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8-22-2017

Expanding Farming Systems and Marketing Opportunities for Refugee and Native American Farmers in the Mountain West

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Data Management Plan

Project Title: Expanding Farming Systems and Marketing Opportunities for Refugee and Native American Farmers in the Mountain West

Expected Data Type
We will generate survey and focus group data collected with program participants. This data will include numerical and/or categorical data from surveys and interview transcriptions, surveys from workshop participants, feedback from the stakeholder advisory panel, and photos. Paper survey data will be transcribed to excel spreadsheets on a weekly basis. Survey data collected electronically through i-pads used onsite or web-based surveys will be downloaded (from Qualtrics, SurveyMonkey, etc.) and stored in excel spreadsheets when once the data collection for each survey has been completed. Digital photos will be uploaded from the camera to a computer on a regular basis. All data will be manually double checked for errors and processed using statistical software. Per human subject's standard "exempt" protocol procedures, no survey/focus group personal or identifying information will be stored with survey or interview data.

Data Format
Data will entered directly into excel spreadsheets and saved as both excel and tab delimited formats using a file naming tree (project, data type, date). Both raw and processed data will be stored to facilitate error checking.

Meta-data describing the goals of the project, location of program sites, methods or means of collection, collection dates and all appropriate units will be generated for all data type to facilitate data sharing.

Data Storage and Preservation
All hard copies of surveys will be stored in a locked cabinet in the PI's office on campus. Computer data will be backed-up weekly on Box (or other cloud based storage system) and stored only on PI or Co-PI campus computer systems.

At the end of the project, project PIs will work with USU librarians to store data and metadata in the USU long-term repository Digital Commons, which uses a metadata scheme based on Dublin Core. Data will be placed under an embargo preventing public access until the date of publication.

Data Sharing and Public Access
Once published, the raw data (text, tab delimited or image files) and corresponding metadata will be made publicly available through the Utah State University Digital Commons and other public repositories appropriate to the published location.

Data embargo periods will vary depending on the speed at which the data can be analyzed and published.

Roles and Responsibilities

All students and staff on the project are responsible for digitizing and or manually entering and backing up data on a daily basis and adhering to the data management plan.

Each PI/Co-PI on the project is responsible for reminding students and staff under their direct supervision on a regular basis of the importance of maintaining the data management plan. Each PI/Co-PI on the project is also responsible for double checking that the data management plan is indeed being adhered to by all students and staff.

Kynda Curtis, the lead PI on this project, will be responsible for collecting data from the Co-PIs and working with the USU librarians to make it available on Digital Commons and or other sources after publication.

Monitoring and Reporting
The lead PI and all Co PIs will meet annually to discuss compliance with, adequacy and any necessary revisions to the data management plan.

The lead PI will be responsible for collecting annual and final progress reports from all Co-PIs and submitting them to the USU Agricultural Experiment Station Director for submission to USDA NIFA.