
Plan Overview

A Data Management Plan created using DMPonline

Title: Understanding the Impact of COVID-19 on Small Businesses in Europe

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Project abstract:

The COVID-19 pandemic has had significant impacts on businesses around the world, particularly on small businesses. This research project aims to understand the impact of COVID-19 on small businesses in Europe and identify how they have adapted to the crisis. The project will gather data on various factors, including business size, industry sector, location, and government support. By examining these factors, the study hopes to provide insights into the challenges faced by small businesses during the pandemic and identify strategies that have been successful in mitigating those challenges. The findings of this study can contribute to the broader research on the socio-economic impacts of pandemics, which is a crucial area of study.

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Understanding the Impact of COVID-19 on Small Businesses in Europe

0. General information

0.1 Document version & date

Version 2.0
Date: 18 / 09 / 2023

0.2 Project title

Understanding the Impact of COVID-19 on Small Businesses in Europe

0.3 Project summary

The COVID-19 pandemic has had significant impacts on businesses around the world, particularly on small businesses. This research project aims to understand the impact of COVID-19 on small businesses in Europe and identify how they have adapted to the crisis. The project will gather data on various factors, including business size, industry sector, location, and government support. By examining these factors, the study hopes to provide insights into the challenges faced by small businesses during the pandemic and identify strategies that have been successful in mitigating those challenges. The findings of this study can contribute to the broader research on the socio-economic impacts of pandemics, which is a crucial area of study.

0.4 Your contact details

None

0.5 List other people involved, including those at partner organisations in the project (if applicable)

None

0.6 Funding organisation & grant number (if applicable)

None

0.7 Project code (if applicable)

None

0.8 Consulted data management expert(s)

None

1. Data description

1.1 Will you collect and/or process personal data in this project?

- Yes

1.2 Will you use existing data? If yes, what is their source?

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1.3 Will you collect or produce new data? If yes, please describe how.

As this project aims to understand the impact of COVID-19 on small businesses in Europe, we will collect new data through a mixed-methods approach. Firstly, we will conduct online surveys among small business owners across Europe to gather quantitative data on their experiences during the pandemic. The surveys will be distributed using various online platforms, and will cover a range of topics such as the effects of lockdowns and government support programs.

In addition to the surveys, we will also conduct in-depth interviews with a sample of small business owners to gather qualitative data on their experiences. The interviews will be conducted either in person or remotely using video conferencing tools. The interviews will be semi-structured and will aim to provide insights into the challenges faced by small businesses and the strategies they have used to adapt to the crisis.

All data collected will be stored securely and in compliance with relevant data protection regulations. The survey data will be collected using online survey software, and the interview data will be recorded and transcribed for analysis. We will also keep a research log to document our data collection processes and ensure the transparency and reproducibility of our results.

1.4 Describe the population/participants/subjects that will be studied

The population that will be studied in this project are small business owners across Europe. The study aims to gather data on a range of factors related to the impact of the COVID-19 pandemic on their businesses, including the size and type of business, the industry sector, the geographic location, and the availability of government support. The participants will be selected based on their willingness to participate in the study and their relevance to the research questions.

1.5 Do you process any of the following (personal) data?

- Financial information
- Contact details
- Name

1.6 Do you process the personal data based on informed consent?

- Yes, through a physical form

1.7 On what legal ground will the data processing take place if it is not based on informed consent?

- Not applicable, I use informed consent

1.8 Does the data collection include any of the following types of personal data?

- Data concerning health

1.9 If your research involves special categories of personal data (previous question) and you will not use explicit informed consent, what is the legal ground for the exemption?

We use explicit informed consent.

1.10 What kinds of outputs will you produce in this project? Please describe these data assets.

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1.11 How much digital data storage will your project require?

- 50 - 100 GB

1.12 Will you collect physical data? If yes, please describe these.

No

1.13 Will you take measures to ensure data quality? Please describe these, if applicable.

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2. Legal and ethical requirements, codes of conduct

2.1 What legislation applies to your research project? Please tick the relevant boxes for your project.

- Medical Scientific Research with People Act (Dutch: WMO)
- General Data Protection Regulation (GDPR)/ Algemene Verordening Gegevensbescherming (AVG)

2.3 Do you require approval of an ethical committee for this project? If yes, please indicate which ethical committee and whether you have obtained approval for this project.

- No

2.4 Will you work with data for which intellectual property and/ or confidentiality are an issue? If yes, please describe.

- No

2.5 Do you plan on generating a marketable product from your research project? if yes, please describe

- No

3. Storage and back-up during the research process

3.1 What measures will you take to secure and protect data during the research process? Please describe, for each separate data asset you described for question 1.10, how you will ensure data security, where the data assets are stored & backed up, and who has authorization to access the asset.

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3.3 Which tools are used in the collection, processing or storage of data during research?

- Other (please specify below)

3.4 What other tools or software do you intend to use during your research?

none

3.5 Is it necessary to transfer the (physical or digital) data assets to other locations or research partners? If yes, please describe how you secure the file transfer.

- Yes

3.7 Do you transfer personal data outside of the European Economic Area (EEA)? If Yes, please provide additional information

- No

4. Data archiving and publishing

4.1 Which data assets will be archived and which will be published?

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4.2 Where will you archive your data assets?

- Other, see next question

4.3 What other archive(s) do you intend to use to archive data assets?

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4.4 For how long will the data be available in the archive?

At least 10 years.

4.6 Where will you publish your data assets?

We are going to publish our data assets through The Dataverse Project.

4.8 How will you ensure your data assets get a persistent identifier (e.g. a DOI-code)?

We plan to publish our datasets on DataverseNL, which will assign a DOI upon publication.

4.9 Will you register your datasets in an online registry other than PURE? If yes, where?

This answer is not provided in the mock DMP. Volunteers are expected to make their own decisions regarding domain-specific repositories.

4.10 Are there restrictions to data publishing? If yes, please specify the reasons and list the data assets you do not wish to share publicly.

There are no restrictions to data publishing.

4.12 When will you share the data? If not immediately after completion of the project, please specify the reasons.

As soon as possible after the completion of the project.

4.13 Please indicate the license and/ or terms of use under which you share your data.

We plan to use the VU's default licensing option, which is CC-BY 4.0, for our datasets.

5. Documentation

5.1 What documentation and metadata will accompany the project?

This answer is not provided in the mock DMP. Volunteers are expected to make their own decisions based on the university guideline: <https://github.com/vu-rdm-tech/metadata>. Note that this would be already filled out by working in YODA or OSF.

5.2 What metadata and documentation will accompany the data assets?

This answer is not provided in the mock DMP. Volunteers are expected to make their own decisions. The documentation accompanying the data assets include Codebooks, Protocols, Research logs, Machine Settings, etc.

5.3 What methods, software or hardware are needed to access and use your data?

This answer is not provided in the mock DMP. Volunteers are expected to make their own decisions.

6. Data management responsibilities and resources

6.1 Who will be responsible for management of the data assets during the project? Please specify their name, position, role in the project, and faculty/ institution/ group.

none

6.2 Who will be responsible for management of the data assets after completion of the project (e.g. the project lead/ dedicated data manager/ department head)? Please specify their name, position, role in the project, and faculty/ institution/ group.

none

6.3 For data that are only available upon request, what methods will be used to handle requests for access and how will data be made available to those requesting access?

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6.4 What resources (for example financial and time) will be dedicated to research data management? Please estimate their cost.

Resources dedicated to research data management for this project, including personnel, software, and infrastructure, are estimated to cost approximately \$50,000 over the course of the project.

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