Plan Overview

A Data Management Plan created using DMPonline

Title: Acceptance and commitment therapy for people facing multiple disadvantage and borderline personality disorder: Adapting a talking therapy manual.

Creator: Hannah Holland

Principal Investigator: Hannah Holland

Contributor: Dr Anna Tickle, Dr Danielle De Boos

Affiliation: University of Nottingham

Funder: University of Nottingham

Template: University of Nottingham generic Data Management Plan

Project abstract:

The purpose of this study is to explore whether consultation with staff members working with those facing MD and PWLE can help to adapt one or more existing ACT manuals for those with a diagnosis of BPD who are experiencing homelessness and substance misuse. It will also explore whether the adapted manual is effective for this population through a pilot study wherein staff members will be recruited to deliver the manualised therapy intervention to client participants.

ID: 93783

Start date: 07-03-2022

Last modified: 16-04-2022

Copyright information:

The above plan creator(s) have agreed that others may use as much of the text of this plan as they would like in their own plans, and customise it as necessary. You do not need to credit the creator(s) as the source of the language used, but using any of the plan's text does not imply that the creator(s) endorse, or have any relationship to, your project or proposal

Acceptance and commitment therapy for people facing multiple disadvantage and borderline personality disorder: Adapting a talking therapy manual.

Data description

What data will you create?

Data will be accessible to the researcher, their supervisors, and a limited number of university course staff where applicable. Participants will be assigned a pseudonym by the researcher so they cannot be identified in transcripts to protect personal data. A list linking participants to their pseudonyms will be stored electronically as a password protected file. Once transcribed, interview recordings will be deleted. Consent forms, demographic information, questionnaires, and contact details will be scanned and stored electronically in password-protected files. Step 1: Existing research in the form of manuals of previous practice will be saved electronically on word documents (.docx), relevant sections will be grouped onto one electronic document (.docx). Step 2: Data will be obtained from the signing of consent forms for all participants, either in writing or electronically. Quantitative data will be derived from the rating scales presented to each of the participants involved in this step of the study. If interviews are conducted in person or via telephone, these will be in paper form and scanned and saved electronically as word document (.pdf) using a pseudonym. Where rating scales are completed via Microsoft Teams, these will be completed via screen sharing and the researcher will save these files as word documents (.docx) using pseudonyms. These will be inputted electronically onto one spreadsheet (.xsls). The hardcopies and electronic data will be collated and responses input into an Excel spreadsheet (.xsls). Excel files will be uploaded into SPSS for analysis. SPSS files (.sav) will be downloaded and saved alongside other research data on UoN OneDrive. A PDF (.pdf) copy of the questionnaire will be saved with other research data in UoN OneDrive

Qualitative data will be derived from the two audio-recorded interviews with each of the participants involved in this step of the study. This will consist of audio recordings as well as transcription of the interviews. Qualitative audio recordings of interviews with participants will be carried out online or by phone. Online interviews will be via Microsoft Teams and saved as audio/visual MP4 files (.mp4). These will be saved to Microsoft Stream with the appropriate privacy settings ensuring only the project team can access the recordings. Telephone and face-to-face interviews will be recorded using a digital audio recording device in MP3 (.mp3) format. These will then be uploaded and stored onto Microsoft OneDrive. Interviews will then be transcribed anonymously into Word documents (.docx) for analysis.

Researcher notes of interviews with participants and observations of will be recorded in Word (.docx) and saved onto OneDrive. Each of 6-10 participants will be interviewed twice with a maximum of 20 recordings of approximately 60 minutes each – a total of 1200 minutes totally approximately 1.2GB of interview data. Once transcribed and anonymised, recordings will be deleted. File sizes for audio-visual recorded interviews via Microsoft Teams will approximate a maximum of 4000MBs (if 10 participants participate via Microsoft Teams).

Step 3: Data will include all feedback obtained during Step 2 and will be saved electronically as one document. This will be saved to a main folder dedicated to Step 3, alongside any additional relevant materials to this stage in the research.

Step 4: Data will be gathered regarding session attendance (Implementer Participants will feed back to the researcher), participation in in-session activities (this will be explored using audio recordings of sessions), and completed between-session tasks for client participants (Implementer Participants will feed back to the researcher). These will consist of data recorded on paper. Data will be inputted electronically onto one spreadsheet (.xsls). Quantitative data will be gathered using paper-format questionnaires. Data will be inputted electronically onto one spreadsheet (.xsls). Qualitative data will be recorded and transcribed in relation to the audio-recorded interviews. Quantitative data will be

collected by three Implementer Participants providing three Client Participants with questionnaires. The hardcopies will be collated and responses input into an Excel spreadsheet (.xsls). Excel files will be uploaded into SPSS for analysis. SPSS files (.sav) will be downloaded and saved alongside other research data on UoN OneDrive. A PDF (.pdf) copy of the questionnaire will be saved with other research data in UoN OneDrive

Qualitative audio recordings of interviews with participants will be carried out face to face, online or by phone. Online interviews will be via Microsoft Teams and saved as audio/visual MP4 files (.mp4). These will be saved to Microsoft Stream with the appropriate privacy settings ensuring only the project team can access the recordings. Telephone and face-to-face interviews will be recorded using a digital audio recording device in MP3 (.mp3) format. These will then be uploaded and stored onto Microsoft OneDrive.

Interviews will then be transcribed anonymously into Word documents (.docx) for analysis. Researcher notes of interviews with participants and observations of will be recorded in Word (.docx) and saved onto OneDrive. Each of 6 participants will be interviewed once with a total of 6 recordings of approximately 60 minutes each – a total of 360 minutes totally approximately 36MB of interview data. Once transcribed and anonymised, recordings will be deleted. File sizes for interviews conducted via Microsoft Teams would approximate 1200MBs. No storage costs will apply.

Data collection / generation

What are your methodologies for data collection / generation? How will you ensure data quality? What data standards will you use?

Data will be collected in writing, electronically (for consent forms where relevant) and through audio-recording. Data will be analysed using either quantitative methods or qualitative methods. New data is required in order to develop a new manualised Acceptance and Commitment Therapy interventions for people facing multiple disadvantage who have a diagnosis of borderline personality disorder because this has not been done before. The data analysed will help to facilitate an understanding about whether the new intervention is effective for the target population. The consistency and quality of data collection will be supervised throughout the process by two academic supervisors from the DClinPsy course. In Step 4, repeated measures will be collected on a weekly basis for between 12 and 20 weeks for client participants. quantitative data will be analysed using SPSS. Model adherence to the developed manual will be analysed by the primary research supervisor using the ACT-FM.

Qualitative data will be captured through audio-recording and transcription of interview data. All audio files will be uploaded onto OneDrive and then deleted. In Step 2, rating scales will be used either in paper form (where interviews are conducted face to face) or electronically via screen-sharing (if interviews are conducted via Microsoft Teams). Interviews will be recorded either by Dictaphone (if interviews are face to face) or via Microsoft Teams (where interviews are conducted via Microsoft Teams). An interview schedule will be designed following Step 1, and used during the interviews to ensure consistent responses and peer review. In Step 4, questionnaires will be provided in paper form, as all sessions will be conducted face to face. Sessions and follow-up interviews will be recorded using a dictaphone. The Implementer Participants will be trained by the research team to use the manualised intervention developed in Step 3 to ensure consistent delivery and peer review.

Data storage and security

Where and how will data will be stored, backed-up, transferred, and secured during the active phase (short to medium term) of research?

We will use UoN-provided storage for our working data. UoN licenses Microsoft Teams, allowing for secure and controlled sharing of data among the research team. Microsoft Teams encrypts data both in transit and at rest and is approved against the University's Handling Restricted Data Policy. The service provides several layers of automatic back up and, in a disaster scenario, files can be recovered. Access to data stored in MS Teams is via secure log-in with multi-factor authentication.

All anonymised research data created by the project will be deposited in the UoN research data archive (https://rdmc.nottingham.ac.uk). UoN will retain and preserve research data in line with UoN requirements for a minimum of 7 years, but data will be retained for longer periods of time where it is of continual value to users.

Personal data will be destroyed three months after the completion of the study. Questionnaire data will be stored electronically on SPSS in password-protected files. Once all paper-format data has been inputted electronically onto the relevant spreadsheet file (.xsls), original copies will be destroyed. For quantitative data analysis SPSS will be used.

Audio data will be destroyed once transcribed.

Data management, documentation, and curation

What are your principles, systems, and major standards for data management and creation? What metadata and documentation will you keep?

Data will be organised into separate folders and files for the different stages of research and saved onto the UoN provided storage. A main 'data' folder will be created. Within this, separate folders will be created for each data type: questionnaire responses, demographics forms, audio data, transcription data. Demographics forms and transcript files will be named using participant pseudonym. Interview audio files will be named consistently using 'Interview_PSEUDONYM'. Files will be titled with a description of the data, version number and date. Metadata in the format of a Microsoft word document will also be used, with descriptions of the analysis performed and reference to the file names/version numbers. This will ensure that research data can be used by others outside of the project team. The researcher will document the procedures, objectives, and methodology of the research, and explicitly describe the meanings of variables and codes used. This information will be saved to a file within the main data folder. Any derivations, transformations, pseudonymisation or data cleaning will be described and saved in password protected files where relevant.

Ethics & Privacy

Are there any ethical or privacy related issues associated with your data?

Personal data (age, gender, occupation) will be collected during this project, and the project has considered ethical and legal implications in its data storage, as well as appropriate security of personal data. All participants will agree to data collection and to long-term retention, archiving, and sharing of their anonymised data. Research will follow standard ethical procedures of the Faculty of Psychiatry and Applied Psychology and the University of Nottingham. Specific aspects will be

considered by the Faculty ethics committee as appropriate. In particular, the creation of data from interviews and focus groups will require ethical approval, including consent forms outlining the storage and use for research purposes of data, including access to those data by project researchers and other researchers, both during and after the life of the project. Participants will be informed that they can withdraw their participation at any stage during or after the observations. As we will be working with personal data we will ensure that we comply with the Data Protection Act 2018, including GDPR requirements. This will include providing research participants with the relevant privacy information and ensuring appropriate safeguards for the storage and handling of data are in place.

Data preservation

How will you ensure the long term storage and preservation of data?

All anonymised research data created by the project will be deposited in the UoN research data archive (https://rdmc.nottingham.ac.uk). UoN will retain and preserve research data in line with UoN requirements for a minimum of 7 years, but data will be retained for longer periods of time where it is of continual value to users.

Data sharing and access

How will the data generated be shared and published?

All data for which consent to share has been obtained will be shared via the University of Nottingham data archive under a CC-BY license. Any data which is deemed to be personally or commercially sensitive will assessed on a case-by-case basis to determine whether it can be shared. There will be no need to update the data past the project period. All published outputs will contain a Data Availability Statement including the datacite DOI that directs to the relevant data set. Data will be released at the same time as any published outputs underpinned by the data or by one year from the end of the project.

Roles & responsibilities

Who will be responsible for managing data, data security, data quality, and data security both during the award and post-award?

The chief investigator will be responsible for the storage and management of the data collected during this study. The overall responsibility for data security is held by the University of Nottingham Chief information security officer. Whilst the data is being analysed it will be accessible to any member of the study team, the use of UoN One Drive will facilitate this and allow for team members based at different locations to still have access to the data set. All project members are required to follow the DMP. All project members are responsible for their own use and management of data.

Relevant policies

What are the relevant institutional, departmental or study policies on data sharing and data security?

We will ensure that our research aligns with the requirements of the University's Research Data Management Policy, Information Security Policy, Code of Research Conduct and Research Ethics. As we are working with personal data, we will abide by the University’s Handling Restricted Data Policy and Data Protection Policy. All third party commercial data or new data that may be suitable for commercial exploitation will be protected by the University's Intellectual Property policy.

IPR

Who will own the copyright and IPR of any data that you will collect or create? Will you create a licence(s) for its use and reuse? If you are planning to use existing data as part of your research, do any copyright or other restrictions determine its use?

Copyright & IPR for all project research data is owned by University of Nottingham.

Budgeting

What are the costs or funding required for capturing, processing, storing, and archiving your data?

We don't anticipate any costs beyond those of the University's continued access to OneDrive.

Further Help

Would you like your plan to be reviewed by specialists in Libraries?

Saving this plan after checking the "Yes" box will immediately notify Libraries DMP review service, please only do this when you are ready for review.

- Yes

Would you like a reminder and further guidance on depositing your data? If so, indicate when would be most useful.

Guidance is sent out twice a year, but you can contact library-researchsupport@nottingham.ac.uk at any time for further support.

- July 2022