Heymans Institute Data Storage Protocol

This protocol relates to data collected by members and affiliate members of the Heymans Institute and to statistical meta-analyses, qualitative research, data simulations and analyses/secondary analyses of data collected by third parties (i.e., persons or bodies that are not students or staff of the Heymans Institute) or available in databases.

With effect from 1 November 2013 all members/affiliate members of the Heymans Institute (HI) are responsible for ensuring that there is a research package for every research project for which they have been given approval as Principal Investigator (PI) by the Ethics Committee of the Heymans Institute (ECP, Ethische Commissie Psychologie) or another ethics committee.

Members/affiliate members of the Heymans Institute are also responsible for ensuring that there is a publication package for every empirical article or book/chapter of which they are the first author. If a student is the first author, the person supervising this student is responsible for ensuring that there is a publication package. Further, in the case of a PhD thesis members/affiliate HI members are responsible for ensuring that there is a publication package for their dissertation. These rules apply from 1 January 2014 and apply to everything published after that date and PhD theses defended after that date.

Data storage: every member/affiliate member of the Heymans Institute has access to storage space on the Y: drive (Y:\Staff\gmw\HI). The research and publication packages should be saved on the Y: drive by the PI/first author/PhD student. Co-researchers, co-authors and supervisors/co-supervisors working or studying at the University have the right of access to the packages in which they are involved (writing rights, i.e., the ability to save data). The PI/first author/PhD student should apply to Pieter Zandbergen for these rights (p.zandbergen@rug.nl). At present it is not possible for co-researchers, co-authors or supervisors/co-supervisors at other universities to have access to the packages, but this should be possible at some future date.

Research package: the ECP will assign a research code to research that it approves. The PI should create a folder with that name on the Y: drive. This is the research package (described in detail on p. 3). The research package for research approved by another ethics committee should also be saved by the PI on the Y: drive. The PI should apply to Pieter Zandbergen for writing rights for everyone involved in the research project. The research package must be available once the project approved by the ethics committee has ended (i.e., within one month of the finishing date on the ethics committee application form). If owing to unforeseen circumstances data collection has not yet ended by that date there must at least be a data archiving form stating why the deadline has been deferred. The deadline may be extended by a maximum of two months.

Publication package: in the case of all empirical PhD theses defended after 1 January 2014 and all empirical publications (i.e., articles, chapters and books reporting one or more empirical studies by the first author not published elsewhere) published after 1 January 2014, publication packages (described in detail on p. 5) must be saved on the Y: drive by the first author/PhD

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1 A lecturer without a research appointment who supervises students' research may become an affiliate member of the Heymans Institute and act as PI for an ECP application.
student. The first author/PhD student should apply to Pieter Zandbergen for writing rights to the publication package for all co-authors and supervisors/co-supervisors affiliated to the University.

**Access and verification:** all researchers involved in the project approved by the ethics committee and all co-authors of published empirical articles and PhD thesis supervisors/co-supervisors who are working for or studying at the University have writing rights to the packages saved by HI members/affiliate members. The Research Director and his/her Secretariat have reading rights to all research and publication packages stored on the Y: drive to enable them to carry out spot checks to see (a) whether there are publication packages for published empirical articles and PhD theses of HI members and (b) whether a research package for the project approved by the ethics committee has been saved within one month of the finishing date of the project.

**Retention period:** in principle all data on the Y: drive is retained permanently, even after a member/affiliate member of the Heymans Institute has left.

*Note:* The American Psychological Association (APA) lays down the rule that data must be available for five years after the publication of the research. The Y: drive, however, is a backup system that cannot be deleted (everything stored on that drive can be retrieved, even if someone edits or deletes data after it has been saved). Research and publication packages can therefore always be retrieved, even after a member/affiliate member of the Heymans Institute has left.

**Evaluation protocol:** use of and compliance with the protocol will be evaluated in April 2014. Any questions and/or comments on the protocol should be addressed to the Research Director’s Secretariat (secr-onderzoekpsych@rug.nl).
Research package: how to store data once approval has been given by the Ethics Committee of the Heymans Institute (ECP) or another ethics committee

Effective from 1 November 2013

1. Once the ECP has approved the project the PI should create a folder on the Y: drive with the name ‘Researchpackage’ followed by, in bold type, the research code for the project (e.g. Researchpackage13027-E). This is the research package. Everyone involved in the research project working or studying at the University must have writing rights to the research package: the PI should apply to Pieter Zandbergen for these rights. The same procedure applies if the project has been approved by an external ethics committee.

2. The research package should comprise:
   a. A data archiving form stating:
      i. Where the ethics committee application was made, the protocol number of the review, and the approval date.
      ii. A description of the contribution made by each researcher. Types of contribution include ‘devising the project’, ‘organizing the project’ and ‘data collection’.
      iii. Detailed information on who collected the data, where and at what location, and where the data is stored if not on Y:.
   b. The ethics committee application and certificate of approval.
   c. The ‘raw database’ as initially available digitally to the member/affiliate member of the Heymans Institute.
      i. Relevant data on participants (guaranteeing their anonymity), including the date(s) on which they took part.
      ii. Data in the raw database must be anonymized in accordance with ethical guidelines.
      iii. The research package should not include information that identifies persons or consent forms (which must also be retained unless other arrangements have been made on account of ethical objections). The data archiving form should state where this data is stored and who has access to it.
      iv. In the case of non-digital source material (physiological findings, audio recordings, paper questionnaires – which may also be scanned and saved on the Y: drive – consent forms, etc.) the data archiving form must state where this is stored and who has access to it.
      v. In cases where the Heymans Institute researcher is not allowed to have the data on account of ethical guidelines, insurmountable logistical problems, privacy-related reasons or formal property rights the data archiving form must clearly state the reasons for the absence of the data from the package. In such cases the research package should if possible include a random sample from the original database or a screenshot of part of the raw data.
   d. All the digital research material (or material for scanning) used in the project that is needed to replicate the research, including for example:
i. Questionnaires, stimuli, research plans for the project, instructional texts, experiment leader protocols, video material, software for simulation studies, computer scripts, a description of equipment used, etc.

ii. Any source references made to material published elsewhere must be accurate and sufficiently specific.

3. If multiple studies took place under the ethics committee approval, information (as referred to at 2c and 2d) on all the research must be available and this should be clearly described on the data archiving form.

4. The research package must be available within one month of the finishing date of the project (as stated in the ethics committee application). If owing to unforeseen circumstances data collection has not yet ended by that date there must at least be a data archiving form stating why the deadline has been deferred. The deadline may be extended by a maximum of two months.
Publication package: How to store data in the case of publications and PhD theses

Effective from 1 January 2014

1. For every empirical article or book/chapter published after 1 January 2014 and every empirical PhD thesis defended after 1 January 2014 there must be a folder on the Y: drive. This is the publication package. The name of the publication package should be 'publicationpackage' followed by, in bold type, the surnames of the authors and year of publication (e.g. publicationpackage:JansenBakkerSmit2014) in the case of a published empirical article or book/chapter. In the case of a PhD thesis the name of the package should indicate this (e.g. publicationpackage:DissertationJansen2014). All co-authors and supervisors/co-supervisors working or studying at the University must have writing rights to the publication package: application for these should be made to Pieter Zandbergen.

2. The publication package should comprise:
   a. A data archiving form stating for each project:
      i. Whether an ethical review has been carried out and if so where, the protocol number of the review and the date of approval (if approval was required).
      ii. A description of the contribution made by each author/co-author and supervisor/co-supervisor, for example ‘devising and organizing the project’, ‘data collection’, ‘data analysis’, ‘critical reading of the text/feedback’ and ‘writing of the article/PhD thesis’.
      iii. Detailed information on who collected the data, where and at what location, and where the data is stored if not on Y:. This also applies to data collected by third parties, insofar as this information is available.
      iv. In the case of data from existing databases and repositories the origin, version and date must be specified.
   b. (For each project and if applicable) The ethics committee application and certificate of approval.
   c. (For each project) the ‘raw database’ as initially available to the member of the Heymans Institute digitally or in digitizable form (e.g. scans of paper questionnaires).
      i. Relevant data on participants (guaranteeing their anonymity), including the date(s) on which they took part should be included in this file.
      ii. Data in the raw database must be anonymized in accordance with ethical guidelines.
      iii. The data package should not include information that identifies persons or consent forms (which must also be retained unless other arrangements have been made on account of ethical objections).
      iv. In the case of non-digital source material (physiological findings, audio recordings, paper questionnaires – which may also be scanned and saved on the Y: drive – consent forms, etc.) the data archiving form must state where this is stored and who has access to it.
   d. In cases where the Heymans Institute researcher is not allowed to have the data on account of ethical guidelines, insurmountable logistical problems, privacy-related reasons or formal property rights the data archiving form must clearly state the
reasons for the absence of the data from the package. In such cases the publication package should if possible include a random sample from the original database or a screenshot of part of the raw data.

e. (For each project) all the digital research material (or material for scanning) used in the project that is needed to replicate the research, including:

   i. Questionnaires, stimuli, instructional texts, experiment leader protocols, video material, software for simulation studies, computer scripts, a description of equipment used, etc.

   ii. Any source references made to material published elsewhere must be accurate and sufficiently specific.

f. (For each project) syntax, computer scripts or statistical logbooks of the processing of the raw data and a properly documented and edited database to enable analyses such as those reported in the article to be replicated from the raw database.

g. The article or PhD thesis

3. If the data referred to at 2 is already available on Y: in research packages, or publication packages in the case of a PhD thesis, references to these on the data archiving form will suffice.

4. The publication package must be available as soon as an empirical article or book/chapter is published or a PhD thesis is submitted to an assessment committee. Any supervisor(s) approving the PhD thesis thereby confirm(s) that a proper publication package is available.