Plan Overview

A Data Management Plan created using DMPonline

Title: COHERE phase 2: Living systematic reviews and evidence and gap map on determinants of COVID-19 Health Related Behaviour

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Funder: UKRI Future Leaders Fellowships

Template: UKRI Future Leaders Fellowships Template for a Data Management Plan

ID: 74151

Start date: 19-04-2021

End date: 18-10-2022

Last modified: 27-03-2021

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COHERE phase 2: Living systematic reviews and evidence and gap map on determinants of COVID-19 Health Related Behaviour

0. Proposal name

0. Enter the proposal name

COHERE phase 2: Living systematic reviews and evidence and gap map on determinants of COVID-19 Health Related Behaviour

1. Description of the data

1.1 Type of study

Evidence synthesis: An Evidence and Gap Map and suite of Living Systematic Reviews

1.2 Types of data

Quantitative and qualitative secondary data and meta-data extracted from existing studies

1.3 Format and scale of the data

Text file of search terms and summary of search results from each source in sufficient detail to allow replication.
Library of citations of included studies (.ris format) and excluded studies with reasons (. ris or. csv format)
Evidence and Gap Map including meta-data on included studies (.json data file and .html interactive map)
Data extracted from included studies, including meta-data (study, population, participant characteristics, behaviours and determinants measured, quality assessment) and effect size data. This will be made available in .csv or excel file format.
Cleaned data files used for meta-analysis, .csv format and citations for analysis tools used.

2. Data collection / generation

2.1 Methodologies for data collection / generation

The evidence syntheses will be conducted in line with Campbell and Cochrane guidance on the conduct and reporting of evidence synthesis. We will also follow forthcoming guidance on open synthesis (see Haddaway 2018).

2.2 Data quality and standards

Data and meta-data from included studies will be extracted in line with MECCIR standards. This includes dual independant screening of potentially relevant studies and extraction of quantitative data.

3. Data management, documentation and curation

3.1 Managing, storing and curating data

Day to day management of data will be overseen by the PI with regular meetings with the grant team to maintain quality and clarity. Data will be stored securely on QUB servers in line with university policies with regular backing up of time-stamped file

versions, archived securely on QUB servers. Data will also be made available in Open Science Framework (osf.io)

3.2 Metadata standards and data documentation

Meta data and documentation will by formally documented in the protocols published in advance of data being generated and we will maintain a log of any necessary changes of deviations from the published protocols. We will commit to maintaining data and meta-data and the data codebook in a "ready to share" form - meaning that it will be easily accessible to other users without delay.

3.3 Data preservation strategy and standards

We will deposit data with Open Science Framework https://osf.io/ which has a read access minimum of 50 years.

4. Data security and confidentiality of potentially disclosive information

4.1 Formal information/data security standards

Not applicable. We will not be processing data of a personal nature.

4.2 Main risks to data security

Data generated for the evidence syntheses are not of a personal nature.
We will however maintain a list of contacts (names, affiliations and email addresses) for our project advisory board and an "opt-in" mailing list for people who wish to be kept informed of the project progress. The names and affiliations of advisory group members will be published on project web pages. This list and the mailing list, including email addresses, will stored as an outlook group contact and in .csv format on secure QUB email servers and be accessible to the research team and administrative support staff only. The list will be deleted after the final dissemination event or final publication is published, whichever is later.

5. Data sharing and access

5.1 Suitability for sharing

Meta-data and summary effect sizes from existing studies are suitable for sharing and reuse. We will use https://osf.io to share data through the life of the project and final data set will be available for a minimum of 50 years.

5.2 Discovery by potential users of the research/innovation data

Summary information about the syntheses and data available will be proactively shared via project web pages, circulated through our networks and through the advisory group which is connected to public health and research organisation's globally, via Twitter and through BESSI, COVID-End, IPPO and the Eppi-Centre.
Our commitment to an open synthesis approach will be made clear in all communications and publications relating to the project and we will always include links to direct interested parties to the data shared via https://osf.io

5.3 Governance of access

The decision to grant access to incomplete data during the project will rest with the PI. Once the data is complete and published, data will be made accessible via https://osf.io.

5.4 The study team’s exclusive use of the data

All data will be made available upon project completion in October 2022. Access to data prior to that point will be at the discretion of the PI. No reasonable request for access to the data from a reputable research, practice, or policy organisation will be refused but we reserve the right to place conditions on the use or publication of our data prior to the formal publication of our own evidence syntheses and Gap Map.

5.5 Restrictions or delays to sharing, with planned actions to limit such restrictions

The full data set will be made available without restriction upon project completion. As the data will not contain any data of a personal nature that is not already in the public domain we see no reason to delay sharing.

5.6 Regulation of responsibilities of users

Users of the data will be required to cite acknowledge the intellectual ownership of our data via formal citation or co-authorship, by prior agreement.

6. Responsibilities

6. Responsibilities

The PI Professor Martin Dempster and CI Dr Jennifer Hanratty are responsible for study-wide data management, meta-data creation, data security and quality assurance of data.

7. Relevant policies

7. Relevant institutional, departmental or study policies on data sharing and data security

Policy	URL or Reference
Data Management Policy & Procedures	https://www.qub.ac.uk/home/media/Media,763208,en.pdf
Data Security Policy	https://www.qub.ac.uk/about/Leadership-and-structure/Registrars-Office/FileStore/Filetoupload,732891,en.pdf
Data Sharing Policy	
Institutional Information Policy	https://www.qub.ac.uk/directorates/InformationServices/Services/Security/FileStore/Filetoupload,746313,en.pdf
Other	IP policy https://www.qub.ac.uk/Business/Commercialisation/IP-and-innovation/IP-policy/
Other	Open access policy https://libguides.qub.ac.uk/ld.php?content_id=31986537

8. Author and contact details

8. Author of this Data Management Plan (Name) and, if different to that of the Principal Investigator, their telephone & email contact details

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