

## Interview Schedule

We are interested in how you manage your data. We would like to understand the processes, methods and tools used when working with data at each stage of your research.

### Agree concepts

What do they understand by term 'data'?

Dataset – define which dataset subject of interview – investigating needs of specific dataset associated with pilot research project

**In this section we are interested in how you create and manage data and files, the techniques you have developed to organise, format and record the details of your research data.**

1. Can you give an outline of your research data?
  - a. What determines the files being created? (different data types, file formats)
    - i. Determined by type of research, how far pre-determined by type of research?
    - ii. Is this general to the research centre?
2. Can you explain how the different types of (electronic) data are created?
  - a. At what stage in the research (raw – processed – analysed)
3. How do you decide file names?
  - a. Do you have a system or naming conventions? Give example
  - b. What do you do about naming new versions of data files?
    - i. How do you manage different versions?
    - ii. Do you record details of files/versions? E.g. name, source, ownership
4. Do you use descriptive data (metadata) when creating files or new versions?
  - a. How do you decide what descriptive terms to use
  - b. Do you know of any recognised standards for your discipline?
5. Does your project require/call for any remote working?
  - a. Please describe what trying to do and how you do that?
    - i. Use UWE systems? Laptop?
    - ii. Access data files, if files secure able to access? Transfer data?
    - iii. Storage; laptop, use portable?
  - b. Have you encountered any problems?
  - c. Do you work from home?
    - i. Please describe how you work from home?
      1. Use UWE systems? Laptop?
      2. Access data files, if files secure able to access? Transfer data?
      3. Storage; laptop, use portable?
      4. Encountered any other problems

6. Can you remember any situation when you have lost data or had problems with data (e.g. re-organise or re-format data files)?
  - a. Can you describe what happened/ the problem?
  - b. Did you find a solution? What did you learn from it?
7. How developed knowledge about managing data - formal learning/teaching/experience?
8. What influences your data management practices? UWE, faculty or research centre policies or guidelines or funding body requirements? How?

**In this section we are interested in how you decide your storage needs, the location of files, how you manage storage and back up**

1. How do you decide which storage media to use for your data files?
  - a. What are the important factors for you? Is this influenced by different data types/formats? Or software used?
  - b. Do you record the media and location of files anywhere?
  - c. Are you aware of pros and cons of different media?
  - d. How is central storage (UWE servers s drive etc) allocated to research projects?
2. How do you estimate size of research data?
  - a. Is this easy to do?
3. Can you estimate the likely growth of files?
  - a. How far can you plan ahead?
  - b. Can you think of anything which would help estimate?
  - c. What media do you use for additional storage?
  - d. Is this funded from the project?
4. How do you decide what is critical?
  - a. What are the important factors for you?
5. Can you explain your back up methods?
  - a. How do you decide your methods for back up or security? What and when?
  - b. When creating new data files how do you assess the back up or security needs?
  - c. Do you record details of back up files? E.g. location, date of back up
6. If you have experienced hardware or software failures with your data files or were unable to access old files can you describe the circumstances?
  - a. What did you or would you do?
7. How long do you keep data files? E.g. the current project
8. Would you like advice and guidance on data storage or back up?

**In this section we are interested in sharing, transferring and ownership of data.**

1. Can you explain the circumstances in which you would share your research data?
  - a. When and with whom?
  - b. What data would you be willing to share? Raw, processed, analysed?
2. Do you manage data you wish to share differently from other data? i.e.
  - a. Location or storage choice
  - b. Authentication or access
  - c. File names
  - d. Descriptive data
3. How do you share or transfer data?
  - a. What are the main factors influencing your choice?
  - b. What alternatives are you aware of?
  - c. Would you like advice and guidance on data sharing or transfer?
4. In principle, do you support open access?
5. When sharing data what would be your main concerns and why?
6. Can you explain how ownership of data is decided?
  - a. Is this clearly defined for all projects? External and Internal?
  - b. Is it recorded?
  - c. If not stated who is the owner?
7. Are you aware of any Intellectual Property rights or copyright associated with the data?
8. How might you establish ownership and rights over shared or transferred data?
9. As a researcher, when deciding to publish or make available your data at the end of a research project
  - a. What influences you?
  - b. What limits you?
  - c. What are the accepted norms for your discipline or area of work?
10. What influences you to provide access to your research data?
  - a. What would be your main concerns?
    - i. After research before publication?
    - ii. After publication?

**In this section we are interested in preservation and re-use**

1. What do you consider would be long term preservation – in years?
2. When considering preserving data long term how do you decide
  - a. What data to preserve long term?
  - b. How long to preserve the data?

3. For data preservation what factors would influence you in deciding
  - a. The location for storage
  - b. The media to use
  - c. The preservation format
4. Where do you currently store or preserve data long term?
  - a. What arrangements are in place?
  - b. What other options are available to you for data preservation?
5. Where would you go for help with preservation and related problems?
  - a. Would you like additional advice and guidance on preservation or re-use?
6. What motivates you to preserve data long term?

**In this section we are interested in the plans and policies which influence your data management.**

1. What would motivate you, or does motivate you, to develop a Data Management plan?
2. What benefits of developing a data management plan are you aware of?
3. What are the disadvantages you are aware of?
  - a. How could they be addressed?
4. If you have developed a plan
  - a. What was the reason for developing the plan?
  - b. How was it developed?
  - c. How is it checked?
  - d. How is it recorded?
  - e. How is it monitored and reviewed?
5. If you have funder policies, requirements or other influences
  - a. How are they recorded?
  - b. What type of requirements?
  - c. How are you made aware of them?
  - d. How does it influence their work?
  - e. Do conflicts arise? How are they resolved?

**In this section we are interested in the advice and support you need to help you manage your data**

1. How do you decide how to manage your research data?
  - a. Do you have any good examples which have helped you?
2. What types of advice and support do you think you need to manage your research data?
3. Where would you expect to find such advice and support?
4. Do you have any concerns about future problems?