

NIH Prospective Research Survey

PI Data Entry Tool — INTAKE Instrument

This survey instrument is designed to be used by the RADS PIs for guided interviews/surveys with researchers about their ongoing NIH funded research.

1. Is this the initial meeting (intake) or a follow-up meeting with a researcher?
 - Initial meeting (intake)
 - Follow-up meeting

Intake Questions

Before you meet with the researcher, please fill out the following intake questions:

2. Please select the institution of the researcher you are interviewing today
 - Buffalo
 - Duke
 - Minnesota
 - WashU
3. Please type the last name of the researcher you are interviewing today (*note: this will be used as the login to retrieve collaborator information for follow-up meetings, so please type carefully*)
4. Please confirm you have received the following materials from the researcher.
 - DMSP
 - Budget
 - Budget Justification
 - Entire Grant Proposal, including the above items
 - I have not received these materials - I will ask in during our meeting

5. Looking at their grant, did they budget a dollar amount for Data Management and Sharing in their Grant? *Note: select 'No' if 0 is the amount budgeted; choose 'unclear' if you do not have their grant materials.*

- Yes
- No
- Unclear

5a. If yes, what amount was budgeted? (Write-In)

Scope of Data and Staff

Researcher Survey Questions

Please read and fill out the following questions with the Researcher.

This study is administered by the Association of Research Libraries (ARL) and is one part of a larger study investigating the costs associated with research data sharing.

I sent you an online consent form before this meeting [*confirm that they have completed it*]. Do you have any questions?

This first intake meeting will be longer than subsequent meetings. We will have approximately 8 meetings all together, throughout the next two years. Today's meeting will take approximately 45 minutes and subsequent meetings will take approximately 30 minutes. Your responses from this meeting, and all meetings, will be input directly into Qualtrics.

At the end of your participation in this study, you will receive a \$500 honorarium.

Data Types and Amount

- 5b. (If 'no' is selected). I noticed in your grant document, you budgeted \$0 for data management and sharing. Can you tell me more about why you listed this amount? (Write-In)
- 5c. (If 'unclear' is selected) Can you tell me more about what you budgeted for data management and sharing in your grant? (Write-In)
6. Can you tell me a bit more about the types of data you plan to collect over the course of this grant? Both in terms of broad type or method of acquisition (e.g., field collection, simulation, secondary data, survey/interview, sensor data) and file type (xlsx, csv, png, etc). (Write-In)
7. How much data do you anticipate collecting over the course of this grant? (Write-In).

Interviewer: Can answer in either TB or Number of Files

Overall Size (write in value — numeric):

Select Units:

- MB
- GB
- TB
- PB
- #

Number of Files (write in value):

Select Units:

- MB
- GB
- TB
- PB
- #

8. Have you collected any data since the start of your grant up until this point?

- Yes
- No

8a. (If 'yes' is selected) How much data have you generated/collected up to this point? (Write-In)

Interviewer: Can answer in either TB or Number of Files

Overall Size (write in value - numeric):

Select Units:

- MB
- GB
- TB
- PB
- #

Number of Files (write in value):

Select Units:

- MB
- GB
- TB
- PB
- #

8b. What kinds of data have you generated/collected? (Write-In)

Collaborator Information

9. Besides yourself, are there other collaborators, personnel, or lab members who are working on this project with you?

- Yes
- No

9a. (If 'yes' is selected) We are interested in collecting salary information for everyone who works on data management and sharing activities on your project. Salary information will help us better understand the time and labor costs associated with this work. For each of your collaborators who will contribute to data management and sharing tasks for this project, can you tell me their [*WASHU SKIP NAME*] name, role, and salary? Feel free to round salaries as you feel comfortable.

Note to interviewers: If they have personnel who are contracted, please report their wage as an hourly amount and record their DMS effort later in the number of hours.

(If you are at a public institution) We can also look up salaries from name and role if you don't know or can't remember.

	Collaborator Information			How should salary be interpreted? (Hourly or Salary)
	Name (or unique role only)	Role (if giving name)	Approx Salary/Wage	
Person 1				
Person 2				
Person 3				
Person 4				
Person 5				
Person 6				
Person 7				
Person 8				

	Collaborator Information			How should salary be interpreted? (Hourly or Salary)
	Name (or unique role only)	Role (if giving name)	Approx Salary/Wage	
Person 9				
Person 10				

10. To help us understand the cost of your own time spent on data management and sharing, we need an estimate of your salary during the time of this grant. We will use your salary to calculate the cost per hour of time effort.

Please report your salary at the nearest \$5,000 (for example if you make \$78,000 please round to \$80,000).

Note: If they do not know and are at a public institution, we can look it up.

PI annual salary (in US \$):

11. Is this a multi-site project?

- Yes
 No

12. If yes, this is a multi-site project, please provide context around how this project is structured. Specifically around the data management and sharing aspects of the project. (Write-In)

Data Management and Sharing Activities

Now we are going to ask you about activities or actions that we consider to underlie or be part of Data Management and Sharing. These activities are grouped by phases of a research lifecycle, from planning to project closeout. Not all activities may be applicable to you in your work or in where you currently are in the project.

	Was this done?			If yes, by whom?				Specify units if the following were selected	
	Yes	No	Not Applicable	Self	Lab / Collaborator	Institutional Support	External Support	Institutional Support	External Support
Reviewing disciplinary, funder, and institutional standards, and/or good practices for handling, collecting, documenting, and sharing data									

14. The activities I just asked about are typically done in the planning phase of the grant, many times before grant submission. We are interested in understanding the amount of time researchers are spending in this phase of research in regards to data management and sharing.

For the activities I just asked about, approximately how many hours overall did you, your lab members, or other collaborators spend on the planning phase data management and sharing aspects of this grant?

Role	Time in hours
Yourself (PI)	
Lab members	
Other Collaborators	

Interviewer capture any notes or additions to responses here (Write-In)

Data Collection, Storage, and Management

15. The next set of activities are often done during the 'Data Collection, Storage, and Management' phase of a research project.

	Was this done?			If yes, by whom?				Specify units if following were selected	
	Yes	No	Not Applicable	Self	Lab / Collaborator	Institutional Support	External Support	Institutional Support	External Support
Developing documentation of data (e.g., data dictionary, protocols), including version control documentation									
Creating or reviewing established quality-control mechanisms or procedures									
Evaluating data-analysis tools and processes to support sharing and reproducibility									
Managing active data throughout the project (e.g., storage, security, backup, lab notebooks, including considerations for managing and storing large or specialized datasets)									

Interviewer capture any notes or additions to responses here (Write-In)

	Was this done?			If yes, by whom?				Specify units if the following were selected	
	Yes	No	Not Applicable	Self	Lab / Collaborator	Institutional Support	External Support	Institutional Support	External Support
datasets, both on local and high performance computing (HPC) resources									
Creating documentation for research data (e.g., structured metadata, README files)									
Selecting or applying licenses to data and software/ code									
Transforming data file formats to be more open or accessible									
Creating or ensuring use of persistent identifiers (PIDs) (e.g., digital object identifiers [DOIs], ORCIDs, RORs, etc.)									
Developing or checking for compliance with DUAs or material transfer agreements									

Interviewer capture any notes or additions to responses here (Write-In)

Data Retention, Including Preservation, Archive, and Long-Term Access

- 17. The next set of activities involve actions done for 'Data Retention, Including Preservation, Archive, and Long-Term Access.'

	Was this done?			If yes, by whom?				Specify units if the following were selected	
	Yes	No	Not Applicable	Self	Lab / Collaborator	Institutional Support	External Support	Institutional Support	External Support
and/or publisher requirements for data sharing and retention have been met									
Completing interim and final research project reports, such as funder and/or institutional reporting requirements to ensure future funding									
Engaging or participating in training or education pertaining to data sharing									

Interviewer capture any notes or additions to responses here (Write-In)

19. Are there any other data management and sharing activities that you, your lab members, or collaborators have done that I did not ask about? (Leave blank if no)

	Was this done?			If yes, by whom?				Specify units if the following were selected	
	Yes	No	Not Applicable	Self	Lab / Collaborator	Institutional Support	External Support	Institutional Support	External Support
Other									
Other									
Other									

Interviewer capture any notes or additions to responses here (Write-In)

Staffing Time

The activities I just asked you about encompass the various actions involved in doing Data Management and Sharing. We are interested in learning more about who is doing them and the time/costs involved.

For these questions, please again consider the **time frame of the start of the grant until this meeting**.

20. Thinking about the activities listed above, how much time have YOU spent on data management and sharing tasks?

You can either answer in a percentage time if you regularly engage in these activities, or in numbers of hours spent on these tasks if they are done more rarely. Whichever is easiest to answer.

	Amount of Time	
	Percent of Time (0–100)	Number of Hours (whole number)
Researcher PI		

21. Now, we want to know how much time the various team members you listed before have spent on these activities so far on this grant project.

For each person, you can either answer in a percentage of time if they regularly engage in these activities, or in numbers of hours spent on these tasks if they are done more rarely. Whichever is easiest to answer.

	Amount of Time	
	Percent of Time (1–100)	Number of Hours (whole numbers)
Person 1		
Person 2		
Person 3		
Person 4		
Person 5		

Infrastructure Cost

22. Now we are going to ask about costs associated with purchasing infrastructure generally to support data management and sharing. When answering this question, please think about the time from the start of the grant to this meeting.

Have you purchased any technology, software, hardware, or any other infrastructure that has been used to complete these DMS activities?

	Purchased	Specifics	
	Check if purchased	Description	Cost (in \$)
Hardware (e.g., computers)			
Software (e.g., licenses)			
Computing time			
Storage fees			
Repository fees			
Other infrastructure fees (<i>write-in</i>)			
Other non-infrastructure fees (e.g., external consultant) (<i>write-in</i>)			

23. For expenses you reported (both staff time and infrastructure costs), were there any that were DIRECTLY charged to your grant?

- Yes
- No

23a. (If 'yes' is selected) Please describe which expenses were directly charged to the grant.

Staff time (write-in):

Infrastructure (write-in):

24. For expenses that were not directly charged to the grant, how were these costs covered?

- Start up funds
- Departmental funds
- Other grant funds
- Provided by institution
- Other, please specify (write-in)

Wrap Up

25. Is there anything else you want to share about your DMS expenses and activities that I have not asked about in this meeting? (Write-In)

Entry use only: Please note any other issues/notes/concerns in this field (Write-in).