**Data Management Plan**

**Data Collection**

Data for this project will be collected in the form of fieldnotes, interview notes and audio recordings, and survey responses. These forms of research data, their modes of collection, and relevant associated metadata will be considered in turn:

* **Scratch notes and fieldnotes:** Hand-written reflexive “scratch notes” will be recorded in pocket-sized notebooks over the duration of the project’s participant-observation research. Notes will be recorded during an activity (for example: a playtest observation) or after an activity (for example: a playtest in which the researcher is actively participating) as the situation requires. At the end of each research day, these “scratch notes” will be transcribed into a new fieldnote entry in the journaling program Evernote. Notes will be elaborated upon during the transcription process (to add contextual details) and the entry will receive “tags” to indicate important themes.
* I**nterview notes and recordings:** If permitted by the interview subject, the researcher will record interviews on a digital voice recorder and write “scratch notes” in their research notebook during the interview. After the interview, the researcher will upload the file to Etna-Scholarship, a Bates-hosted collaborative file share, where a grant-funded transcriptionist can access it via a dedicated folder. Once the interview is transcribed, both the transcription and the raw interview will be moved to a research folder accessible only by the PI. There will be between 50-75 interviews in total, and interviews will be deleted from the recording device once they are copied.
* **Survey responses**: Playtesters who volunteer to answer research questions after their playtests will have their answers recorded in the researcher’s fieldwork notebook. Those answers will then be transcribed into an Excel spreadsheet so that they can be easily compared and cross-referenced.
* **Metadata:** Metadata will be applied to all interview data, indicating the date of the interview, the roles, responsibilities, and demographics of the subject, how the subject was recruited, and the level of confidentiality requested. Survey data will cite the dates and demographics only. All collaborators will be instructed in the use of these standards and the PI will create a master index of all filenames and associated metadata.

**Data Storage**

Data for this project will be stored both digitally and in hard copy.

* **Hard copy:** Because the researcher writes participant-observation scratch notes and interview scratch notes in their research notebook, their collection of notebooks will serve as a record of their fieldwork, day by day, for the duration of the project. Since these notebooks may contain pertinent interview information, the researcher will store all completed notebooks in a locked cabinet in their locked office on the Bates College campus. The notebook that the researcher is presently using for fieldwork will remain on their person, in their research bag, until a new notebook is required.
* **Digital storage:** Research notes will be transcribed into Evernote at the end of each research day. Copies of the PI’s Evernote journal and interviews will be stored in three places: On the PI’s encrypted research computer, on a dedicated encrypted external hard drive, and on Etna-Scholarship. Access to Etna is strictly controlled and files are backed up nightly to two additional locations. The PI will upload versions of their Evernote journal at the end of each research day. Interviews will be uploaded as well, on days when they are conducted.
* It is not uncommon in Anthropology for a researcher to return to old notebooks, re-evaluate their observations, and produce new scholarship. This being the case, the PI plans to retain these research data indefinitely. Physical notebooks will be moved securely from place to place, and the electronic Evernote journal transferred to subsequent computers, as need be. The Evernote journal will be exported monthly as an XML fileand stored on the encrypted hard drive, encrypted external hard drive, and Etna, in the interests of safeguarding against the obsolescence of the Evernote platform.

**Data Dissemination and Access**

Research data will be shared with two project support persons, both grant-funded: a Bates student researcher and a hired transcriptionist for interviews. Both the student researcher and the transcriptionist will have their own folders in the PI’s Etna database, and they will be trained in relevant aspects of data management. Only the PI will be able to view the contents of both folders, and new files added to these folders will be copied back to the PI’s computer and external drive whenever they are added. In this way, the researcher will be able to continually update their records without risk of overwriting another participant’s work. At the end of the grant, the folders for the transcriptionist and student researcher will be deleted.

* **Ensuring confidentiality:** Confidentiality will be ensured for interview participants via 7-digit codes, which will be assigned at random. These codes will be kept in the PI’s computer (password-protected), in an encrypted folder on the PI’s external drive, and in the PI’s secure Etna database. Fieldnotes, which will make mention of research participants, will be kept private as well.

Research data collected in this project will become publicly accessible in professional presentations, publications, and a jargon-free pamphlet about the politics of playtesting. It is anticipated that the work performed under this grant will result in 1-2 peer-reviewed publications, several conference presentations, and a completed book proposal.

De-identified data will also be made available via the Qualitative Data Repository at Syracuse University within three years after the grant has concluded. QDR staff have confirmed that these data are suitable for archiving with the QDR, and they will take responsibility for managing the data and documentation after they are deposited. They will make them available to the broader social science community. Publicly available data will include:

* Interview transcripts. These notes will be made available with the permission of the interview subject, and they will be redacted by both the researcher and the interview subject to protect the subject’s identity.
* Fieldnotes that are relevant for providing context for interviews.
* Anonymous playtest survey responses.
* Spreadsheet and ReadMe files that outline the metadata for this project.

Ultimately, the PI accepts final responsibility for the management of all research data.