

## Data Management Questionnaire

Please be as specific and detailed as possible, as this will help us prepare the course.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

### 1. Please provide information on all computers that you use in your research.

	Location (e.g. home/office/ field/other [please specify])	Type (e.g. desktop/laptop/ tablet)	PC/Apple	Operating System (e.g. Windows/ Mac OS/ Linux /other [please specify])
A				
B				
C				

### 2. In the field, how did you/do you intend to take notes?

A. Handwritten in notebook ☐

B. Word processor ☐

C. Other ☐

Please specify \_\_\_\_\_

### 3. What back-up methods did you/will you adopt?

A. Photocopying ☐ E. Online back up ☐

B. CD-roms/DVDs ☐ Please specify \_\_\_\_\_

C. USB memory ☐ F. Other ☐

D. External hard drive ☐ Please specify \_\_\_\_\_

### 4. Have you ever lost digital files or found it hard to locate the right ones on your computer?

Yes ☐

No ☐

### 5. Have you ever encountered problems using old computer files (e.g. obsolete formats)?

Yes ☐

No ☐

### 6a. Are you aware of data centre services?

Yes ☐ (please go on to question 6b)

No ☐ (please go on to question 7)

### 6b. If Yes, which? Please specify

\_\_\_\_\_

**7. What kind of data do you anticipate working with, or do you usually work with?**

- |  |                          |          |                          |
|--|--------------------------|----------|--------------------------|
| A. Participant observation/interaction | <input type="checkbox"/> | D. Audio | <input type="checkbox"/> |
| B. Text                                | <input type="checkbox"/> | E. Video | <input type="checkbox"/> |
| C. Image                               | <input type="checkbox"/> | F. Other | <input type="checkbox"/> |

Please provide more detail \_\_\_\_\_  
\_\_\_\_\_

**8a. Do you use/intend to use any software to organise and analyse data?**

Yes ☐ (please go on to question 8b)      No ☐ (please go on to question 9)

**8b. What software do you use/intend to use?**

\_\_\_\_\_

**9a. Do you use/intend to use any digital platforms for collaboration or dissemination of your research?**

Yes ☐ (please go on to question 16b)      No ☐ (please go on to question 17)

**9b. What platforms do you use/intend to use for that purpose (e.g. blogs, mailing lists)?**

Please specify \_\_\_\_\_

**10. Are there any sensitivity or confidentiality restrictions that might affect other people using your data?**

Yes ☐      No ☐

**11. Are there any areas of concern regarding equipment and methods of data collection and management that you would like to be discussed in the seminar?**

**12. Would you be available to share your knowledge of research technologies during the seminar, e.g. by giving a short presentation? If yes, please specify what area/tool you would like to focus on.**

*Thank you for filling out this questionnaire. Please return it to the course organiser.*