Managing Active Data
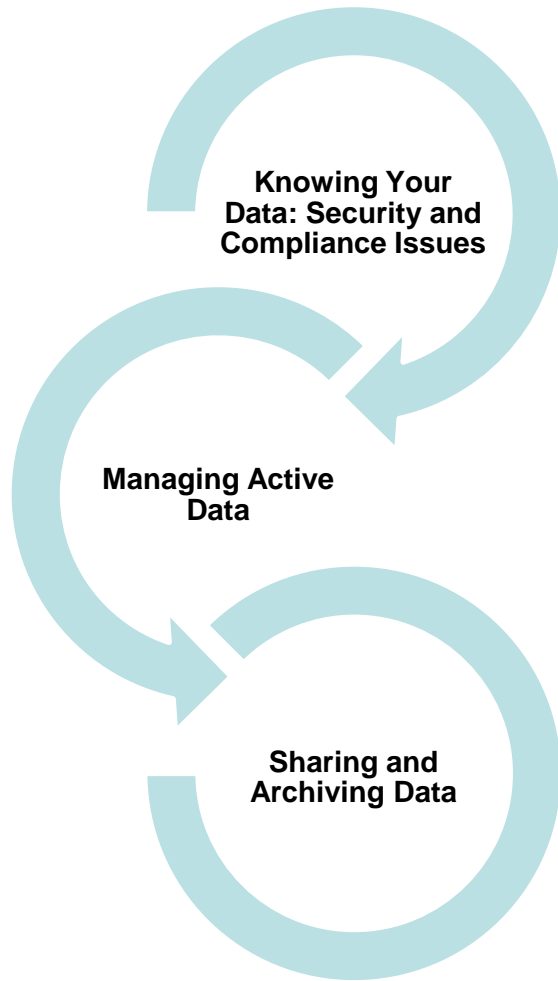## (Part 2 of 3 Workshops on Data Management)

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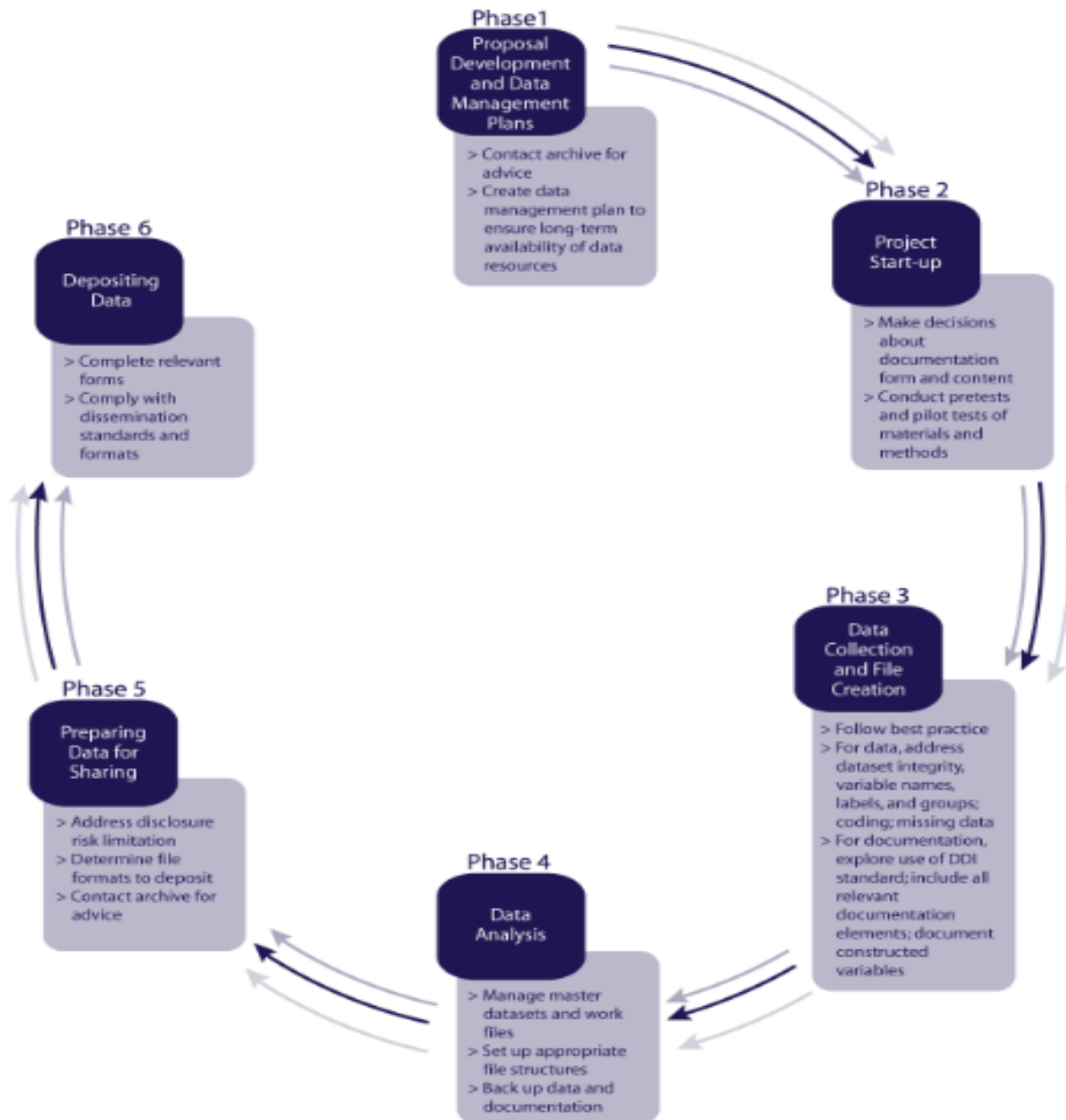# Data Management Workshop Series

Knowing Your Data: Security and Compliance Issues

Managing Active Data

Sharing and Archiving Data

Know What You Have

Know Where It Is

Know How to Share

Phase 1
Proposal Development and Data Management Plans
> Contact archive for advice
> Create data management plan to ensure long-term availability of data resources

Phase 2
Project Start-up
> Make decisions about documentation form and content
> Conduct pretests and pilot tests of materials and methods

Phase 3
Data Collection and File Creation
> Follow best practice
> For data, address dataset integrity, variable names, labels, and groups; coding; missing data
> For documentation, explore use of DDI standard; include all relevant documentation elements; document constructed variables

Phase 4
Data Analysis
> Manage master datasets and work files
> Set up appropriate file structures
> Back up data and documentation

Phase 5
Preparing Data for Sharing
> Address disclosure risk limitation
> Determine file formats to deposit
> Contact archive for advice

Phase 6
Depositing Data
> Complete relevant forms
> Comply with dissemination standards and formats

ICPSR Guide to Social Science Data Preparation and Archiving
https://www.icpsr.umich.edu/icpsrweb/content/deposit/guide/

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Presenters

- **Amanda Rinehart**, Data Management Services Librarian, OSU Libraries

- **Joe Roush**, EHE CIO

- **Jessica Logan**, Associate Director for Research, Crane Center for Early Childhood Research and Policy

- **Sandy Reed**, Assistant Director, EHE Research Methodology Center

Agenda

- Data Management Life Cycle and Planning Ahead – *Amanda Rinehart*

- Storage Solutions – *Joe Roush*

- Examples of How Active Data is Managed and Stored and What to Keep in Mind – *Jessica Logan*

- Research Methodology Center as a Resource – *Sandy Reed*

- Gap Analysis of Research Storage Solutions – *Joe Roush*

Upcoming Events

THE OHIO STATE UNIVERSITY
COLLEGE OF EDUCATION AND HUMAN ECOLOGY

All of our events can be found on our Research Events calendar – go.osu.edu/ResearchEvents

6	7	8	9	10	11
Qualtrics Corner: Using Contacts (Webinar)	IPR Seminar Series: Dr. Janet Box-Steffensmeier and Benjamin Campbell Zotero Basics: Citation Management Training			EHE Methodological Colloquium: Dr. Roger Goddard and Robert Nichols	

13	14	15	16	17	18
	IPR Seminar Series: Dr. Linda Labao and Dr. Mark Partridge		PI Portal: Personnel Overview (Webinar) RMC Event: Testing for Measurement Invariance with Ordinal Variables in Mplus with Natasha Bowen	EHE Methodological Colloquium: Dr. Andrew Persch	RMC Event: Confirmatory Factor Analysis in AMOS with Robert Nichols

20	21	22	23	24	25
EHE CCEC Practitioner Workshop: Strengthening Language and Literacy with Read It Again			ORRP: Buck-IRB Submissions Workshop	EHE Methodological Colloquium: Dr. Brice Acree	

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