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Data Management Plan for NCRN-SN: Controlling Costs and Maintaining Survey Quality: Measuring the Impact of Response Mode on Survey Response

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Project Title: NCRN-SN: Controlling Costs and Maintaining Survey Quality: Measuring the Impact of Response Mode on Survey Response

Data Management Plan

Data Owners: Lonna Atkeson (PI), Paul Zandbergen (Co-PI), and Philip Stark (Co-PI)

Data Managers: Graduate Students in Political Science, Geography, and Statistics, Postdoctoral Student

Other Contributors and Roles: The PI(s) as listed under “data owners” assume ownership and responsibility for data collection and ensuring the integrity and quality of the data for the duration of the grant. Day to day management of data will be handled by the PI and other project members including the postdoc and graduate students.

1. Data Acquisition and Maintenance of Integrity:

- A. Voter Registration File: The information contained in the New Mexico Voter Registration file is considered public.
- B. Samples will be created from the voter registration data. Once created, sample information will be secured on individual PIs and project members computers needing access to this information (all files are only available on an as needed basis), all of which are password protected. A unique identifier will be created for each respondent to keep track of which sample members have responded and to merge aggregate and individual information with sample responses once they are complete. ID codes, however, will not be linked to names or addresses.
- C. Aggregate and individual data will be linked by the unique ID code that will allow for data matching. Aggregate data will not be connected to respondent names and the merging of data will not disclose individual respondents since names will not be included in these files and information within the file will be stripped of all block or census tract information that could help to identify a respondent.
- D. Survey data will be collected by mail and over the Internet. Names are not attached to surveys only ID codes. ID codes make the survey responses on paper or over the Internet unidentifiable –protecting the privacy and anonymity of each respondent. The survey information is collected using Opinio software using the UNM server. Opinio software includes security (https) at the Internet survey site. Mail survey will be entered by hand using Opinio. Students entering data will not have access to information about ID codes and therefore will not be able to connect surveys to respondents.

2. Data Storage and Backup:

- A. Data will collected and stored on laptops and backed up using project management software (Basecamp and Dropbox).
- B. Data will be stored in formats that can be used by a variety of statistical packages including R, Stata and SPSS.

3. Private and Sensitive Issues:

We will take all precautions to protect the identity and responses of our survey respondents. Our surveys do not ask any sensitive information, primarily focusing on questions surrounding the recent election, computer use, computer competence and interest in the

survey subject. Registered voters regularly participate in political surveys for candidates, journalists, bureaucracies and academics. Informed consent will be obtained from each respondent in accordance with our IRB protocols. Moreover because registered voters are required to be 18 years or older, we will have no data generated by minors or other sensitive populations.

4. *Submission of Results for Publication:* We expect to publish results from our research in the appropriate journals, domestic/international conferences or workshops. PDF versions of published journal and conference papers will be posted on PI web pages. Papers will only include aggregate information; individual data is not accessible; thus, individual privacy of respondents and nonrespondents is maintained.
5. *Archival of Data:* The survey opinion data will be archived in perpetuity at the University of New Mexico repository for broader access. Data regarding block groups and respondent ID codes will not be included to ensure the protection of individual privacy. The data will be available no later than 1-year after the conclusion of the grant, allowing researchers time to fully exploit the data for purposes of publication and integration within the Census work nodes.

The data archive at the University of New Mexico is still being developed, but is being built using the Open Archive Information Systems (OAIS) model as its organizing paradigm. The DSpace repository uses Qualified Dublin Core for descriptive metadata.