

## Data management plan

This document outlines the data management plan for

(hereafter 'the project').

The aim of this plan is to ensure that project data is stored securely and sustainably, while providing a transparent process for data access. This will also support more equitable partnerships with research collaborators through concrete steps taken across the research process, facilitating all members of the team in both leading their own analyses and participating in analyses from across the project.

This document was informed by existing work on equitable research and research partnerships in global health [1–7]. This is intended to be a living document that is periodically revised considering researchers' experience of the process and input from research partners.

### Principles

This document outlines procedures that are designed to support adherence to the following principles of equitable partnership [4]:

1. **Co-creation** of research questions, research process and/or study outputs
2. Clear and sustained **communication** with all those involved in the project
3. Long-term **commitment** to developing equitable research partnerships
4. **Continuous review** of research processes to ensure they support equitable partnerships

### Project data

Archived project data will be described in the project data database. This database will also indicate the data owner for each data set.

### Data management roles

*Data owner:* Researcher responsible for developing or including a data collection instrument (e.g. survey instrument, interview question) in study protocols. Data owners have decision-making power over how their data is shared, with whom and for what purpose.

*Data administrator:* Nominated principal applicant . Data administrators will take responsibility for securely and sustainably storing data generated through a range of projects and providing access to data as indicated by the data owner.

### Data management plan

1. Data generated through the project will be available upon request for non-commercial purposes. Where a researcher who does not own the data set wishes to make use of a data set, they will apply to use the data by completing the [publication policy form](#). They will send completed forms to the data administrator and data owner. The data owner will decide whether to approve use of the data for the stated purpose, and the data administrator will make the data available to involved parties as indicated by the data owner.

2. Before receiving the data, the researcher must sign and complete the [Declaration of Non-Disclosure](#) and abide by its clauses during and after analysis of project data.
3. As with other project publications, researchers will then circulate an Intention to Publish form to the project team to invite input and collaboration from other project members.
4. Where a data owner does not wish to have ongoing responsibility for data management decisions, they must complete and return the [Data Sharing Waiver](#), specifying which data set(s) they want to waive responsibility for. Data ownership will then be handed over to the data administrator, who will share data for appropriate non-commercial purposes and ensure data continues to be stored and shared securely.

### *References*

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- [2] Carvalho A, IJsselmuiden C, Kaiser K, Hartz Z, Ferrinho P. Towards equity in global health partnerships: adoption of the Research Fairness Initiative (RFI) by Portuguese-speaking countries. *BMJ Global Health* 2018;3:e000978. <https://doi.org/10.1136/bmjgh-2018-000978>.
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- [5] Canadian Coalition for Global Health Research. CCGHR Principles for Global Health Research. 2015.
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