

A Questionnaire to Assess the Research Data and Output Management at the Managerial Levels at the Institutions of Higher Education in Palestine

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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=52161>

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. Name of faculty/department/division/center within the institution: _____

3. Gender:

- Male
- Female

4. What is your role in the institution? Select all that apply:

- Management
- Librarian
- Collection development (metadata, cataloguing)
- Digitization
- Library Information Systems (catalogue systems)
- IT Services
- Data storage
- Data archiving
- Preservation of digital materials
- Other. Please specify _____

5. Which statement most closely describes the detailed role you take in Research Data Management (RDM)? Select all that apply:

- Maintain a web page portal of links for local advice and useful resources on RDM?
- Offer an RDM advisory service to researchers?
- Offer advice specifically on Research Data Management Plans?
- Raise early career researchers' RDM awareness?
- Raise open access to data and RDM policy issues?
- Offer advice on how to cite data?
- Offer metadata services for a local catalogue of research data assets?
- Run a data repository?
- Undertake an audit of the institution's RDM resources?
- Promote awareness of reusable data sources, such as data archives?
- Provide support for research and retrieval of external data sources?
- Offer advice on copyright/ Intellectual Property Rights issues relating to RDM?
- Offer advice on licensing of data?
- Carry out any activities relating to data impact issues?
- Offer advice on data analysis/ mining?

- Offer data management training to postgraduate research students?
- Offer data management training to undergraduate students?
- Other. Please specify: _____

Section 2: Digitized Research Outputs

1. What software/hardware tools are used to digitize research outputs within your institution?

- Scanners
- File system
- Document editing software
- Audio/video editing software
- Computer Aided Design (CAD) software
- E-mail systems
- Specialized digital repository software
- Other. Please specify _____

2. If applicable, please estimate the volume of stored digitized materials for which your institution assumes preservation responsibility:

Digital Material	Volume in GB		
	Currently	In 2 years time	In 5 years time
Published Papers			
Articles			
Books			
Chapters			
Doctoral and Masters theses			
Technical reports			
Unpublished reports			
Processed data			
Raw data			
Audio			
Video			
Learning Materials (for example lecture notes)			
Other. Please specify: _____			

3. Which of the following formats are present in the digital research outputs for which your institution assumes preservation responsibility? 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: _____

4. What method(s) are used at the institutional level to store digital 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.)
- I don't know
- Other, please specify: _____

5. Does your institution create backup copies of research outputs?

- Yes
- No
- I don't know

Section 3: Availability and Accessibility of Research Outputs

1. If applicable, please indicate how the institution supports accessibility to its digital materials

Digital Material	Institution's website	Institution's archive	Institution's library catalogue	Personal websites of research staff	Content Management System	No access	I don't know
Published Papers							
Articles							
Books							
Chapters							
Doctoral and Masters theses							
Technical reports							
Unpublished reports							
Processed data							
Raw data							
Audio							
Video							
Learning Materials							
Other. Please specify: _____							

2. If applicable, please indicate who can access the digital materials of your institution:

Digital Material	Everyone	staff only	staff and students only	Authorized users only	None	I don't know
Published papers						
Articles						
Books						
Chapters						
Doctoral and Masters theses						

Technical reports						
Unpublished reports						
Processed data						
Raw data						
Audio						
Video						
Learning Materials						
Other. Please specify:						

3. Does your institution provide an electronic service to search in its digital research outputs?
- Yes
 - No
 - I don't know
4. If the answer to the previous question is "Yes", what kind of search is currently supported? Select all that apply:
- Basic search that allows only for keyword searching in item's text
 - Advanced search that allows for setting specific search fields such as author, type, date, etc
 - I don't know
5. Does the institution provide description of its digital research outputs so that they can be found through search and access systems? Description of research outputs 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.
- Yes, using suitable standards (Standards will explored in the following questions)
 - Yes, consistently
 - Yes, but not consistently
 - No
 - I don't know
6. If the institution uses specific metadata standards to describe digital research outputs, what are these standards? Select all that apply:
- Dublin Core
 - DDI (Data Documentation Initiative)
 - EML (Ecological Metadata Language)
 - ISO 19115 and FGDC-CSDGM (Federal Geographic Data Committee's Content Standard for Digital Geospatial Metadata) - for describing geospatial information

- MINSEQE (MINimal information about high throughput SEQuencing Experiments) - Genomics standard
- FITS (Flexible Image Transport System) - Astronomy digital file standard that includes structured, embedded metadata
- MIBBI - Minimum Information for Biological and Biomedical Investigations
- Other. Please specify: _____

7. If the answer to question "5" in this section is "Yes", who is responsible for generating the metadata used to describe digital research outputs?

- Authors
- Library
- Department/ Center/ Division of Scientific Research
- IT staff
- Publisher
- Someone else. Please specify: _____
- I don't know

Section 4: Institutional Policies

1. Does your institution currently have any written policies for managing digital materials?

- Yes
- No
- I don't know

2. If the answer to the previous question is "Yes", do these 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

3. If applicable, please indicate who owns the copyright of the following digital materials? Select all that apply:

	Published papers/ Articles	Books/ Chapters	Doctoral and Master theses	Technical/ Unpublished Reports	Processed/Raw Data	Learning Material	Video/Audio
Authors							
Institution							
Primary Funder							
Publisher							
Other. Please specify:							
I don't know							

Section 5: Research Data Management (RDM) Activities

1. Indicate who in your institution is currently responsible for each of the following research data management activities. Select all that apply:

Activity	Faculty	Scientific research	Library	IT staff	Other (please specify)	None	I don't know
Research data management plan (including ethics and consent)							
Documenting research data (taxonomy, metadata, provenance)							
Upload							
Storage							
Backup							
Data security, protection, and confidentiality							
Sharing or not sharing of research outputs							
Training on research data management services							

2. From the perspective of the institution's vision for future development in RDM, assign a priority to future development in these areas:

	A low priority in the next three years	A mid level priority in the next three years	Top priority for the next three years	The responsibility of another unit in the institution. Please Specify	Don't know
More RDM training and support					
More storage capacity					
Interoperability with other platforms					
Ease of use					
Ease of access					
Open access support					
Standardization of metadata of research data					
Collaborative working space					
More bandwidth					
Local RDM solutions					
Data security					
Digital Preservation					
More processing power					
Better IT support					
Better guidelines or policies for dealing with research data					
Inclusion of RDM in job responsibilities					
Employ qualified personnel for RDM tasks					
Include RDM in the curriculum					

3. What support for handling research data does your institution offer to academic staff and researchers? Select all that apply:

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

Section 6: Institutional Repositories

1. 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

2. If your institution has an IR, is there a written policy that requests that staff deposit their research output in the repository?

- Yes
- No
- I don't know

3. If the institution has an IR, who is responsible for depositing digital materials into it?

- The researcher or the research group
- The scientific research department
- The central library
- The IT staff
- The archiving department
- Other. Please specify: _____
- I don't know

4. If your institution has an IR, what kind of access to digital materials is supported through the IR?

- Open access for everyone from inside or outside the institution
- Open access from inside the institution, and restricted access from outside
- Open access from inside the institution, and no access from outside
- Restricted access for everyone
- I don't know

Other, please specify _____

5. 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: _____

6. If your institution has, or plans to establish, an open access institutional repository (OAIR), what kinds of material would be stored and made accessible through the repository? 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 _____