

## Appendix A. Pre-interview questionnaire

Q1. Briefly describe the project you are using to answer this survey.

Q2. Indicate the status of this project:

- In planning stages
- In progress
- Completed
- Other: \_\_\_\_\_

Q3. Identify the departments, schools, or research centers, as well as external partners, affiliated with this project.

Q4. Did this project require the submission of a formal data management plan or protocol?

- Yes
- No
- Unsure
- Other: \_\_\_\_\_

Q5. Which of the following best describe the types of data you have produced, or anticipate producing, as part of your research? If you are unsure, please select “Other” and provide a brief description of your data. [Please choose all that apply.]

- Non-digital text (e.g. hand-written notes, sketches, paper laboratory notebooks)
- Artistic products
- Audio recordings
- Computer code

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- Crowdsourcing data
- Curriculum materials
- Databases
- Digital gene sequences or similar digital renditions of biological/organic/inorganic

samples or specimens

- Experimental data
- Field notes
- Interview transcripts
- Patient records
- Samples or specimens
- Software
- Spatial or geographic data
- Spreadsheets
- Surveys
- Video recordings
- I don't produce any data
- Other: \_\_\_\_\_

Q6. Which of the following formats best describe your digital research data? Examples of specific file extensions are included. [Please choose all that apply.]

- Audio (.aif, .iff, .mp3, .wav)
- Computer aided design / CAD (.dwg, .dxf, .pln)

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- Data (.csv, .dat)
- Data – Statistical / SAS, SPSS (.sav, .sdq, .spv)
- Data – XML (.xml)
- Database (.db, .mdb, .pdb, .sql)
- Geographic Information Systems / GIS (.gpx, .kml)
- Image (.bmp, .gif, .jpg, .png, .ps, .psd, .svg, .tif)
- Scanned document (.pdf)
- Spreadsheets (.wks, .xls)
- Text (.doc, .docx, .log, .rtf, .txt)
- Video (.avi, .mov, .mp4)
- Web (.html, .xhtml)
- Don't know
- Other: \_\_\_\_\_

Q7. Does the data you have produced, or intend to produce, follow established rules for file naming (e.g. consistent naming conventions, versioning, date stamping)?

- Yes
- No
- I don't know

Q8. “Metadata” refers to descriptive information or documentation about data. Have you produced, or do you anticipate producing, metadata for this project?

- Yes

- No
- I don't know

Q9. If you have produced or intend to produce metadata, please specify the standard(s) you are using).

Q10. Indicate the approximate amount of data the project is expected to generate.

- 1 GB (gigabyte) or less
- More than 1 GB but less than 100 GB
- More than 100 GB but less than 500 GB
- More than 500 GB but less than 1 TB (terabyte)
- More than 1 TB but less than 100 TB
- More than 100 TB but less than 1 PB (petabyte)
- More than 1 PB
- Don't know
- Other: \_\_\_\_\_

Q11. Indicate where the data are currently stored. [Please choose all that apply.]

- Hard drive of the instrument that generates the data
- Desktop hard drive
- Laptop hard drive
- External hard drive
- Departmental server
- UVM server

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- UVM network (zoofiles/webfiles)
- Cloud (internet-based) storage (e.g. Dropbox, box.com, Google Drive)
- CD/DVD
- USB flash drives
- Don't know
- Other: \_\_\_\_\_

Q12. Indicate how often backups are made for the data associated with this project. [Please choose all that apply.]

- Hourly
- Daily
- Weekly
- Monthly
- Annually
- Never
- Don't know
- Other: \_\_\_\_\_

Q13. Identify how long you plan on keeping the data associated with this project.

- Less than 1 year
- 1 to 5 years
- 5 to 10 years
- More than 10 years

- Indefinitely
- Don't know

Q14. Identify who is responsible for managing the data associated with this project. [Please choose all that apply.]

- Self
- Other faculty working on project
- Graduate students working on project
- Undergraduate students working on project
- Other designated person working on project
- IT staff within your school or research center
- External project partners
- Third-party data center
- No one
- Don't know
- Other: \_\_\_\_\_

Q15. Is access to the data for this project restricted?

- Yes, it is fully restricted
- Yes, but only with some restrictions
- No, it is not restricted
- Don't know
- Other: \_\_\_\_\_

Q16. If access to data is restricted in any way, please tell us why. [Please choose all that apply.]

- Confidential, proprietary, or classified information
- Intellectual property concerns
- License or usage restrictions
- Possible misinterpretation of data
- Little value to others
- Time or effort required to make data available
- Lack of appropriate tools for sharing or publishing data
- Not applicable
- Other: \_\_\_\_\_

Q17. If access to data is not fully restricted, please indicate which methods you use, or will use, to share data associated with this project. [Please choose all that apply.]

- Collaborative web space (e.g. wiki, blog, Google Docs)
- Disciplinary data repository
- Email
- External storage device (e.g. USB drive, CD/DVD)
- Hard copy or print
- Institutional repository
- Personal website
- Publications
- Research group/project website

- Don't share data
- Don't know
- Other: \_\_\_\_\_

Q18. If you are sharing data via a data center or repository, please specify the repository (or repositories).

Q19. Did you receive guidance on writing or creating your data management plan? [Only answer this question if you answered Yes to Q4.]

- Yes
- No
- Unsure

Q20. If you received guidance on your data management plan, please indicate from where. [Only answer this question if you answered Yes to Q4.] [Please choose all that apply.]

- Funding agency website
- Working or webinar
- Colleague within department
- Colleague at UVM
- Colleague at another institution
- UVM Sponsored Projects Administration
- IT support staff
- Librarian
- Data management planning template (Word document)
- DMPTool or other data management planning software



- Google
- No guidance
- Unsure
- Other: \_\_\_\_\_

Q21. Did you experience any of the following challenges in preparation of your data management plan? [Only answer this question if you answered Yes to Q4.] [Please choose all that apply.]

- Lack of guidance from funding agency
- Lack of guidance from institution
- Appropriate infrastructure to store data
- Appropriate infrastructure to make data accessible
- Appropriate infrastructure to archive or preserve data at completion of project
- Data description (metadata) and documentation
- No challenges
- Other: \_\_\_\_\_