

## **ITPB Subcommittee on Research and Education Data Management January 14, 2008 Meeting Minutes**

Attending: Christine Borgman (Chair), Marilyn Raphael, Margo Reveil, Alan Robinson, Libbie Stephenson

Reviewed items covered at December 14, 2007 meeting.

### **Issues:**

- The importance of having a good inventory of data resources available on campus.
- A plan needed for disaster recovery for digitally stored items. How and when data should be destroyed? Data may be destroyed differently based on type of data such as research, clinical research, or patient data.
- A need to establish common practices defining how datasets are assembled as well as common rules on how data is protected across campus.
- A need to understand who owns the problem and how you support data management plans.
- A need to keep data management resources more available and accessible to the campus faculty.

### **Discussion (Items Brainstormed):**

Data Management Plans in the Social Science Department: Social Sciences (Libbie Stephenson): The department didn't archive data at first. General assumption that had ownership of/responsibility for their data and when they leave the department or campus they take their data with them.

Identify Data Management Plans from: NIH and NSF

- Compliance
- Best Practices

Cloud (Problem) cultural issues:

- PI's Owning data. Publish usually means ready to release to public. Although, PI's don't have to make the information available. Guidelines are not consistent across NSF.
- Cyberinfrastructure - Data Retention, Curation, Access

Some Current Practices:

- Embargo- A few years and they have to release data information to the public.
- PI's- Publish before they release data information and sometimes they do not release data at all.

- Ethical Issues: (Medical)-Pharmaceutical often doesn't publish information. (Environmental)-No sensitive data.
  - Risk Involvement: Taking data and making personal conclusions.

#### Data Types and Formats:

- Human Subjects
- Non-Human Subjects
- Text, numeric, moving image, audio, video
- Education Data- Coordinate with CCLE
  - Moodle Records
  - Student Websites
    - "HIVE"- Offers archives for education material.

#### Highest Priority

1. Help for researchers to create data management plans. Alan suggested starting with best practices and individual researchers will have to incorporate compliance with specific agency requirements.

#### Need Incentives (to encourage faculty to practice data management planning):

- Simplify best practices
- Human resources to assist in data management plans
- Identify data specialists with domain expertise
- Sample Practices/Uses

### **Best Practices and Data Inventory**

#### Resources to Do Inventory:

- An inventory effort would need to be staffed appropriately
- Grad Students with data management knowledge could look into organizations. Based on background knowledge- definition of data will be different.
- Social Sciences: works with faculty members. See ICPSR-Guide to Social Science Preparation from the "Guides to Data Management for Researchers and life cycle models" hand out. (Emailed out by Libbie Stephenson prior to the meeting)

Best Practices: used in various departments need to be gathered and communicated to the campus (via website). Each field will vary. Different members on the board will seek information from the various fields.

#### Questions to ask when seeking information on Best Practices:

1. What Services do they provide?
2. Volume of investigators and number of people they provide service to every year. Are they a key point or incidental?
3. What issues and/or problems have they encountered? How did they resolve issues?

Committee members will take a first pass at asking these questions of these departments:

- Social Sciences – (Libbie Stephenson)
- Humanities - (Margo Reveil)
- Physical Science (?)
- Life Science(?)
- Medical School- (Alan)
  - Individual Investigators, Research, Clinical Research Data, Contacts: Viki Jenkins, Art Toga.
  - Best Practice Contacts: Saluski, Rome
- Lockss?
- Prof. Schools (?)
- Education possibly Wilkerson (?)
- Library-(Libbie Stephenson)

Suggestions for Data Management on the UCLA Campus:

- Data Management System that can be transferred campus wide. Open Access to faculty and students.
- A Campus wide website that lists helpful resources that self guides faculty into the right direction. Vanderbilt College has an excellent information management orientation program for new faculty that uses a similar format. This system would be useful because you will not have to deal with individual responses.
- Review the IRB website to see polices about data management as well as contacts and grant information.
- Other Universities that may pertain useful information: Michigan and Maryland. They have established programs already in use.
- Look into other disciplines who are storing data.

Other Organizations to gather further information on Data Management Inventory:

- NLA
- iASSIST
- SDSC – Data Central (Chris Borgman)
- CODATA (Chris Borgman)
- CIESIN
- AMIF/AMIA (Alan)
- VANDERBUILT
- AGUP
- IRIS (University of Washington-Seismology Department )
- ISS

#### Other Issues:

- Economic
- Who will pay for back-up?
- Open Access/Open Source
- Access/IP
- **T-Curation?**, Data Net Calls, looking for business models.
- The total cost to set up a proficient data management program at UCLA would be a smaller proportion if you do it all at once instead of adding on functions later.
- GENERAL UNIVERSITY POLICY REGARDING DATA: “Notebooks and other original records of research are the property of the university” Policy written in 1958 and has not been modified.”

#### Next Steps:

Gather information on best practices from the various fields of study listed under Human Resources-Data Management and research best practices at other domains and organizations.

Sam Morabito had offered to distribute information regarding Disaster Recovery best practices/recommendations from the DR project as an example.

Review Libbie Stephenson’s attachments regarding IRB Policies and why faculty members at UCLA Do deposit their research data into long term preservation archives – behaviors in the social sciences.

Libbie offered to annotate her list of links.