**SAMPLE DATA MANAGEMENT AND SHARING PLAN: Social//Behavioral Research**

**Data Type:**The following quantitative and qualitative data will be collected as part of this project and will be available for sharing in raw or aggregate form. Any individual level data will be de-identified before sharing.

1. Student-level data including:
   1. Pre- and post-test data from proximal and distal writing measures
   2. Demographic data (age, sex, race/ethnicity, free or reduced price lunch status, home language, special education and English language learning services status)
2. Teacher-level data, including
   1. Pre/post knowledge and skills data
   2. Teacher efficacy data
   3. Fidelity data (teachers’ accuracy of implementation of Data-Based Instruction; DBI)
   4. Teacher logs of time spent on DBI activities
   5. Demographic data (age, sex, race/ethnicity, degrees earned, teaching certification, years and nature of teaching experience)
3. Qualitative field notes from classroom observations and transcribed teacher responses to semi-structured follow-up interview questions.
4. Audio and video files from teacher observations and interviews.

Metadata to be shared include the log of when, where, and how data were collected, decisions related to methods, coding, and analysis, statistical analyses, software and instruments used, where data and corresponding documentation are stored.

**Related Tools, Software and/or Code:**The Qualtrics survey tool will be utilized to collect survey data. All survey data will be housed on secure university servers at the two performance sites. During the active project period (while data are being collected, coded, and analyzed), de-identified data from students and teachers will be entered remotely from the two performance sites into the University secure BOX storage (box.xxx.edu). De-identified raw paper data (e.g., student pre/posttest data) will be scanned into pdf files. Raw data collected electronically (e.g., via survey tools, field notes) will be available in MS Excel spreadsheets or pdf files. Raw data from audio/video files will be in .wav format. Audio/video materials and field notes from observations/interviews will also be transcribed and coded onto paper forms and scanned into pdf files. The final database will be in a .csv file that can be exported into MS Excel, SAS, SPSS, or ASCII files.

**Standards:** De-identified raw paper data (e.g., student pre/posttest data) will be scanned into pdf files. Raw data collected electronically (e.g., via survey tools, field notes) will be available in MS Excel or pdf files. Raw data from audio/video files will be in .wav format. Audio/video materials and field notes from observations/interviews will also be transcribed and coded onto paper forms and scanned into pdf files. The final database will be in a .csv file that can be exported into MS Excel, SAS, SPSS, or ASCII files.

**Data Preservation, Access, and Associated Timelines:**The complete dataset is expected to be accessible after the study and all related publications are completed and will remain accessible for at least 10 years after the data are made available publicly.

**Access, Distribution, or Reuse Considerations:** Final peer-reviewed publications resulting from the study/grant will be accompanied by the dataset used at the time of publication, during and after the grant period. A long-term data sharing and preservation plan will be used to store and make publicly accessible the data beyond the life of the project. The data will be deposited into the University X Data Repository (UXDR), (link to UXDR website) where individual personal identifiers will be assigned. This University Libraries’ hosted institutional data repository is an open access platform for dissemination and archiving of university research data.

**Protections for privacy rights and confidentiality of human subjects:** The data for this study fall under multiple statutes for confidentiality including multiple IRB requirements for confidentiality and FERPA. If it is not possible to meet all of the requirements of these agencies, data will not be shared.

The two sites where data will be collected, both universities and school districts have specific requirements for data confidentiality that will be described in consent forms. Participants will be informed of procedures used to maintain data confidentiality and that only de-identified data will be shared publicly. Some demographic data may not be sharable at the individual level and thus would only be provided in aggregate form.

When we collect audio/video data, participants will sign a release form that provides options to have data shared with project personnel only and/or for sharing purposes. We will not share audio/video data from people who do not consent to share it, and we will not publicly share any data that could identify an individual (these parameters will be specified in our IRB-approved informed consent forms). De-identifying is also required for FERPA data. The level of de-identification needed to meet these requirements is extensive, so it may not be possible to share all raw data exactly as collected in order to protect privacy of participants and maintain confidentiality of data.

**Oversight of Data Management and Sharing:**The PIs and Co-Investigator acknowledge that each annual report must contain information about data accessibility, and that the timeframe of data accessibility will be reviewed as part of the annual progress reviews and revised as necessary for each publication.