

Data Management Plan

0. Proposal name
Mainstreaming Global Mental Health: A Praxis Nexus Approach
1. Description of the data
Type of study, Type of Data, Format and Scale of the Data. Data will be collected from interviews and knowledge exchange events. Data types include (i) interview data; (ii) field notes and audio recordings of knowledge exchange events; and (iii) evaluation / feedback data. We will use file format suitable for sharing and long-term validity. Audio recordings of interviews (~n=20) and knowledge exchange events (~n=8) will be stored as Waveform Audio Format files or Free LossLess Audio Codec. Transcription will be in MS Word files. Field notes and evaluation / feedback data will be in MS Word and Excel files.
2. Data collection / generation
2.1 Methodologies for data collection / generation Data will be generated via interviews using social science community standards, and via knowledge exchange events using normative academic participatory activities. 2.2 Data quality and standards Interviews will be designed by PI Madill in consultation with the Research Team. Madill will also conduct the interviews. Interviews will be audio recorded with permission and transcribed using standard 'playscript' conventions. The PI will have ultimate responsibility for ensuring the quality of data collected from the knowledge exchange events. A combination of audio recordings and field notes by multiple attendees / team members will be used to ensure comprehensive data collection. These will be synthesised by the Project Administrator, with detailed reviews for completeness and accuracy by the PI and Research Team. Evaluation / feedback data will be carefully planned by the Research Team and will be collected at each key event.
3. Data management, documentation and curation
3.1 Managing, storing and curating data. We anticipate all data being low sensitivity and therefore plan to store data on the approved University of Leeds (UoL) OneDrive. Should the need arise, sensitive data can be shared through OneDrive using encryption. Only the UoL Investigators will have authorised access, with access granted on a file-by-file basis to external CoIs and partners as needed. Interview data will be deleted from recording device once uploaded to OneDrive. We anticipate the interview data being linked and identifiable since we will need to link data to specific, named GCRF projects with named PIs. For all data storage, we will use a consistent system of file naming and an organised folder structure. The Research Team will establish a protocol for version control and edit histories, and the PI will have responsibility for master file protection and master file destruction at the designated time. The PI will allocate edit or read-only permissions. We will not store data overseas and data will not be sent overseas via email. 3.2 Metadata standards and data documentation. Interview data, knowledge exchange data and evaluation data will be accompanied by contextual descriptions and metadata, meeting UK Data Service standards and FAIR principles, operationalised in a protocol established by Col Hugh-Jones early in the project. PI Madill will have full oversight. For qualitative data, we will follow standardised protocols and report relevant context to support appropriate interpretation and re-use of data. Contextual descriptions and metadata will include: project aims, objectives, investigators and funders; work strands; structure of data files; descriptions of data provenance; methods used for data generation (including recruitment processes, ethical safeguards, interview schedules, workshop structures, KE events etc.); and

data preparation procedures (including transcription, checking, anonymising, obscuring and/or cleaning). PI Madill will document publications, presentations and other research outputs that explain or draw on the data.

3.3 Data preservation strategy and standards The PI will store project evaluation data for 3 years and the remainder of data on UoL OneDrive for 10 years.

4. Data security and confidentiality of potentially disclosive information

4.1 Formal information/data security standards Although we do not anticipate any sensitive data arising (as defined by the Data Protection Act), data will be protected by encryption software to FIPS 140-2 standard and stored in the University of Leeds Storage Area Network, accessed by authorised members of the project with the appropriate encryption software installed on their desktop PCs. Highly sensitive data is not available from off-campus.

4.2 Main risks to data security There are no risks relating to the confidentiality of the majority of project data since it will originate from public events. UoL OneDrive provides a secure system for data access and storage controllable on a case-by-case basis. There is a very low risk that an authorised person could access the interview data via erroneous sharing. To safeguard this, file access is controlled solely by the PI.

5. Data sharing and access

5.1 Suitability for sharing. Most of the data will be suitable for sharing given its public origin (via workshops) and for interview data, because of our consent and anonymization procedures and our contextual and metadata. Ethical approval will involve review of our data collection, handling, informed consent, and sharing protocols. Our consenting procedure will explain to interview participants our intention to share the data in an appropriate format.

5.2 Discovery by potential users of the research/innovation data Our data sharing policy will be published on our Cluster-associated websites, alongside Project updates. We will make the data available via ReShare, and its location there will be reported in publications arising from the project. The PI will ensure accurate project reporting on RCUK Gateway to Research. The Research Team will test the discoverability of the data to ensure effective metadata. Data from the project will also be offered to the University of Leeds Research Data Repository (Research Data Leeds). Research Data Leeds holds deposited data for a minimum of 10 years and datasets are associated with digital object identifiers.

5.3 Governance of access PI Madill will have responsibility for ensuring the data is correctly deposited on ReShare.

5.4 The study team's exclusive use of the data PI Madill will deposit the data for archiving and re-use with ReShare and within 3 months of project end, with a 12 month embargo for public access to permit the Research Team to publish and to plan their second stage application.

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

As above, there are no anticipated restrictions beyond a 12 month embargo.

5.6 Regulation of responsibilities of users We will require any parties external to the University of Leeds to complete a data sharing agreement, based on the standard University template. PI Madill will ensure this has been signed before access to data is granted.

6. Responsibilities

Study-wide data management will be the responsibility of the Research Team, supported by UoL Research Data Leeds Service. Metadata will be created PI Madill and Col Hugh-Jones. Data quality assurance will be managed by PI Madill and the Project Administrator, with ultimate responsibility held by the PI. The Project Administrator will review the DMP once during the life of the project.

7. Relevant institutional, departmental or study policies on data sharing and data security	
Policy	URL or Reference
Data Management Policy & Procedures	https://library.leeds.ac.uk/info/14062/research_data_management/68/research_data_management_policy
Data Security Policy	https://leeds.service-now.com/it?id=kb_article&sys_id=6038bfbc0fae728089d7f55be1050e9d
Data Sharing Policy	https://library.leeds.ac.uk/info/14062/research_data_management/68/research_data_management_policy
Institutional Information Policy	As above
8. Author of this Data Management Plan (Name) and, if different to that of the Principal Investigator, their telephone & email contact details	
Dr Siobhan Hugh-Jones; s.hugh-jones@leeds.ac.uk ; 0113 343 5744	