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CAREER: Support our troops: Re-storying student veteran and service member deficit in engineering through professional formation and community advocacy

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Data Management Plan

This plan describes data, metadata, secondary, and final products that will be generated and outlines how these data and products will be managed during the project. The PI will be responsible for the implementation of the data management plan and will coordinate the expectations with the graduate students, undergraduate researchers, research response group, and other personnel as necessary.

1. Expected Data

Several types of *participant data (field texts)* will be produced in relation to this project:

- electronic copies of participant journals (digital PDF format);
- audio-recordings of interviews with participants (digital WMA format);
- written transcriptions of interviews with participants (digital DOCX format);
- field notes/products describing the virtual networking group meeting (digital DOCX and PDF format);
- electronic copies of participant artifacts (digital PDF format);
- electronic copies of researcher journals (digital PDF format)

One type of *metadata* will be produced in relation to this product:

- a linking file in which participant names correspond with numbers (digital DOCX format)

Several types of *secondary products (interim research texts)* will be generated from this project:

Phase 1 Analysis

- written co-constructed narrative of experience for each participant (digital DOCX format)
- written researcher analytic memos connecting participant data (field texts) (digital DOCX format);
- co-constructed writing of the meaning of stories captured in participant data (field texts) (digital DOCX format);

Phase 2 Analysis

- narrative characterizations of SVSM cultural wealth (digital DOCX format)
- narrative critiques of engineering structures based on SVSM experiences (digital DOCX format);
- narrative accounts of SVSM transition experiences (digital DOCX format);
- narrative accounts of SVSM engineering identity development (digital DOCX format);
- a conceptual model of SVSM identity development in engineering (digital DOCX format);

Four types of *final products (final research texts)* will be generated from this project:

- research-oriented and practitioner-oriented articles in peer-reviewed journals and conference proceedings (digital DOCX and/or digital PDF format);
- military ally and mentorship program and website materials (digital PDF and html format);
- training workshop materials (digital PDF)
- webinar materials (digital PDF and html format)

2. Standards for Data and Metadata Format and Content

Because this study is longitudinal and qualitative, we will collect data from a relatively small sample. Consequently, standards used for cataloguing large data sets will not be applied. Instead, Ms. Betty Rozum, Data Librarian at USU's Merrill-Cazier Library, will provide feedback on the repository to ensure that its manner of organization is clear to external researchers (see letter of collaboration).

3. Policies for Access and Sharing

Participant Data (field texts): We will not post participant data, metadata, or secondary products (interim research texts) on any open-access repository for at least two reasons. First, uploading large audio-files to an open-access repository is unreasonably expensive in terms of labor and maintenance.

Second, global public access to raw data files and/or interim research texts would potentially violate participant requirements for confidentiality as negotiated within Narrative Inquiry research-participant partnerships and through institutional ethics board research protocols. Instead, de-identified participant data (not including audio recordings) will be uploaded and indexed on USU's private and secure online repository, USU Box. USU Box is globally accessible, encrypted and requires use of a password to log in.

As much as possible, identifying information will be removed from hard copies of participant data before they are scanned and uploaded to the repository. Each participant will be given an identifying number. All texts will be kept in the folder in the repository that corresponds to each participant number. These measures will help maintain confidentiality for the participants. **External researchers may be granted access to de-identified participant data one year after the project has been completed after 1) dissemination has been negotiated with necessary participants and 2) external researchers obtain approval from USU's Institutional Review Board.**

Any participant data that cannot be de-identified related to participants, will be stored on an encrypted hard drive in a locked cabinet in a locked office. Participant signed informed consent forms will be stored with the hard drive in this locked cabinet in the locked office. **External researchers will not be granted access to identifiable participant data in order to maintain participant confidentiality.**

Metadata: All metadata (i.e. the linking file) will be kept on the password-protected hard drive kept in a locked filing cabinet in a locked office. **External researchers will not be granted access to metadata in order to maintain participant confidentiality.**

Secondary products (interim research texts): Secondary products will be uploaded and indexed on USU's private and secure online repository, USU Box. **External researchers may be granted access to secondary products one year after the project has been completed after 1) dissemination has been negotiated with necessary participants and 2) external researchers obtain approval from USU's Institutional Review Board.**

Final products (final research texts): Final products that have been negotiated for dissemination with necessary participants will be widely disseminated to a broad audience via popular digital and print platforms (e.g., peer-reviewed web platforms, widely circulated practitioner journals, high-impact research journals), presentations, and seminars/workshops.

4. Policies for Re-Use, Re-Distribution, and the Production of Derivatives

Final products generated by the grant and negotiated for dissemination with participants will be widely disseminated. Instructional and outreach materials related to the military ally and mentorship program and workshop/webinar developed during this project will also be widely disseminated. Instructional and outreach materials that are developed will include a statement to the effect that educators may use the materials in their own instruction, copy the materials, and distribute them freely; however, they may not sell them or otherwise use them to make a profit (i.e., Creative Commons license CC By NC-ND). Researchers may re-use or re-distribute studies published from this grant, as long as their re-distribution adheres to the particular guidelines of the peer-reviewed journals in which these studies are published.

5. Plans for Archiving Data

Hard copies of participant data will be returned to participants or destroyed immediately after identifiers have been removed and after they have been scanned and uploaded to the repository. A secondary copy of these data will be kept on a password-protected hard drive in a locked cabinet in a locked office in a location that is safeguarded against fire and water damage. All data will remain in the secure online repository and hard drive for a minimum of five years after the project has concluded in order to enable the research team and other researchers to conduct analyses if requested. At this time, the data may be removed from the repository, data will be deleted from the hard drives, and the consent forms and all other data and metadata with participant identifiers may be destroyed and/or deleted from the hard drive.