

Data Storage Protocol UvA Psychology – start 1-1-2015

December 2014

This is a summary of the official policy of the Psychology Research Institute of the UvA. We distinguish four storage goals for data: safety, accountability, efficiency and data-sharing. The last goal is recommended, but not officially required. We refer to the document ('Data Protocol UvA Psychology – background information'), available on the website, for more information about our data storage policy (<http://psyres.uva.nl/scientific-integrity>).

From January 2015, each researcher needs to comply with the following storage protocol.

1. **Published data.** When data are published, it is obligatory that they are stored at the psychology server 'Big Brother' (bigbrother.fmg.uva.nl/publications), maximally 1 month after (online) publication. All staff members should have a personal folder at the psychology server (bigbrother.fmg.uva.nl/publications). You can submit a request for a folder via <http://labs.psychologie.uva.nl/ondersteuning/systeembeheer-accounts/systeembeheer-accounts.html>. Your personal folder can then be accessed with your UvAnetID. A local committee will check this on the basis of 1st author publications.
2. **Data storage.** Before publication, all research data and related materials collected from 1 January 2015 onwards should be properly stored (see below), for example on the H-drive of your computer or an external disk, but in at least two physically separate locations. Only when data are published, storage at Big Brother is required.
3. **Who stores?** All staff members are lead scientists and responsible for appropriate data storage. This also applies to PhD students and post docs. BA and Master students should be taught to follow the new storage rules and are required to submit a folder to their supervisor, containing their thesis and the data and research materials upon completion of their project. The supervisor will upload these data in the publication folder (see 1) on Big Brother if they become part of a publication.
4. **Storage duration.** All (raw) data should be stored for at least 10 years after the publication date (Note: this is a new rule).
5. **Anonymity.** Data should be stored in such a way that it is not possible to track down personal details from the data. This means that data should be anonymized. In practice, this means that:
 - a. All informed consent forms (in paper) should be collected at the TOP. They will see to it that it will be archived, together with any document containing the relation between participant numbers and confidential information.
 - b. Very sensitive data (e.g., patients) or video data require encrypted storage. In the case of online questionnaires, in which email addresses are included, encryption is also needed. In the case of published data, we provide support for this encrypting process (contact Marco Teunisse).
6. **Data belonging to other parties.** In case you make use of data that are owned by organisations, other universities, or persons, who would object to storage on our server, make sure that this is documented in your folder.

7. **Folder structure and contents.** We recommend a **structure** for research data folders, showing which documents should be stored and where. A read-me text can be added if the folder structure is not obvious or too large.

STRUCTURE AND CONTENTS OF YOUR PERSONAL RESEARCH DATA FOLDER

If you do not have a folder, please submit a request at the following website

<http://labs.psychologie.uva.nl/ondersteuning/systeembeheer-accounts/systeembeheer-accounts.html>.

PERSONAL FOLDER: Folder name should contain name of lead scientist.

- Each folder has subfolders, containing data from different research projects.
- Names of subfolders should clearly reflect the contents (e.g., year of data collection, name of research project, or name of journal in which these data were published).

CONTENTS OF EACH FOLDER

a. ETHICS

- Ethics Protocol and Approval (PDF exported from EC site)
- Information brochure, materials and debriefing brochure (as uploaded in the EC submission).

b. METHOD, MEASURES, MATERIALS

- The **experiment scripts** (e.g., the Presentation or Eprime task code) and stimuli
- PDF of paper-pencil questionnaires.
- If online survey software is used (e.g., Qualtrics), it is often possible to export the questions in PDF. Always include a description of the *exact version* and *platform* of the software used. For proprietary software (written expressly for an experiment, e.g., by TOP), a zip file with the software itself may be uploaded with installation instructions and a clear mention of the platform (e.g., Windows XP or higher) and machine (e.g., Esprima PC).

c. DATA COLLECTION

- Appropriate configuration parameters (e.g., EEG configuration files)
- File with *lab log* with entries identified by date and experimenter; subjects identified by participant number, any subject-related materials or comments
- *Raw* data files (e.g., Presentation output files)

d. DATA ANALYSIS

- All **scripts and syntax-files** used to transform and/or analyze the data (e.g., Excel files, SPSS.sav and syntax files, EEG and MRI analysis scripts).
- A file noting details about the data analysis of specific subjects relevant for replication
- A list of dropped subjects plus reason for exclusion
- A *code book*: description of all variable names and labels with sufficient detail to understand both the raw and processed data
- The transformed **data** that formed the basis for all analyses in the published paper.

e. PAPERS OR REPORTS

- The final, submitted manuscript (PDF, refer to as final publication).

Data **Sharing**. In order to promote free accessibility of data, we recommend putting data in an **online repository**, such as DANS or OSF (Open Science Framework, see <https://osf.io/>).

For technical questions about storage, please contact Marco Teunisse (m.teunisse@uva.nl), coördinator FMG lab; for other questions contact Agneta Fischer (a.h.fischer@uva.nl), director Psychology Research Institute.