

Research Data @Essex project

Institutional Research Data Asset Inventory

UK Data Archive, University of Essex

Description: Research data asset inventory used as part of the Research Data @Essex project, a JISC funded project in the Managing Research Data programme 2011-13. This inventory form is based on that devised by the DMP-ESRC project in 2011, with extensions and adaptations to suite institutional assessment. While it's most obvious use is as a self completion exercise for the researcher, the form can also be used as the basis for an interview schedule.

Created By: Tom Ensom & Laurence Horton, UK Data Archive, University of Essex, United Kingdom

File Name: UKDA_RDE_DataInventory_01-00

Last Modified: 2012-03-13

Citation: UK Data Archive (2012). Research Data Asset Inventory. Colchester, UK Data Archive, University of Essex.



This work is licensed under the: [Creative Commons Attribution-NonCommercial-ShareAlike 2.0 UK: England & Wales License](https://creativecommons.org/licenses/by-nc-sa/2.0/uk/).

RESEARCH DATA ASSET INVENTORY



Research Data @Essex project, UK Data Archive, University of Essex

www.data-archive.ac.uk/create-manage/projects/rd-essex

Description:

A tool to assess research data assets and research data management practise within an institution. Developed by the JISC-funded Research Data @Essex project, part of 2011-13 Managing Research Data programme. This form is based on work by an earlier JISC project, DMP-ESRC (<http://www.data-archive.ac.uk/create-manage/projects/jisc-dmp>) and the Data Asset Framework (<http://www.dcc.ac.uk/resources/tools-and-applications/data-asset-framework>), with various extensions and adaptations. While it's most obvious use is as a self completion exercise for the researcher, the form can also be used as an interview schedule.

Created By:

Research Data Management Support Services, UK Data Archive, University of Essex, United Kingdom, CO4 3SQ

File Name:

UKDA_RDE_DataInventory_01-00

Last Modified:

2012-03-13

Citation:

UK Data Archive (2012). Research Data Asset Inventory. UK Data Archive, University of Essex, Colchester.



This work is licensed under the:

[Creative Commons Attribution-NonCommercial-ShareAlike 2.0 UK: England & Wales License.](http://creativecommons.org/licenses/by-nc-sa/2.0/uk/)

Name of department & research group

--

Size of research group

--

Your research role and responsibilities (please describe)

--

Who is funding your research (please select all that apply)

RCUK (please specify)	
Wellcome Trust	
Leverhulme Trust	
Other (please specify). Please also state who asserts ownership of data.	

Sources of data	
Created research data	
Secondary data	

Please describe the methods of primary data collection

Are any critical research data assets stored on proprietary formats? Please describe

Do you, or would you consider storing any critical research data assets in open formats?

What type of documentation is produced?	
User manual	
Codebook	
Interview schedule	
Questionnaire	
Annotations	
Data list / interview information	
Other (please describe)	

What quality assurance procedures are in place for data and documentation?		
	Documentation	Data
Securing master copies to avoid tampering		
Version control of amended data/documentation		
Transcribing procedures and transcription template		
Labelling of primary data and metadata		
Explanation of non-standard acronyms		
Data validation and error checking procedures (i.e. two pass verification, range checking). Please describe.		
Other (please describe)		

Changes to and/or updates of data and documentation		
	Documentation	Data
Daily		
Weekly		
Monthly		

Yearly		
Reference only		
Other (please specify)		

Please estimate the size of your research data	
<1 GB	
1-50 GB	
50-100 GB	
100-500 GB	
500 GB - 1 TB	
1 - 50 TB	
50 - 100 TB	
> 100 TB	
Don't know	

Please indicate how your data is collected, stored and if applicable, transmitted			
	Collected	Stored	Transmitted
Computer hard disk not connected to internet or network			
Computer hard disk connected to internet			
Computer hard disk connected to network			
External hard drive			
Local server			
University server			
Third party/commercial server/Cloud			
CD/DVD			
USB/Flash device			
Email			
Hard copy (paper)			
Other (please specify)			

How is your data secured?	
No security measures	
Password protected	
Encrypted	
Other (please describe), this may include physical security measures (i.e. locked filing cabinets or safes)	

Is your data backed up?	
Yes	
No	
If yes, how frequently?	Daily
	Weekly
	Monthly
	Ad hoc
	Don't know
	Other (please specify)
What is backed up?	Everything
	Data critical to current research
	Data required for publication
	Don't know

	Other (please specify)	
Where is it backed up?	Computer hard disk not connected to internet or network	
	Computer hard disk connected to internet	
	Computer hard disk connected to network	
	External hard drive	
	Local server	
	University server	
	Third party/commercial server/Cloud	
	CD/DVD	
	USB/Flash device	
	Hard copy (paper)	
	Other (please specify)	

Have you encountered storage problems?	
Yes	
No	
Not applicable	
If yes, how?	Insufficient storage space
	Files corrupted
	Lost/missing storage medium
	Other (please specify)

Do you have a planned retention period for data and documentation you have created?			
Yes			
No			
Not applicable			
If yes, how long?		Documentation	Data
	< 1 year		
	1-2 years		
	2-5 years		
	5-10 years		
	11 years +		
	Indefinite		
	Don't know		
	Other (please specify)		
If no, why not?	Not a formal requirement		
	Don't know		

At either the end of the research or retention period, have you been asked to destroy data and/or documentation?		
	Documentation	Data
Yes		
No		
Partly		

If yes or partly, please indicate how	Deleting data		
	Overwriting software		
	Physical destruction		

Are there formal processes of ethical review for your research practise, or any informal ethical guidelines you use? Please describe if so.

Please describe the process of obtaining informed consent from participants. If you have a consent form, please can you provide a copy.

Does your data require anonymisation?

Yes	
No	

If yes, please describe anonymisation procedures.

Please state who owns copyright/intellectual property rights for the data

Principal Investigator(s)	
University / Department	
Funders / Programme	
Other (please specify). Include any access conditions (e.g. licence)	

Who is responsible for managing this data?

You	
Principal Investigator	
Research Assistant	
Research Technician	
Graduate Student	
Other person in Department	
Departmental IT Officer	
University IT department	
External Data Centre	
Data archive	
Don't know	
No one	
Other (please specify)	

Do you plan to make your data available for reuse/sharing?

Yes	
No	
Partly	

If yes or partly, through what means? Please describe.	
If no or partly, what reasons?	Confidentiality/data protection issues
	Licence agreements
	The data is not fully documented for reuse/sharing
	Lack of resources to prepare data and documentation
	The data is in a format that is not widely machine readable
Other (please specify)	

Do you currently allow others outside the research team to access your data?

If yes, who?	Students/colleagues in department
	Students/colleagues in Centre
	Colleagues at other institutions
	As supporting evidence to
	General public
	Other (please specify)
If no, what access issues are of concern to you?	Confidentiality of data
	Intellectual property rights
	Commercial value of data
	Possible misinterpretation of data
	Time/effort required
	Other (please specify)

When creating or using your data, did you collaborate with anyone else?

Yes	
No	

Did you encounter practical problems with data sharing when collaborating?

Yes	
No	
Not applicable	
If yes, what?	Finding suitable shared storage space
	Lack of file naming conventions made it difficult to identify files
	Lack of version control made it difficult to identify most recent version

	Other (please specify)	
--	------------------------	--

Do you currently have a data management plan for your research?		
--	--	--

Yes		
No		
If yes, what was the motivator for devising/adopting one?	Requirement in order to access/analyse others data	
	Requirement of the Department	
	Requirement of the project funder	
	Size of the project team	
	Volume of data the project generates	
	Complexity of dealing with multiple formats/types	
	Other (please specify)	
If no, what was the reason?	Not required in the field of research	
	Not appropriate to the field of research	
	Not a requirement of the Department	
	Not a requirement of the project funder	
	Resources (time and effort) required	
	Lack of training/expertise	
	Lack of support/guidance	
	Don't know	
	Other (please specify)	

Thinking back over the topics covered in this interview, are there any areas which you feel pose a particular challenge in data management terms?
--

--

What could the university do for you in order to make managing your research data easier?
--

--