

A Questionnaire to Assess the Research Practices and Services Related to the Academic and Research Staff at the Institutions of Higher Education in Palestine - Academic Staff Survey

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Introduction:

This study is conducted as part of ROMOR, a project funded by the Erasmus Plus Programme of the European Union in the period from October 2016 to October 2019. The following questionnaire was prepared under the supervision of Palestinian Universities participating in the project. The results of this study will be used to create and develop institutional repositories to store the digital outputs of scientific research at the institutions of higher education in Palestine. The results will be also used to provide the vocational and academic training, and the institutional policies required to manage, organize the use, and populate the prospective repositories. This objective will contribute in promoting the access to and benefit of the results of scientific research in Palestine, and increase its impact at the local and international levels. This questionnaire is distributed to the representative of each institution, who in turn forwards it to the suitable persons in the institution.

We highly appreciate your cooperation in filling this questionnaire, which will take no more than 15 minutes, by February 15th at the latest. All information provided will be kept confidential and only used for the purpose of the study. If preferable, you can fill the questionnaire online through the following link:

<http://researchforms.iugaza.edu.ps/view.php?id=50963>

For any inquiry, please contact the project managers at the partner universities:

- Islamic University of Gaza: rradi@iugaza.edu.ps or ialagha@iugaza.edu.ps
- Birzeit University: yahya@birzeit.edu
- Al-Quds Open University: yabuzir@qou.edu
- Palestine Technical University-Kadoorie: n.salman@ptuk.edu.ps



Section 1: Demographic Information

1. Name of institution

- Islamic University of Gaza
- Birzeit University
- Al-Quds Open University
- Palestine Technical University-Kadoorie

2. Faculty: _____

3. Department: _____

4. Title:

- Assistant Professor
- Associate Professor
- Professor
- Lecturer (PhD)
- Lecturer (Master)
- PhD Student
- Master Student
- Undergraduate Student
- Other. Please Specify: _____

5. Age interval:

- Under 30
- 31-40
- 41-50
- 51-60
- Over 60

6. Gender:

- Male
- Female

7. How long have you been working for the institution?

- less than 5 years
- 6-10 years
- 11-15 years
- 16-20 years
- Over 20 years

Section 2: Estimating the size and types of Research Output

1. Please indicate the number and scope of peer-reviewed publications you produced in the past 20 years or less:

Type	Scope of Publication		
	Local	Regional	International
Book			
Book chapter			
Journal article			
Conference paper			
Other. Please specify: _____			

2. Which of the following non-published or non-peer reviewed works do you usually produce while conducting research? Select all that apply:

- Technical Reports
- Online publications
- Annual Reports
- Project Reports
- Working Papers
- Unpublished Literature
- Learning Materials
- Raw Data
- Processed Data
- Wikis
- Blogs
- Content on social media
- Other. Please specify:

3. Which of the following best describes the type of research outputs you generate? Select all that apply:

- Text (.doc, .docx, .log, .rtf, .txt)
- Spreadsheet (.wks, .xls)
- Data (.csv, .dat, .xml)
- Scanned documents (.pdf)
- Image (.bmp, .gif, .jpg, .png, .ps, .psd, .svg, .tif)
- Data (Statistical/SAS, SPSS (.sav, .sdq, .spv)
- Database (.db, .mdb, .pdb, .sql)

- Video (.avi, .mov, .mp4)
- Scripts or code Web (.html, .xhtml)
- Audio (.aiff, .mp3, .wav)
- Matlab (.m, .mat)
- Other Computer aided design/CAD (.dwg, .dxf, .pln)
- Geographic Information Systems/GIS (.gpx, .kml)
- Manuscripts (e.g transcript from old Islamic manuscripts)
- Custom-developed software
- Other, please specify: _____

Section 3: Research Practices

1. Please indicate where you store your research outputs. Select all that apply:

- CD/DVD
- Flash drive/USB
- Cloud/web-based solution (for example, Dropbox, Google Docs, Flickr, Amazon Cloud)
- Desktop computer hard drive (i.e. local hard drive)
- Laptop hard drive
- External hard drive
- Hard drive of the instrument/sensor which generates the data
- Shared drive/university or departmental server
- Internal repository (for example Archivematica / Archivum / Duraspace)
- External data repository (for example, Protein Data Bank, Cambridge Structural Database, GitHub, Dryad, Figshare)
- Hard drive of the instrument/sensor which generates the data
- Other institutional digital storage, please specify _____
- Physical copy retained (in boxes, cabinets, laboratory etc.)
- Don't know
- Other, please specify: _____

2. Who is responsible for the archiving of your research data? Select all that apply:

- The researcher or the research group
- Project/group manager
- Head of department / college / faculty
- Scientific employee
- Non-scientific employee
- University computer/IT center
- Librarian / archivist
- Data manager
- External service provider
- Other, please specify _____
- No body
- I don't know

3. Have you already experienced research data loss?

- Yes
- No

If yes, please provide an explanation/description / example to support your statement:

4. Do you normally describe your research data? Select all that apply:

«Describe» refers to the inclusion of information regarding how the data were collected, what they mean, their structure, and what changes and processes to clean up and analyze the data have been performed. Good documentation should be able to answer the questions: who, what, how, where, when and why?

- Yes, using suitable standards
- Yes, consistently
- Yes, but not consistently
- No
- I don't know

5. If the answer to the previous question is "Yes", what method do you or your research group use to document and describe your research data as you work with it? Select all that apply:

- Hard copy documentation in paper format (for example Lab notebooks, sketch books)
- Digital files on computer
- Electronic lab notebook (ELN) tool (for example Redmine, wikis, Github, Pure, Converis)
- Something else, please specify: _____
- None
- Don't know

6. If the answer to question "4" in this section is "yes", is there sufficient documentation and description (for example, file naming, cells & values, defined parameters, scripts to run) for another person outside your institution to understand and use the research data?

- Yes
- No
- Don't know

7. At any point in working with your research data are there procedures that you follow for managing data? Procedures could include, for example, file naming, backup schedules, and recording data descriptions.

- Yes, I have an ad hoc procedure
- Yes, there are formal procedures that I personally follow
Please specify: _____
- Yes, there are formal procedures as required by my research discipline(s).
Please specify: _____
- Yes, there are formal procedures as required by my funder
Please specify: _____
- Yes, there are formal procedures as required by my institution

Please specify: _____

- Yes, there are formal procedures that my collaborators and I have agreed upon

Please specify: _____

- No
 I don't know

8. Does your institution currently have any written policies for managing research data?

- Yes
 No
 I don't know

9. If the answer to the previous question is "Yes", do the institutional written policies provide guidelines for ..? Select all that apply

- Acquiring materials in digital form
 Converting materials from print to digital form
 Access
 Storage
 Publishing
 Refreshing
 Migration
 Copyright issues
 I don't know

Section 4: Data Sharing Practices

1. What types of digital materials do you usually share with others? Select all that apply:

- Published papers
 Articles
 Books
 Chapters
 Doctoral and Masters theses
 Technical reports
 Unpublished reports
 Processed data
 Raw data
 Audio
 Video
 Learning material (for example lecture notes)
 I don't share digital materials with others
 Other. Please specify _____

2. Which methods of sharing your research outputs do you currently use, or would you consider using in the future? Select all that apply

- By personal request only

- Share on a site with restricted access
- Upload online to an institutional or personal website (unrestricted access)
- Share on social networking sites such as Researchgate
- Share a link to a journal publisher or conference proceedings
- Deposit in a discipline-specific repository, such as Protein Data Bank, GitHub, Dryad, Figshare
- Other, please specify _____
- I do not currently share my research output

3. Some research outputs cannot be shared because of legal or privacy restrictions or embargoes. Which of the following restrictions or embargoes may limit your ability to share your data with others? Select all that apply:

- I have a contractual obligation with a third party
- I need to have my work published before sharing
- I plan to file for a patent
- I am unsure if I am allowed to share my data
- My data are a matter of public safety or of a sensitive nature
- My data are commercially vulnerable
- Sharing my data may jeopardize Intellectual Property rights
- There are privacy or confidentiality issues with sharing my data
- Other, please specify: _____
- There are no restrictions or embargoes on sharing my data with other parties

4. If your research output/data were not affected by such restrictions or embargoes, with whom would you be willing to share them? Select all that apply:

- Nobody
- My immediate collaborators
- Researchers in my department/institute/center
- Researchers at my institution only
- Researchers at other PS HEIs only
- Researchers in my field
- Researchers outside my field
- Anybody, including the general public

5. Are you aware of any discipline-specific research data repositories related to your field?

- Yes
- No

If yes, please list these research data repositories:

Section 5: Institutional Services

1. Does your institution provide an electronic service to search in its digital research outputs?

- Yes

- No
- I don't know

2. If the answer to the previous question is "Yes", how do you rate your satisfaction of the provided search service?

- Not at all satisfied
- Partially satisfied
- Satisfied
- Very satisfied

Please explain your rating:

3. What support for handling research data do you use at your institution? Select all that apply:

- First level support (helpdesk)
- Technical infrastructure
- Specific support for data management (e.g. data processing, creating a data management plan, etc.)
- Legal advice
- Training courses
- None
- Other, please specify: _____

4. What further action do you require from your institution? Select all that apply:

- Guidelines or policies for dealing with research data
- Inclusion of research data management in job responsibilities
- Employ qualified personnel for research data management tasks
- Improve the infrastructure by employing advanced archiving techniques and tools
- Include research data management in the curriculum
- None
- Other, please specify _____

Section 6: Awareness and Attitudes towards Open Access Publishing and Open Access Institutional Repositories (OAIR)

- 1. Have you published your work in an Open Access publication? Open access publishing generally means making your work available in an Open Access journal or in a digital repository of some sort.**

- Yes
- No

2. Does your institution operate an Institutional Repository (IR) to archive digitized materials? An IR collects, preserves, and distributes the scholarly output of the institution, including scholarly articles and books, electronic theses and dissertations, conference proceedings, technical reports, and digitized library collections etc.

- Yes
- No
- I don't know

3. If the answer to the previous question is "Yes", have you deposited any of your works into the IR?

- Yes
- No

4. What do you personally think of the following statement? "Scholarly research results of my university should be freely accessible through an Institutional Repository"

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

Please explain your answer: _____

5. If your institution has, or plans to establish, an open access institutional repository (OAIR), what are potential reasons for not contributing, i.e. not depositing your material, to OAIR? Select all that apply:

- Redundancy with other mode of disseminating information
- Fearing for misuse of my work (ex. copyright, Plagiarism, infringement, etc)
- OAIR is only to disseminate student PhD and Master theses and dissertations
- Conflict with publishers policies
- Funding body does not require/allow sharing
- Nature of my research work does not allow me to publish on an OAIR (e.g. co-authoring, versioning)
- Open access publications are not acceptable for tenure and/or promotion applications in my institution
- Lack of information about how to submit my research work to the OAIR
- Lack of rewards for submission to the OAIR
- Additional time and effort required to perform self-archiving
- Lack of standards to make data or associated methods/algorithms usable by others
- There are ethical, privacy or legal issues
- Cultural prohibitions/sensitivities
- Other. Please specify: _____

6. What would motivate you to contribute to the OAIR? Select all that apply:

- Opportunities for re-use
- Consideration of research data as relevant output in research documentation, intellectual capital report and evaluations
- Reducing duplication in data collection and analysis
- Increasing accessibility to my research data
- Increased visibility and impact of your own research (e.g. through co-authorships and/or citations in publications resulting from shared research data)
- New contacts and/or opportunities for cooperation with other researchers
- Financial incentives (bursaries, prizes)
- Establishment of standards for accountability and appropriate use (Fair Use) of the data support in the process of making the data accessible
- I am told to contribute by the administrators at my institution
- Other, please specify _____

7. If you are willing to contribute to the OAIR, what kinds of material would you consider contributing? Select all that apply:

- Published papers
- Articles
- Books
- Chapters
- Doctoral and Masters theses
- Technical reports
- Unpublished reports
- Processed data
- Raw data
- Audio
- Video
- Learning material (for example lecture notes)
- None
- Other. Please specify _____