USING THE DATA MANAGEMENT LIFECYCLE FOR YOUR RESEARCH PLANNING

Data often have a longer lifespan than the research project that creates them. Researchers may continue to work on data after funding has ceased, follow-up projects may analyse or add to the data, and data may be re-used by other researchers.

Annotate the UK Data Archive’s Data Lifecycle diagram overleaf to reflect your own research data lifecycle and the points at which you think data management procedures should be implemented.

THE UK DATA ARCHIVE’S DATA LIFECYCLE

**CREATING DATA**
- design research
- plan data management (formats, storage etc.)
- plan consent for sharing
- locate existing data
- collect data (experiment, observe, measure, simulate)
- capture and create metadata

**PROCESSING DATA**
- enter data, digitise, transcribe, translate
- check, validate, clean data
- anonymise data where necessary
- describe data
- manage and store data

**ANALYSING DATA**
- interpret data
- derive data
- produce research outputs
- author publications
- prepare data for preservation

**PRESERVING DATA**
- migrate data to best format
- migrate data to suitable medium
- back-up and store data
- create metadata and documentation
- archive data

**GIVING ACCESS TO DATA**
- distribute data
- share data
- control access
- establish copyright
- promote data

**RE-USING DATA**
- follow-up research
- new research
- undertake research reviews
- scrutinise findings
- teach and learn
Project: Negotiating Midlife - A Psycho-Social Investigation into the Subjective Experience of Ageing

- Developed good file naming and file structure from the start.
- Designed research project.
- Prepared for data collection.
- Designed consent forms (didn’t include permissions to archive and share data).
- Approached research participants.
- Drafted interview schedule.
- Starting to back up data on memory stick and laptop.
- Developed data management plan to start.

- Reluctant to share field notes as they are very private.
- Could apply access controls if archived.
- Got retrospective consent to share data archive.
- Sent field notes to interviewees when they originally signed for data.

- Went back to explore the copyright of data used from others.
- Anonymised.
- Wrote up.
- Analysed data.
- Appraised data.
- Evolved data.
- Shared data.
- Media data exported.

- Proposed data.
- Resequenced.

- Collected data.
- Relooked.

- Gathered detailed field notes.
- Sent field notes to interviewees.
- Removed consent from interviewees.
- Gathered consent to archive and share data.

- Conducted new interviews.
- Gathered content to include consent to archive and share data.
- Conducted new interviews.

- Carried out transcription.
- Interviewed plus five different transcribers.
- No strategy to maintain consistency.

- Paper copies of transcripts stored in unlocked filing cabinets at home with consent forms.