

Data management plan of the Social and Organizational Psychology (SOP) department, Utrecht University¹

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This document is the result of one of the pilots within the SURF project 'Regie in de Cloud' to develop data management plans.

Read more about it on the [SURF website](#).

This concept data management plan will be used by the Division of Social & Organisational Psychology as a starting point to define guidelines for data management for the Department of Psychology.

This data management plan is based on the data management plan of the Department of Psychology of Tilburg University.

Purpose

The purpose of this data management plan is to set guidelines for the storing and treatment of data that form the basis of a first-authored empirical publication by a SOP member. The underlying principle of the guidelines is that it should be possible for reviewers and authorized colleagues to trace the transformation of data from their raw to their published form. That means that each step of the research process, from data collection, to data transformations, variable creation, and the final analyses needs to be documented and stored in a secure centralized location.

Main points of the plan

- A Network-Attached Storage (NAS) server makes immediate back-ups of all raw lab data (i.e., before any processing is done by the researchers). Researchers have no access and cannot modify data stored on the NAS-server. This serves as a daily log and extra back-up of our research data.
- SOP members should upload all data and experimental materials that form the basis of a first-authored empirical publication on Dataverse, an online data archive. The data will be stored for at least 5 years after publication.

Which files should be uploaded on Dataverse?

Dataverse can be found here: <https://www.dataverse.nl/dvn/>

The dataverse of a single article (which may contain multiple studies) contains:

- A PDF of the manuscript.

¹ *With special thanks to the Social Psychology department of the University of Tilburg. Their Data Management Plan was the starting point for this document.*

- The instructions, procedures, experimental program and stimulus materials reasonably needed for a replication attempt. The materials should be available in the language used to conduct the study. English translations are optional (though encouraged).
- Raw data files (e.g., SPSS data before variable transformations, removal of outliers, etc.).
- Analyzed data files (SPSS data after variable transformations, removal of outliers, etc.). This is not required when the raw data were analyzed.
- A computer code (e.g., SPSS syntax file) containing the steps to go from raw data file to the analyzed data file, including a short clarification of the steps of the analyses in English.
- A "Read Me" text file explaining where to find and how to interpret the uploaded files. This file should also contain the following information:
 - Your name.
 - Date of paper acceptance (if applicable).
 - Full reference of accepted publication (if applicable).
 - Dates of data collection for each study.
 - Name of person who collected data for each study.
 - Addresses of the field location where you collected data and the names of the contact persons (if applicable).
- Manuscript History at the outlet *at which the paper is accepted* (if applicable). This history will be available for authorized colleagues. This way they can verify that, for example, editors requested dropping an experimental condition.

Before uploading these files, delete any personally identifiable information or code that would make it possible to reestablish a link to an individual participant's identity.

Paper & pencil data

SOP members who collect data using paper and pencil methods should adhere to the following steps.

1. Number all of the surveys with a participant number.
2. Scan all of the surveys into a PDF file and clearly name and save the file.
3. Enter the survey responses into a spreadsheet (e.g., Excel, SPSS). Make sure to include a column for the participant number so that the survey hard copies can be linked to each entry in the spreadsheet.

Data collected outside the lab

SOP members who collect data that are not immediately stored on the L-server (Internet studies, movies, physiological data, observations on field locations, etc.) should adhere to the following steps.

1. Physiological data, movie clips, etc. that form the basis of a first-authored paper should be uploaded on Dataverse as raw data.

2. Paper & pencil scoring forms should be scanned into a PDF file and clearly named and saved (see Paper & pencil data). Enter the scores into a spreadsheet (e.g., Excel, SPSS).
3. Document the names of the people who collected the data and the dates of data collection.
4. (If applicable) provide addresses of the field location where you collected data and the names of the contact persons.

Data collected by students

If you supervise a student or a group of students who collect data, ask them to hand over the required files and information mentioned above.

Data collected by outside researchers

If an outside group was responsible for collecting the data, ask them to hand over the required files and information mentioned above. Try to come to a written agreement about the sharing and distribution of these data.

When you are not the first author

If you co-author a paper of an outside researcher who was responsible for collecting the data, and you are not the first author of the paper, you are currently not required to store these data on Dataverse. However, if you collected the data for one or more of the reported studies, you need to upload these data. Remember that even as a co-author you are responsible for the reported research, hence you should always verify that the data were properly collected and analyzed.

Data that will not be published

Although it is currently not a requirement, researchers are allowed to upload their data and study materials on Dataverse when they are not (yet) planning to publish them.

Who has access to the files on Dataverse?

Researchers have full control over access and terms of use of their uploaded data files. They can choose to keep their dataverse restricted, which means that outside users cannot access the data files. When a colleague makes a request to share data, researchers may grant access to this specific user or a group of users. They may still choose to keep some files restricted, so that outside users can access some files, but not other files. They may also assign terms of use, so that data files can only be accessed after the user agrees to the terms of use assigned to that study or file.

Rules for data sharing

SOP members adhere to standard 8.14a of the Ethics Code of the American Psychological Association (APA). Below is a short summary of

these APA guidelines (for more information on data sharing policy, see APA Manual 6th Ed., 2011, p. 12-13).

- Data should be made available to the editor anytime during the review and publication process.
- Data should be made available to qualified professionals to confirm analyses and results.
- Study materials and other information necessary to replicate a study should be provided to qualified professionals for verification and replication attempts.
- Researchers are expected to comply promptly and in the spirit of cooperation to data requests.
- Before granting access to your data, make sure that any information that could make a participant identifiable is removed.
- To avoid misunderstandings the APA suggests that the researcher and the requester come to a written agreement about the data being shared that specifies the limits and purposes of the data sharing and distribution.

Who is responsible for the data management?

Staff members and PhD students are responsible for the data management of their own research projects. In addition, one staff member will be assigned to monitor data storage of all SOP members and respond to questions.

When leaving SOP

In principle, faculty members and PhD students who leave the department should leave the data files related to their SOP publications on Dataverse. If they wish to remove files they should make appropriate arrangements with the head of the department.

Technical information about Dataverse

General information on the use of the Utrecht Dataverse Network can be found [here](#)². For personal assistance you may contact the Utrecht University Library: library@uu.nl

² <http://www.uu.nl/university/library/EN/services/dataverse/Pages/faq.aspx>