 10GB
- 10GB to < 50GB
- 50GB to < 500GB
- 500GB to < 1000GB

1TB to 4TB (Terabyte)

>4TB

Not sure

Not Applicable,
please explain:

Type here

(q9)

Q9. Which of the following best describes the type of research data you generate or use in a typical research project? Select all that apply:

Geospatial - (e.g. raster, vector, grid)

Instrument specific – (e.g. Olympus Confocal Microscope Data Format, FLIR Infrared Camera (SEQ))

Models – (e.g. 3D, statistical, similitude, macroeconomic, causal)

Multimedia– (e.g. JPEG, TIFF, MPEG, MP3, Quicktime, Bitmap)

Numerical – (e.g. CSV, MAT, XLS, SPSS)

Software– (e.g. Java, C, Perl, Python, Ruby, PHP, R)

Text - (e.g. TXT, DOC, PDF, RTF, HTML, XML)

Other (e.g. discipline
specific such as CIF,
FITS, DICOM)
please specify:

Type here

(q10)

Q10. Please list any software and/or hardware used for the collection, analysis, or manipulation of your research data, if

applicable:

Type here

(q11)

Q11. Please indicate where you store research data from your current project(s). Select all that apply:

- Flash drive/USB
- CD/DVD
- Computer hard drive (i.e. local hard drive)
- Laptop hard drive
- External hard drive
- Hard drive of the instrument/sensor which generates the data
- Shared drive/university or departmental server
- Cloud/web based solution (e.g. Dropbox, Google Drive, Amazon Cloud, Microsoft Cloud)
- External data repository (e.g. Institutional Repository, GitHub, tDAR, CWRC, Artstor, Figshare, HathiTrust)
- Grid/high performance computing (HPC) centre
- Physical copy retained (in boxes, cabinets, etc.)
- Not sure

Other, please specify:

Type here

(q12)

Q12 . Is there sufficient documentation and description (for example, variable and field definitions, codebooks, data dictionaries, metadata, scripts to run) for another person outside your research team to *understand* and *use* the research data?

Yes

No

Not sure

(q13)

Q13. Is there sufficient documentation and description (for example, variable and field definitions, codebooks, data dictionaries, metadata, scripts to run) retained in the same file, folder or document for another person outside your research team to *replicate* the methodologies that produced the data?

Yes

No

Not sure

Q14. Queen's Senate Policy on Research Ethics requires that members of the Queen's community "*retain research records within their personal control for a minimum of 5 years from the date of publication or other form of presentation (if appropriate for the data format), or longer if mandated by a legal requirement or an applicable funding or oversight agency.*" Use the chart below to indicate the length of time after project completion that you typically *intentionally* keep each type of research data. Project completion could include until

publication, for example.

	I only keep data for the length of the project	Less than 3 years	Between 3-5 years	Between 5-10 years	More than 10 years	Until the data becomes inaccessible or lost
Source material/Survey results/Raw data.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intermediate/ working data.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Processed data ready for publication. Processed data may include supporting information such as metadata and documentation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Section 3. Data Sharing

In this section you will be asked about your current practices on sharing your research data.

(q15)

Q15. Which methods of sharing your research data do you currently use? Select all that apply. If you do not currently share your data, choose 'not currently sharing'.

- Not currently sharing
- Share by personal request only
- Share online with restricted access
- Upload online to an institutional or personal website
- Upload online to an institutional repository, such as Dataverse
- Include as part of supplementary material files to a journal publisher
- Deposit in a general or discipline-specific repository, such as GitHub, tDAR, CWRC, Artstor, Figshare, Hathi Trust

<input type="checkbox"/> If you selected 'deposit in a general or discipline-specific repository, such as GitHub, tDAR, CWRC, Artstor, Figshare, HathiTrust, please specify:	Type here
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If you plan to use another data repository other than the ones listed above, please specify:

Type here

(q16)

Q16. Hypothetically speaking, which methods of sharing your research data would you consider using in the future? Select all that apply.

If you do not plan to share your data in the future choose 'not planning to share'.

- Not planning to share
- Share by personal request only
- Share online with restricted access
- Upload online to an institutional or personal website
- Upload online to an institutional repository, such as Dataverse
- Include as part of supplementary material files to a journal publisher

Deposit in a general or discipline-specific repository, such as GitHub, tDAR, CWRC, Artstor, Figshare, HathiTrust. Please specify:

Type here

If you plan to use another data repository other than the ones listed above, please specify:

Type here

(q17)

Q17. Some research data cannot be shared because of legal or privacy restrictions or embargoes. Which of the following restrictions or embargoes may limit your ability to share your data with others? Select all that apply. If there are no restrictions or embargoes, choose 'there are no restrictions or embargoes on sharing my data with other parties'.

- There are no restrictions or embargoes on sharing my data with other parties
- I need to publish my data before I can share them
- Sharing my data may jeopardize Intellectual Property rights
- I plan to file for a patent
- My data cannot be shared because of commercial concerns
- I have a contractual obligation with a third party
- My data are subject to privacy, confidentiality, or ethics restrictions (e.g. survey data with personal information)
- My data are a matter of public safety or of a sensitive nature
- I'm unsure if I am allowed to share my data
- Other, please specify:

(q18)

Q18. If your research data were not affected by such restrictions or embargoes, with whom would you be willing to share them? Select all that apply:

- Nobody

- My immediate collaborators
- Researchers in my department/institute/centre
- Researchers at Queen's University
- Researchers in my field
- Researchers outside my field
- Anybody, including the general public

(q19)

Q19. What, if any, are the reasons you would *not* be willing to share your research data and associated methods/tools? Select all that apply. If you are willing to share, choose 'I am willing to share them'.

- They are incomplete or not finished
- I still wish to derive value from them
- I do not have the technical skills or knowledge
- I do not hold the rights to share them
- Funding body does not require sharing
- I believe they should not be shared
- I did not know I could share them
- Insufficient time
- Lack of standards to make them usable by others

- Lack of funding
- No place to put them
- They are not useful to others
- There are privacy, legal or security issues
- My data could potentially be used without proper citation
- I'm concerned my data could be used without proper citation or acknowledgement
- I am willing to share them
- Other, please specify:

(q20)

Q20. What benefits do you see to sharing your research data? Select all that apply. If you see no benefits, choose 'I see no benefits to sharing my data'.

- I see no benefits to sharing my data
- Data availability provides safeguards against misconduct, data fabrication and falsification
- Data sharing and/or replication studies help in the training of next generation researchers
- Data sharing enables my data to be cited and increases my research impact
- Data sharing encourages collaborative scholarship

Data sharing encourages interdisciplinary research

Data sharing moves my field of research forward

Data sharing reduces redundant data collection

Data sharing supports open access to knowledge

Re-analysis of data helps verify results

Well-maintained data helps retain data integrity

Other, please specify:

Type here

(q21)

Q21. Are you aware of any discipline-specific research data repositories related to your field? Please list. If you are not aware of any discipline-specific data repositories related to your field please say 'none'.

Type here

Section 4. Funding Mandates and Research Data Management (RDM) Services

In this section you will be asked about your awareness of funding mandates for RDM, as well as your interest in potential RDM services.

(q22)

Q22. Data management plans typically address questions about research data types and formats: standards to be used for describing data; ethics and legal compliance; plans for preservation, access, sharing, and reuse; and responsibilities assigned and resources needed.

If you were asked to draft a data management plan as part of a grant application, which of the following statements would best describe your situation? Select one:

- I would be able to draft a data management plan that would address these types of questions without assistance
- I would be able to draft a data management plan that would address these types of questions, but would prefer to have assistance and/or guided documentation to ensure the success of my application
- I would need assistance and / or guided documentation to appropriately address some or all of the sections

(q23)

Q23. Do you include any of the following topics related to RDM in your teaching practice? Select all that apply. If you do not teach RDM topics, choose 'I do not teach RDM topics'.

- I do not teach RDM topics

- Data security
- Data privacy
- Data version control
- Data backup
- Data ethics
- Data sharing
- Data documentation
- Data retention
- Data archiving

Other, please specify...

(q24)

Q24. Do you use your own research data in your teaching practice?

- Yes
- No
- Not applicable

(q25)

Q25. If data management plans were made part of grant applications from funding bodies such as SSHRC, CIHR, and NSERC, how interested would you be in the following services? Please rate your interest in each service. If the service does not

apply to your situation, choose 'not applicable'.

	very interested	interested	not interested	not applicable
Workshops on best practices in data management for faculty.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workshops on best practices in data management for graduate students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personalized consultation on data management practices for specific research groups or projects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication and information about funding requirements and journal requirements regarding research data.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assistance preparing data management plans to meet funding requirements, or assistance creating formal or documented data management policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitization of physical records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assistance with documenting and describing data (i.e. metadata creation).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assistance with issues associated with data preservation and/or sharing (confidentiality, privacy, ethics, legal, intellectual property rights).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data storage and backup during active research projects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	very interested	interested	not interested	not applicable
An institutional repository for long-term access and preservation of research data.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assistance with depositing research data in appropriate disciplinary or other external data repositories.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assignment of permanent digital object identifiers (DOIs) for datasets.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assistance in finding and accessing data sources.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(q26)

Q26. If there are other services you would like to see offered, please specify:

Type here

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Section 5. Feedback, follow-up and additional information about the survey

In this final section you will be asked for your comments on the survey itself, as well as your willingness to be contacted for follow-up. This section also contains information about how the data collected in this survey will be used.

(q27)

Please provide feedback on the survey content, or your thoughts on research data management practices. Any comments you have will be helpful.

Type here

(q28)

We would be happy to follow up with any faculty member, postdoctoral fellow, graduate student or researcher who require assistance from the library for current research data management practices or to help facilitate future collaborations. Are you willing to be contacted for follow up?

Yes, please provide your email address:

Type here

No

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This is the end of the survey.
Thank you for taking the time to participate in the Research Data Management survey at Queen's University!

You may withdraw from the survey at any time before hitting the submission button. Please note, once you submit your answers and close your browser you will no longer be able to withdraw your answers from the study. Anonymized survey submissions cannot be withdrawn. Any personal identifying information will be kept private and all data will be anonymized in the event that results collected will be published.

Please click the "**Submit**" button to submit your completed survey.

