Plan Overview

A Data Management Plan created using DMPonline

Title: Verkenning regio indicatoren

Creator: Koen Migchelbrink

Principal Investigator: Koen Migchelbrink

Data Manager: Koen Migchelbrink

Project Administrator: Koen Migchelbrink

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Template: Data Management Plan v4.5

Project abstract:

In dit onderzoeksproject doen wij in opdracht van het Min BZK onderzoek naar de
prestatieindicatoren die de effectiviteit en doelmatigheid van regionale samenwerkingen
kunnen helpen aangeven. Als deel van dit onderzoek doen wij interviews met een aantal
directeuren en secretarissen (n=12) van opgelegde en semi-verplichte regionale
samenwerkingsverbanden. Voor dit deel van het onderzoek vragen wij ethische goedkeuring.
Project is reeds beoordeeld door juridische zaken en project control.

ID: 154800

Start date: 01-02-2024

End date: 01-11-2024

Last modified: 11-07-2024

Copyright information:

Verkenning regio indicatoren

General

Please tick the following boxes if you agree to act according to the following terms:

- I will check and, if necessary, update my data management plan a minimum of once a year
- I will discuss the data management plan with my research team
- I will answer all questions truthfully and to the best of my knowledge

Support in writing a data management plan is available through the [faculty Data Stewards](#). Which research support professional is available for you?

- Data Steward of my own faculty - ESSB

Scientific research must be conducted in line with existing guidelines on good research practices and integrity. Please tick the boxes if you have read and understand these guidelines and will act accordingly.

- The Netherlands Code of Conduct for Research Integrity (VSNU, 2018)
- The European Code of Conduct for Research Integrity (ALLEA, 2017)

Administration & Project Description

Project title

Verkenning regio indicatoren

Project start date as intended

2024-02-01

Project duration in months as intended

9

Funding body (if applicable)

Ministerie van Binnenlandse Zaken en Koninkrijksrelaties

Grant number (if applicable)

201865002.003.338

Date of DMP Version 1

2024-06-26

Current DMP - Version [if other than version 1]

06/26/2024

Current DMP - Date [if other than version 1]

2024-02-26

List the name and affiliation of all members of the research team.
List the researcher responsible for research data management first.
For PhD projects, please indicate the Promotor(s) and/or Daily Supervisor(s) with a (!)

	Name	Email	ORCID	Research Institution
1	Koen Migchelbrink	migchelbrink@essb.eur.nl	0000-0002-2195-3690	Erasmus Universiteit Rotterdam
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7				
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9				
10				

Briefly summarize the project background and research question(s) to help others understand the purpose for which the data are being collected or created

Which performance indicators can be used to indicate the effectiveness and efficiency (doelmatigheid) of regional collaborations. In this research, we conduct a literature review and an interview study with existing regional collaborations to investigate which performance indicators can help established the effectiveness and efficiency of regional collaborations. We select twelve obligatory and semi-obligatory regional collaborations and interview their directors or chief-administrative-officers to discover which performance indicators can be used. We obtain the names and contact details of all respondents form open-soucre sources and conduct the study by assignment from the ministry of Internal Affairs

Specify the research type and briefly describe the methodology, the types of data to be generated and/or collected, and the tools used for data collection

In this study, we conduct a purpose oriented literature review of academic literature on the effeceveness and efficiency of regional collaborations, a document analysis of open source annual reports of these regional collaborations, and n = 12 interviews with directors and chief-administrative-officers of regional collaborations. These interviews are conducted in person, recorded and verbatim transcribed for analysis.

Specify the (financial and time) resources needed for data management in this project

We conduct the interviews in august, funding is provided by the ministry of Internal Affairs. No specific budget is reserved for data management (all costs are coverd by EUR).

Preparation: Legal Arrangements and Policy

1. With whom will you need to make legal arrangements?

- With third parties
- With research participants

2. List the agreements that you will initiate and with whom will you make them.

Who	Type of agreement
Radboud University	We conduct the study together with researchers from the Radboud University. We have made a contract in which we explicate rights and responsabilities. Project control (and data management) is in the hands of EUR. For details, also see research project contract.
Ministry of Internal Affairs	We conduct this study on behalf of the ministery of Internal Affairs. We have drafted and signed a contract with the ministry, which has already been approved and signed of by the legal department of the EUR. The contract is based on the ARVODI2018 rules and regulations
Respondents	Informed constent

3. List the agreements or other data management policies that you need to uphold but did not initiate. If you are reusing existing data, list the terms of use under which you may re-use them.

Who	Type	Version and Date
EUR/RU/Min internal Affairs	Funding agreement	V11.4 [July 11th, 2018]
EUR	RDM policy of Erasmus University Rotterdam (EUR)	Version 1.0 [August 14th, 2020]
Dutch government	ARVODI	2018

4. Do you need to obtain ethical approval for your research project?

- Yes, I have submitted my application
- Yes, I am preparing to submit my application

5. If you have obtained ethical approval, list the reference number

nvt.

During research: Collecting and analyzing

6. Specify what data you will be collecting and indicate format, estimated size, and whether this is data that you will be generating or existing data that you will be re-using.

Type	Format	Estimated size	Generate	Re-use	Data Classification (optional)
Audio-recorded interview	.mp3	5-10GB	Yes	No	Confidential
Interview transcripts	.docx/.odt	<1 GB	Yes	No	Confidential
Public documents of companies (annual reports)	.pdf	<1 GB	No	Yes	Public

7. Will you be collecting or re-using (sensitive) personal data?

- No – My research involves human participants, but I will collect or re-use fully anonymous data

8. If you collect or re-use (sensitive) personal data, how will you protect the privacy of participants when sharing your data?

- I will pseudonymize the data

9. Will you be collecting or re-using non-personal sensitive data?

- No

10. Where will you store your data during the project? You can select multiple options.

- EUR SURFdrive

We will use SURFdrive to store interview transcripts for the duration of the project. Furthermore, we use Atlas.ti web for collaboration in coding and analysis of the transcript. As per conctract agreement, all research data will be stored in the DANS archive of KNAW after completion of the research.

12. What hardware and software do you use? Select all applicable options.

- EUR supported software as found in the software catalog
- EUR supported hardware [e.g. @wEURk laptop, @wEURk workstation]

13. If you use private hardware, software, or freeware, please specify what and for what reason:

Private recording devices (dictafoons, but not mobile phones) can be used when interviewing respondents on location.

14. Are regular backups made of your data?

- Yes, I use only EUR supported tools (as listed in Q12), thus to a limited extent backups are made automatically

15. Who manages access to the data?

- Researcher responsible for research data management

16. Who will have access to the data (during the project)?

- Only researchers as indicated under 'Administration & Project description'

17. How are you going to make sure your data will be accessible in case of staff changes, illness, etc?

- I have discussed it with the research team, I am working on the documentation
- There is a clear procedure in place in my research team, department, or faculty

We do project work, all members of the team can access the transcripts.

18. Have you and your research team agreed on a way to name and order project folders and files?

- Yes - I am working on the documentation

19. Have you and your research team agreed on how to handle versioning of files?

- Yes - I am working on the documentation

Research Publication: Data sharing and re-use

20. What data (and code) will be shared in a research data repository?

- I cannot share the data (and code); I will share only the metadata

21. Please specify why you are unable to share (all) data (and code)

We deposit the transcripts in the DANS repository, but will not grant access to other researchers (privacy of respondents).

22. List the data (and code) that you plan to share in a research data repository. Also list the information / documentation / metadata that you will include to make the data package self-explanatory and re-usable in the future (for other researchers and yourself)

Codebook, topic list	.pdf	<1 GB

23. In which repository will you place the metadata, data, and/or code that are associated with your paper?

- Other (please specify in the additional information box).

DANS from KNAW

24. What metadata standard will you use to document your research?

- I do not know

25. Will you place any restrictions on re-using of data?

- Yes, permanent restrictions – Restricted access

27. Please specify the conditions under which data with restricted access may be re-used:

Data cannot be re-used; transcripts are confidential

28. Under what license will you make your data available for re-use?

- Other (please specify in Q.29)

29. Please specify which license

We don't share data

After research: Archiving

30. You may be obliged to destroy some data before archiving. Do any of such obligations apply to you?

- Yes - Privacy law [e.g. personal data of participants]

the audio recordings of the interviews; will be destroyed after completion of the verbatim transcripts

31. List the data and all documentation you will be archiving. These data constitute your archival package.

Data	Format	Size
Informed Consent forms (signed)	.pdf	<1 GB
Raw data: transcripts	.pdf	5-10 GB
Processed data: atlas.ti file	.odt,	1-5 GB
Contracts & Terms of use	.pdf	<1 GB
Data Management Plan	.pdf	<1 GB
Grant application & project description	.pdf	<1 GB
Ethical review application & approval document	.pdf	<1 GB

32. Where will you be archiving your data?

- Other --> Specify which in Q.33

33. Please list the name of the archive and link to the archive

Name of archive	Retention period	Link to the archive
DANS	10 years	https://dans.knaw.nl/nl/

Planned Research Outputs

Interactive resource - "Verkenning regio indicatoren"
to be developed: academic paper on the results of the project.

Interactive resource - "Report - Inventarisatie regio indicatoren"
Public report on the findings of the complete project, written for the ministry of Internal Affairs. Report will be made public after a mandatory period of 6 weeks on the website of Open Government

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Planned research output details

Title	DOI	Type	Release date	Access level	Repository(ies)	File size	License	Metadata standard(s)	May contain sensitive data?	May contain PII?
Verkenning regio indicatoren		Interactive resource	2025-02-28	Open	None specified	2 MB	Creative Commons Attribution 4.0 International	None specified	No	No
Report - Inventarisatie regio indicatoren		Interactive resource	2024-12-31	Open	None specified	2 MB	Creative Commons Attribution 1.0 Generic	None specified	No	No