
Plan Overview

A Data Management Plan created using DMPTool

Title: Coordinated Governance

Creator: Jayce Farmer

Affiliation: University of Nevada, Las Vegas (unlv.edu)

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Template: NSF-SBE: Social, Behavioral, Economic Sciences

Project abstract:

The COVID-19 pandemic has demonstrated that problems and decisions during extreme events can transcend single jurisdictional boundaries and traverse organizational functions. Because jurisdictions are socially and economically linked, governmental and functional fragmentation can produce collective action dilemmas as the decisions of one authority can produce externalities for others. The objective of this research is to study the roles and patterns of institutional collaborative mechanisms across scale and functions that are used to overcome collective action dilemmas produced by the COVID-19 pandemic. The investigators examine the mechanisms and outcomes of local government collaboration to mitigate the health and economic inequities of vulnerable populations resulting from the onset of this pandemic.

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Coordinated Governance

Roles and responsibilities

The DMP should outline the rights and obligations of all parties as to their roles and responsibilities in the management and retention of research data. It should also consider changes to roles and responsibilities that will occur should a principal investigator or co-PI leave the institution or project. Any costs should be explained in the Budget Justification pages.

The PI will serve as the project director and will have the primary responsibility in ensuring that this data management plan is executed. The PI and co-PI will share the primary responsibility of collecting, validating, coding, analyzing, maintaining, storing, disseminating and preserving all data generated from this project. The PI and co-PI will also have the primary responsibility for metadata production. The project's two faculty associates will be involved in data collection and data analysis. The graduate student proposed for this project will be involved in the data collection, validation and coding processes. When appropriate, the PI will delegate dissemination and preservation responsibilities to the UNLV University Libraries. Should the PI leave the institution, the primary responsibilities will transfer to the co-PI. Should both the PI and co-PI leave the institution, the roles and responsibilities as outlined above for both personnel will transfer to the senior personnel listed on this project. All costs associated with managing the data are factored in as part of the project's overhead. The university has made the use of its repository services free for university faculty and brings no additional cost to this project.

Expected data

The DMP should describe the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project. It should then describe the expected types of data to be retained.

The data for this project will consist of:

- Data collected by the investigators from semi-structured interviews with local government public officials about local government pandemic response activities – These data are to be publicly shared and preserved in a codified and calculable format
- Local government public documents collected by the investigators - These data are to be publicly shared and preserved in a codified and calculable format
- Secondary data on COVID-19 spread and social distancing mobilization collected by the Southern Nevada Health District and the Florida county health departments - These data are to be publicly shared and preserved in a calculable format
- Secondary hospitalization data related to vulnerable populations collected by the Southern Nevada Health District, the Florida county health departments, and the U.S. Department of Health and Human Services - These data are to be publicly shared and preserved in a calculable format
- Secondary data on mental health outcome measures collected by the Substance Abuse and Mental Health Services Administration - These data are to be publicly shared and preserved in a calculable format
- Secondary data on regional and local economic characteristics from IMPLAN Regional Economic Data - Due to the proprietary nature of the data, these data will be made publicly available in a post-reported aggregated format that will still allow users to have the ability discern valuable knowledge

Period of data retention

SBE is committed to timely and rapid data distribution. However, it recognizes that types of data can vary widely and that acceptable norms also vary by scientific discipline. It is strongly committed, however, to the underlying principle of timely access, and applicants should address how this will be met in their DMP statement.

Data and the metadata collected by the investigators through interviews and document analysis will be made publicly available in a timely manner that should not exceed the life of the project. As data are codified, analyzed and reported, the investigators, when possible, will move in a manner to immediately release the data and any related reportable findings. Data gathered from interviews and document will be reported in a way that protects the anonymity of the respondents.

The data collected from secondary sources and the related metadata will be made accessible and publicly available in an expedited manner. The investigators will move to expedite the reporting of the findings and minimize the time required to maintain exclusive use.

The data and the reported findings will be made publicly available to any person or organization seeking to gain access.

The data may be freely used to replicate the findings of this project or to extend our analysis to further the development of knowledge. Through publications and the use of our university libraries, we will make the metadata available online so that it can easily be discovered. Investigators will ensure that persistent identifiers are in place so that our data can be easily discovered through online search engines.

Data format and dissemination

The DMP should describe data formats, media, and dissemination approaches that will be used to make data and metadata available to others. Policies for public access and sharing should be described, including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements. Research centers and major partnerships with industry or other user communities must also address how data are to be shared and managed with partners, center members, and other major stakeholders.

All data will be shared using UNLV's data repository service. Data will also be shared through reports and publications that result from the project.

The non-proprietary data will be made available in a universal format that is commonly readable to most spreadsheet and statistical software applications. The data will be maintained in a comma-separated values (.csv) format. This format is widely used and allows ease in downloading and interpreting the data without losing its data integrity. This format is also interchangeable so that a wide variety of software packages can read and analyze the data in many forms. This common use of this data format also allows for long-term usability and provides greater ease for databases to share and archive.

The proprietary data derived from IMPLAN will be reported in an aggregated manner using a portable document format (.pdf).

The investigators will work with the UNLV University Libraries Bibliographic and Metadata Services staff to ensure that proper metadata standards are used to maximize data dissemination. The data will be disseminated using common metadata such as the file name, type, size, date modified and creation times. The archived data will also have other descriptive information that will make the content and the subject matter of the data clear.

Data storage and preservation of access

The DMP should describe physical and cyber resources and facilities that will be used for the effective preservation and storage of research data. These can include third party facilities and repositories.

As the data are being collected, it will initially be managed and securely stored on the PI and co-PI's individual campus computers. The data will be managed, coded and maintained using IBM SPSS version 27 and Stata version 16. When appropriate, the PIs will delegate dissemination and preservation responsibilities to the UNLV University Libraries. Data from this project will then be deposited into UNLV's data repository (Digital Scholarship@UNLV) where it will be preserved and made publicly available on a continued basis. Digital Scholarship@UNLV is a distributed storage service that allows UNLV faculty, staff and students to share their intellectual output. As mentioned above, this service is free to UNLV faculty and does not add cost to this project. Our anticipated data have no time use limitations. Therefore, the data can perpetually remain publicly available.

Additional possible data management requirements

More stringent data management requirements may be specified in particular NSF solicitations or result from local policies and best practices at the PI's home institution. Additional requirements will be specified in the program solicitation and award conditions. Principal Investigators to be supported by such programs must discuss how they will meet these additional requirements in their Data Management Plans.

Annually throughout the life of this project, the PI will report on the progress on data management and sharing. This will include but will not be limited to reporting on conference proceedings, citation statistics and descriptions of how the data will be shared through published reports and manuscripts.

Upon completion of the project, the PI will provide an update on the data that were produced during the project. This reporting will include but will not be limited to data retention and expiration, data formatting, data dissemination, how the data were made available to the public, and the data's archival location.