

**GENERAL INFORMATION****\*Project Title:**

A cluster randomized trial of a community-based lifestyle intervention for diabetes management in Kavrepalancho

**\*Start Date:**

01/06/2020

**\*Project Lead/Primary Investigator Name:***(Data Manager for the Project)*

Lal Rawal

**If student project, please provide primary supervisor's name:****Is this Research Data Management Plan linked to another Research Data Management Plan?** Yes  No**If yes, please specify linked DMP Identifier #****School**

- School of Access Education  School of Business & Law  School of Education & the Arts  
 School of Engineering and Technology  School of Health, Medical & Applied Sciences  School of Nursing, Midwifery and Social Sciences

**Research Centre or Institute**

- Appleton Institute  Centre for Intelligent Systems (CIS)  
 Centre for Railway Engineering (CRE)  Centre for Regional Advancement of Learning, Equity, Access and Participation (LEAP)  
 Centre for Tourism & Regional Opportunities (TROp)  Institute for Future Farming Systems  
 Queensland Centre for Domestic and Family Violence Research  Centre for Indigenous Health Equity Research

**Research Data Management Plan Created by:***Only required if different from Project Lead/Primary Investigator*

Lal Rawal

**Add additional CQU Staff member/s who need access to this RDMP (eg. Supervisor):****Funding Information***If applicable, provide the funding body, grant application number, and Research Master (RM) project number (if known)***Funding Body****Grant Application Number****Research Master (RM) Project Number**

Japan Agency for Medical Research and Development (

SU-13

[+ Add More](#)

# RESEARCH PROJECT DATA DETAILS

## \*Project Description:

### ***Provide a short summary***

**Introduction:** Nepal in recent years, is facing increasing problem of NCDs. The evidence base on NCDs from the population-based data is unavailable, however several small-scale studies have been conducted both in community and hospital settings. According to the WHO, estimated 60% of total deaths (age between 30 and 70 years) are attributable to NCDs and NCD-related conditions in Nepal. Nepal has higher age-standardized death rates and disability-adjusted life years from NCDs than communicable diseases. NCDs account for more than 44% of deaths and 80% of outpatient contacts.

## Data Formatting:

***What file formats will be used for the data eg. images, spreadsheets, documents, audio, video recordings...***

**Support Information**

Mostly spreadsheet and use of a range of statistical softwares including STATA, SPSS and NVivo. We will also use audiovisual, images and recordings, in particularly for the project intervention purposes.

***If data is converted into another format, will the original be retained for the stated retention period***

Yes  No

***List the storage location/s of original and reformatted dataset/s***

For the purpose of processing and analyses, the original data will be transported into different forms including Excel, STATA and SPSS. The original data as per the Kathmandu University, Nepal data security provisions, we will retain original data for the duration of 15 years at least.

***List any software/equipment used to create/collect data include what version***

Excel, Word files, SPSS, R, STATA etc. NVivo for qualitative data.

***List any software/equipment used to manipulate/analyse the data/reuse***

SPSS, R, and STATA for quantitative data analyses where as NVivo for qualitative data analyses.

**Data Organisation and Structure:**

***For example: What metadata will be kept? Is there a particular naming format/standard/schema to follow? List any vocabularies to be used (e.g. ANZLIC, ISO, LCSH, ANZSCO etc) How will different versions of the data files be tracked?***

**Support Information**

**Proposed folder structure:**

- Project management (timelines, budget, purchasing )
- People and/or Partnerships (information relating to supervisors, industry partners, casual project staff)
- Data collection and analysis – (raw data and analysis)
- Thesis chapters
- Publications – (conference posters/papers, journal articles, grey literature, etc.)
- Other (self-nominated) – 1
- Other (self-nominated) – 2

Folder structure:

Original data collection [will contain original quantitative and qualitative data with identifying information]

Audio recordings of interviews [will contain digital recordings of qualitative interviews, named by participant code]

Quantitative data [will contain deidentified quantitative data sets in spreadsheet]

Transcriptions of qualitative interviews [will contain MS Word transcriptions of all qualitative interviews, named by participant code, identifying information removed from text]

Participant index folder [will contain documents with encoding information linking participants to the code assigned to them]

## ETHICAL/CONFIDENTIALITY/PRIVACY/COPYRIGHT CONSIDERATIONS

\*Is ethics approval required?

Yes  No

(If yes attach this form to ethics application)

[Support Information](#)

Insert Ethics approval number here when available:

Is data sensitive or confidential?

Yes  No

Types of Sensitivity

Commercially sensitive  Culturally sensitive  Security classified  Non-public

## STORAGE AND ACCESS REQUIREMENTS

Please note, the CQUniversity dedicated research data storage system is automatically backed up every night to keep your data safe.

Is Working data that isn't stored directly on CQUni dedicated research data facility, backed up to this system on a daily basis?

Yes  No

[Support Information](#)

If No:

How regularly is working data synced or backed up to the dedicated research data store?

At least daily  At least weekly  Other

If Other:

Who is responsible for backing up data to the dedicated research data store? Specify the storage arrangements and measures to be taken to ensure the security of information from misuse, loss or unauthorised access during the research project (eg. will identifiers be removed and at what stage? Will information be physically stored in a locked cabinet?)

The data management unit and the IT department of Kathmandu University will be responsible for data storage, security and backing up of data on a regular basis.

\*What will be the estimated volume of electronic data annually? (approximate)

<5GB  <100GB  <500GB  <1TB  1TB-5TB  
 >5TB

If physical specimens are required, please indicate storage location of specimens and related documentation.

NA

\*Who will have Access?

List all collaborators, including yourself:

Name:

Lal Rawal

Email Address:

L.rawal@cqu.edu.au

CQU Staff Username:

rawall

Username Lookup:

If you are not sure what the CQU Staff Username is, type the name here to find out.

Organisation/Affiliation:

S-HMAS

Campus Location:

Sydney campus

Access Level:

full  read-only

Result:

Name:

Biraj Karmacharya

Email Address:

birajmk@kusms.edu.np

CQU Staff Username:

Username Lookup:

If you are not sure what the CQU Staff Username is, type the name here to find out.

**Organisation/Affiliation:**

Kathmandu University, Nepal

**Campus Location:**

Dhulikhel

**Access Level:**

full  read-only

Result:

**Name:**

Rabina Shrestha

**Email Address:**

rabinasresta@kusms.edu.np

**CQU Staff Username:**

**Username Lookup:**

*If you are not sure what the CQU Staff Username is, type the name here to find out.*

Result:

**Organisation/Affiliation:**

Kathmandu University, Nepal

**Campus Location:**

Dhulikhel

**Access Level:**

full  read-only

**Name:**

Abha Shrestha

**Email Address:**

shresthabha@kusms.edu.np

**CQU Staff Username:**

**Username Lookup:**

*If you are not sure what the CQU Staff Username is, type the name here to find out.*

Result:

**Organisation/Affiliation:**

Kathmandu University, Nepal

**Campus Location:**

Dhulikhel

**Access Level:**

full  read-only

**Name:**

Tomohiko Sugishita

**Email Address:**

sugishita.tomohiko@twmu.ac.jp

**CQU Staff Username:**

**Username Lookup:**

*If you are not sure what the CQU Staff Username is, type the name here to find out.*

Result:

**Organisation/Affiliation:**

Tokyo Womens Medical University, Japan

**Campus Location:**

Tokyo

**Access Level:**

full  read-only

**Name:**

Hanako Iwashita

**Email Address:**

iwashita.hanako@twmu.ac.jp

**CQU Staff Username:**

**Username Lookup:**

*If you are not sure what the CQU Staff Username is, type the name here to find out.*

Result:

**Organisation/Affiliation:**

Tokyo Womens Medical University, Japan

**Campus Location:**

Tokyo

**Access Level:**

full  read-only

[+ Add another collaborator](#)

## DATA RETENTION, REUSE AND DISPOSAL:

*As there may be multiple datasets (including raw, clean and de-identified) created during the course of a project this section allows for individual dataset information.*

Completed Dataset – file name:



### Applicable minimum retention period

At the end of the required retention period, you must seek written permission from the University to destroy research data and materials. A Request [Support Information](#) to Dispose form must be approved by the Records Management team and appropriate disposal methods must be used, as per the Records Management Policy and Procedure.

- 12 months (short term research projects for assessment purposes only)
- 5 years post last use
- 7 years post last use (psychology only)
- 15 years after Clinical Trial or after last patient service provision or medicolegal action
- Permanently
- Other

If Other: (eg. funding requirements)– please nominate

Nominate a data custodian: (The data custodian will remain primary contact at CQUniversity once project has been completed):

- DDR School of Business and Law
- DDR School of Education and the Arts
- DDR School of Engineering and Technology
- DDR School of Nursing, Midwifery and Social Sciences
- DDR School of Health, Medical and Applied Sciences

**Who are the copyright and intellectual property owners – please list**

**Information about contractual obligations or third party licences that apply to this data?  
(include any limitations or conditions on the publication of results)**

**Can the dataset be shared or reused? Note: The original copy and the de-identified copy must both be kept.**

[Support Information](#)

Yes  No

**Please indicate level of access required for underlying/associated dataset:**

- Open Access –licence required, please select below (eg. CC BY) – dataset will be made available via CQUniversity’s Institutional Repository, ACQUIRE
- Mediated Access – Author, title and relevant details of dataset will be made available via CQUniversity’s Institutional Repository, ACQUIRE. A note will be added to contact Data Manager/Data Custodian for sharing licence required, please select below (eg. CC BY)
- No access (Citation Only) – only Author, title and relevant details of dataset will be made available via CQUniversity’s Institutional Repository, ACQUIRE
- No access – no public listing, no details will appear in CQUniversity’s Institutional Repository, ACQUIRE eg. due to sensitivities as previously indicated

**Please select licence for the data**

**Which version do you want to publish?**

Original  De-identified (ethics restrictions)

**Will this dataset be embargoed?**

Yes  No

If Yes embargoed until:

**Any further information:**

For dataset to be made available in ACQUIRE, a research dataset must be submitted to Research Elements.

[Submit to Research Elements](#)

**Has dataset been submitted to Research Elements?**

Yes  No

[+ Add More](#)

[Click here to notify library staff that a dataset has been submitted to Research Elements](#)

**Additional Notes:**

NA

Please note, the duration of the noted research project is up to mid 2024. The project is funded by the Japanese research agency (AMED Japan) and being implemented in Nepal. CQU is a research partner providing technical support and leadership to the project.

Due to th Japanese Fiscal year (Apr to Mar), the budget is prepared and executed on annual basis. Therefore, you can see the current project end date is 31 of March 2021. The next year plan will be ready sometime around Feb/ March 2021.

**Project Completion Date:**

**Project Completion Date:**

31/03/2021

**Dedicated Research Storage Share Name:**

*This field is for administration purposes only and will indicate any share names on the Dedicated Research Storage facility that are associated with this data management plan.*

**Ethics Office use only.**

*Upload copy of the approved information sheet and consent form or advise if a waiver for the requirement of consent was approved:*

[+ Add Attachment](#)

**consent waiver approved**

Save

Save and Lodge Form

Cancel

**Please Note: Edits can occur at anytime, even after a form has been lodged. It is recommended that Data Management Plans are reviewed annually.**

**Form ID: RDM01**