

Template for qualitative researcher interviews for all Data Stewards

Version: 2017/09/20 (English)

Actions before the interview:

Inform the interviewee about high level discussion topics

Background information - to be gathered before the interview:

Name of the person(s) interviewed:

Faculty:

Department:

Section:

ORCID:

Size and composition of the group (*number of students, postdocs, data managers etc.*):

Funding sources and timelines of grants:

Funding source	Title of the grant	Link to grant info	Start date	End date

Links to current projects or grants (*read in advance!*):

Any existing data datasets in 4TU:

Any previous interactions with RDS:

Any other notes:

Interviewers:

Date of the interview:

Also look up any information in **yellow** in advance.

Introduction from the Steward:

- Introduce yourself - provide information on your background and areas of expertise
- Ask if they ever heard about TU Delft's support for Research Data
 - If not, tell them not to worry and that this is why you are here to help and tell them about all the help which is readily available
- Introduce the [Data Stewardship project and its objectives](#).
 - Say that you will be their go to person for any questions they might have

- Explain the purpose of this meeting: we want to understand your data management needs in order to shape the project and ensure that we can be useful to you.

Discussion with the interviewee

Summary of key discussion points

(to be written after the interview and after notes are cleaned up)

Type, amount & storage of data

- Your research on X looks really interesting - could you tell me a little bit about your project?
- Could you tell me a little bit about the types of data which is created in your group?
 - In what format is this data? (*proprietary / open?*)
 - Are you using software to analyse the data? (*proprietary / open source / created by the group etc.*)
 - Are there different versions of the data (*primary, cleaned, analysed?*)
 - Does the data have an incidental nature (*e.g. experiment or measurement campaign*) or is it growing over time (*e.g. temperature sensor*)?
 - Do you keep any notes of your experiments?
 - If yes, where do you keep them?
- Storage requirements (*expected and current*)
 - What is the volume of data you are working with (*approximate size of your files*)?
 - Is the data you are working on in any way sensitive or confidential?
 - If yes, is the data protected/encrypted in any way?
 - Are there any privacy considerations in relation to your data? (*human participants data, need for secure storage, anonymisation etc.*)
 - Where do you store your data? (*laptop drives, network drives, cloud etc.*)
 - Who provides this storage solution (*private / University-provided solutions*)
 - Do all your group members store their data in the same way?
 - Do you have an automated back-up system set up for your data?
 - What is it? Do you know how many independent locations and what is the frequency of your backup?
 - Do all your group members have automated back-up set up?
 - What possibilities for data storage are you currently missing at the TUD?
- Are you working together with other parties? (*also ask for commercially sensitive information*)
 - If you are, do you know who is the owner of the data? Are there special circumstances with regard to ownership for this project?

Data management practice

- Think about the last time you had a new postdoc/student coming to your lab, how did they get their hands on past data from the group?
- Think about the last time a student left the group - did they hand over organised data? Was it easy to re-use it?
- What if a postdoc in your group suddenly told you they were leaving - do you think you would be able to easily get hold of all their data and files?
- Do you use any software to help you with data management?
 - If yes, what is this software?
 - If not, would you be interested in using some software?
 - *Explain that the University is considering doing a trial with electronic lab notebooks - would the interviewee be interested in this?*
- Do you follow any guidelines or standards for data creation and organisation?
 - For example, do you follow any file naming conventions, guidelines for organising your folders, or do you capture information about your collected data in a standardised way?
- Have you ever heard of data management plans?
 - If so, do you have a data management plan (DMP)?
 - If yes, why? (is it because it is your funder's requirement?)
 - Did you use the DMP support provided by the data team to prepare it?
 - If not, did you know that that the data team at the Library has a dedicated support service to assist researchers with preparing DMPs?
 - Do you think it might be beneficial to have one?
 - Do you think it would be useful for all PhD students to write a data management plan?
- Have you ever lost any research data?
 - if yes, ask what happened, what data was lost and how many days of work does it correspond to)

Data sharing

- Have you ever heard about new data sharing requirements?
- I have noticed that you have a research grant funded by xxxx. Did you know that they have data sharing requirements?
- Do you recall a time when you had to ask a colleague for some data? Could they easily find and provide it?
- Think about your last two publications – did you provide any supporting data?
 - If yes, why?
 - How did you do it?
- Are you able to (exactly) reproduce figures and tables from your publication of for example 6 months ago without any difficulties?
 - Would a colleague be able to do so?

- Would a reviewer be able to do so? (Assuming that underlying data is published)
- Have you ever been asked by another colleague for research data or other information supporting your publication?
 - If so, how did you provide this information? Was it easy to do?
- Have you ever shared any research data?
 - How?
 - Why (or why not)?
- Are you planning on sharing research data from the current project?
 - If yes, with whom and how?
 - If no, why not?
 - What would an external researcher need to reproduce your research results?
 - Do you know what might be the approximate volume of these data?
- Have you ever heard of 4TU Data Centre?
- Have you heard about the Data Fund?

Training needs

- Explain that Data Stewards will be also developing training on data management and sharing for the Faculty - do you or your research groups have any particular training needs?
 - Possible examples to mention:
 - General introduction to research data management
 - Organising folders and files
 - Data management plan preparation
 - Data backup and storage solutions at your Faculty
 - How to share data with 4TU.Centre for Research Data
 - Benefits of data sharing
 - Data ownership and licensing
 - Using version control software for coding
 - Funders' requirements for data sharing
 - Managing personally identifiable / sensitive information
 - Working with commercial data
 - Searching for existing datasets
 - Data carpentry
 - Data cafe informal drop in sessions

Software

- Does your group create software?
- Are there established practices for documenting the software?
- Is the software shared or published? Under what (licencing) conditions?

Barriers to sharing

- What are your general feelings about research data management?
- Do you think that adherence to good research data management practice is perceived as important overall?
- In your opinion, what are the main barriers to data sharing?
- In your opinion, what could encourage researchers towards more data sharing?

Wrap up

- How could the University, and in particular myself as a Data Steward, could help / support you?
 - Would you like to keep in touch with me to help shape and develop the project?
 - Provide them with your business card, say that you will email them with your contact details and resources available and say that you are happy to be the contact point for any data management / sharing questions.
 - Thank them for their time and say it was very important for your understanding of their needs.
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Post-interview actions for the Data Steward

- Email the interviewee to thank them again for their time and to:
 - Explain how to get in touch with you
 - Provide a link to 4TU.Centre for Research Data:
<http://researchdata.4tu.nl/home/>
 - Data Fund:
<http://researchdata.4tu.nl/onderzoek-publiceren/data-refinement-fund/>
- If they were keen on data management / sharing, add them to the contact details of potential champions:
<https://docs.google.com/spreadsheets/d/1i6J6Y9xTM1S849hdn7flbxQldJkO6uFPDKd81rxllf8/edit#gid=0>
- Write up structured notes