Plan Overview

A Data Management Plan created using DMPonline

Title: Making the most of a fleeting visit of mobility experts: A snapshot perspective on Glasgow’s progress to becoming a cycling city.

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Project abstract:

The Cycling and Society (C&S) Symposium 2025 offers a unique opportunity to gather expert insights into cycling in Glasgow. This research project uses the symposium to capture attendees’ momentary perceptions of how the city is embedding cycling into daily life. Through informal interviews, observations, and a short survey, it explores how Glasgow’s infrastructure, culture, and policy are shaping cycling experiences. The project values in-person dialogue and spontaneous reflection, aiming to open space for critical conversations about urban mobility. Rather than focusing on attendance numbers or economic impact, it highlights the deeper, less visible outcomes of knowledge exchange.

Aim: This research aims to gather expert insights from attendees at C&S, to give a momentary insight on their perceptions of cycling in Glasgow. It explores how the city is working towards embedding cycling into everyday life and to provide open spaces for critical reflection on what is happening in the city.

Study design & methods: An ethnographic approach will be used during the C&S symposium to explore participants’ experiences, both in formal sessions and fringe events like infrastructure walks and group cycling. Informal interviews will be conducted as brief, conversational exchanges, recorded with verbal consent. Participation is voluntary, with researchers aiming to engage a diverse cross-section of the ~80 attendees. No identifiable data will be collected, except country of residence for context. Interviews will be transcribed and thematically analysed using NVivo.

Observations will be carried out throughout the symposium and related events. Researchers will move between sessions and informal gatherings, observing interactions and occasionally joining conversations. Ethnographic field notes will capture both dialogue and spontaneous exchanges, with follow-up discussions used to deepen insight.

Additionally, attendees will be invited to complete a short online survey via Qualtrics, promoted during the event and shared by email afterward. The survey will take around five minutes and include both quantitative and qualitative questions about cycling in Glasgow. Responses will be anonymous, with only country of residence recorded. Quantitative data will be analysed descriptively, while open responses will undergo thematic analysis using NVivo.

ID: 183530

Start date: 27-08-2025

End date: 31-12-2025

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Making the most of a fleeting visit of mobility experts: A snapshot perspective on Glasgow’s progress to becoming a cycling city.

Overview

Researcher Name

Dr Emma Lawlor
Dr Nick Davies
Dr James Bonner

Are you the PI?

- Yes

Project title

Making the most of a fleeting visit of mobility experts: A snapshot perspective on Glasgow’s progress to becoming a cycling city.

Funder & award number

None

Project Summary

The Cycling and Society (C&S) Symposium 2025 offers a unique opportunity to gather expert insights into cycling in Glasgow. This research project uses the symposium to capture attendees’ momentary perceptions of how the city is embedding cycling into daily life. Through informal interviews, observations, and a short survey, it explores how Glasgow’s infrastructure, culture, and policy are shaping cycling experiences. The project values in-person dialogue and spontaneous reflection, aiming to open space for critical conversations about urban mobility. Rather than focusing on attendance numbers or economic impact, it highlights the deeper, less visible outcomes of knowledge exchange.

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Additionally, attendees will be invited to complete a short online survey via Qualtrics, promoted during the event and shared by email afterward. The survey will take around five minutes and include both quantitative (e.g. Likert scales) and qualitative questions about cycling in Glasgow. Responses will be anonymous, with only country of residence recorded. Quantitative data will be analysed descriptively, while open responses will undergo thematic analysis using NVivo.

Data

What types of data will be collected or created?

Short informal interviews and transcriptions

Ethnographic fieldnotes/observations
Short Qualtrics survey on cycling

What formats will you use?

Interview audio recordings: MPEG-4
Interview transcriptions: .doc format
Ethnographic fieldnotes/observations: .doc format
Qualtrics survey: collected in Qualtrics software & stored in spreadsheet in csv format

How much data will you collect?

Interview audio recordings: 500MB
Interview transcriptions: 2MB
Ethnographic fieldnotes/observations: 2MB
Qualtrics survey: 1MB

Documentation

How will the data be documented and described?

Title of dataset
Creator/s
Publisher e.g. Default = University of Glasgow, University of Strathclyde and Glasgow Caledonian University
Original Publication URL (if relevant)
Publication Date of dataset

Are there any standards for this in your field of research?

UK Data Service Reshare Repository Guidelines

Ethics and Intellectual Property

Who owns the data in your project?

Dr Emma Lawlor
Dr Nick Davies
Dr James Bonner

Detail any ethical, legal or commercial considerations relating to your research data

The project will collect data relating to human participants. There is some risk that participants will be potentially identifiable from audio recordings and ethnographic fieldnotes. We acknowledge that in rare cases, certain opinions or references, particularly from countries with a small number of experts, could potentially make identification possible.

How will these concerns be dealt with?

All data will be stored and managed in a manner designed to maintain participant confidentiality. Research data (interview

transcripts, fieldnotes, survey responses) will receive a unique I.D. number. Audio-recordings will be deleted after transcription and quality assurance.
Ethical approval for this research has been sought from the College of Medicine Veterinary and Life Sciences and data will be processed in line with GDPR regulations. We have completed a Data Protection Impact Assessment (deemed low risk).

Storage and Organisation

How will the data be named, organised and structured?

Data will be organised into files according to research part (Interviews, Observations, Survey) and data type- e.g. MP4 audio recordings, written transcripts, pseudonymised survey data.
A file-naming convention will be agreed with the project team and each Version will be numbered e.g.
C&S_Interview1_Audio_v1.1_15.8.25

How will the data be stored for the duration of the project?

Research data will be stored in files according to research part, and data type (MP4 audio recordings, written transcripts) and version of the data. Audio-recordings will be taken using a Digital Voice Recorder. All data will be stored within OneDrive.
Audio-recordings will be taken using a Digital Voice Recorder. Data will be immediately deleted from recording devices following transfer to OneDrive. Paper copies of fieldnotes/observations will be typed up as soon as practical with any paper copies then destroyed. Survey data collected using Qualtrics will be exported to csv and stored in OneDrive for Business. It will then be manually deleted from the Qualtrics platform.

How will the data be backed up during the project?

Data will be backed up automatically through the IT services automatic, robust, managed storage system provided by the universities.

Does access to the data need to be controlled for the duration of the project?

Audio recordings of participant voice and opinions during interviews, ethnographic fieldnotes from observations and country of residence. Only approved members of the project team will have access. Audio-recordings will be deleted off devices as soon as data has been uploaded to a secure server and any paper fieldnotes destroyed once written up electronically. We will employ a phased approach to deletion, regularly reviewing the data and destroying any data that is no longer needed.

Who has the right to access the data during the project?

Dr Emma Lawlor, Dr James Bonner, Dr Nicholas Davies

Deposit and long-term preservation

Which data should be retained long-term?

Pseudonymised interview transcripts, digitised fieldnotes and anonymised aggregated outputs will be retained for ten years following the project.

How long will data be retained for?

10 years following project end- August 2035 and personal data will be deleted at the end of the ethical approval period for the project (December 2025)

Where will the data be archived at the end of the project?

At the end of the project, anonymised/pseudonymised research data may be deposited in a data repository

What formats will the data be archived in?

Formats as described in Section 2

Data sharing

Is any of the data suitable for sharing?

Pseudonymised interview transcripts and fieldnotes, anonymous survey data and anonymised aggregated outputs

How will the data be shared?

Data will be shared via the repository deposit

Who should be able to access and use the shared data?

Shareable datasets should be suitable for open access

Implementation

Who is responsible for implementing this plan?

Dr Emma Lawlor, Dr James Bonner, Dr Nicholas Davies

How will this plan be kept up-to-date?

The data management plan and privacy notice will be referred to regularly when processing data to ensure personal data is only used for the purposes described in the data management plan and DPIA. The research team will also hold regular meetings to review our data management plan and methodology including at the beginning and conclusion of the project and ensure that data is being processed in a way that is consistent with the uses outlined in this document

What actions are necessary to implement this plan?

If required, IT support may be contacted

What training or further information are needed to implement this plan?

If required, the data protection team will be contacted for advice