

DATA MANAGEMENT PLAN

Legal and ethical considerations. The bulk of data collection comprises of observations of a public setting and intensive interviews with public officials. Confidentiality procedures are in place to protect against identifying individuals involved in particular cases during all stages of the project. Ethical and scholarly obligations adhered to are in line with the principles and guidelines set forth in the Codes of Ethics of the American Anthropological Association and the American Sociological Association. Investigators' primary responsibilities are to research participants in and outside of the courtroom, to ensure safety, dignity and privacy of individuals and organizations. All interviewed informants will participate in the project based on informed consent, may withdraw at any time, and are able to request information not be published. Informed consent forms describe how data is stored and used and how confidentiality is maintained in the long-term. Measures include aggregating individual-level data, generalizing the meaning of detailed text, and the use of pseudonyms for individuals, organizations, and businesses. Prosecutorial and defense counsel interview guides refer to general experiences and are specific only in example, not to case information to keep confidential attorney-client privileges. The same privileges are applied to SANEs as it pertains to client medical information. Mindful of the complexity of the research topic, investigators have extensive experience working with and researching sensitive issues and populations (Hlavka 2008; Mulla 2008), and have written on how violence and trauma can affect research participation (Mulla and Hlavka 2011; Hlavka, Kruttschnitt, and Carbone-López 2007).

Data generated by research and protection measures. Protection procedures are in place regarding the anticipated production of: (a) archival data; (b) digital interview recordings; (c) transcribed interviews; (d) consent forms; (e) field notes; and (f) analyses generated during the course of the project. The Primary Investigator has been designated electronic data manager and the Co-PI manages and houses the physical, hard copy data. If either PI leaves the university the remaining PI will have data management and storage responsibilities to ensure safety and accuracy of the data. The following describes these processes.

Type	Description	Forms
Archival data	Over 250 observations (scanned and hard copy) of sexual assault related court hearings from student monitors between September 2010 and May 2012.	PDF; hard copy
Interviews	Intensive interviews (audio files and transcriptions) from PHASE 1 and PHASE 2 of the project timeline. Approximately 60 intensive interviews averaging 90 minutes per interview; approximately 90 follow-up, case-specific interviews with trial participants averaging 40-60 minutes per interview.	MP3; Word documents (.docx)
Consent forms	Informed consent forms signed and dated by interviewer and interviewee (60 + 90 = approximately 150 in total).	PDF; hard copy
Field notes/observations	Hard copy and typed field notes during PHASE 2 from two investigators and one research assistants' observations of approximately 35 sexual assault trials between January and December 2013.	Word documents (.docx); hard copy
Analyses	All data is uploaded into Atlas.TI software for analysis. New data generated includes coding charts and guides, categories, themes, and comparison data analyzed.	.txt, generated in Atlas.TI

Digital interview recordings are downloaded in MP3 format and identified according to file-naming conventions established (e.g., interviewee number, date and type of interview). Interviewee pseudonyms are randomly assigned according to hurricane name schedules designated by The National Weather

Service Hurricane Schedule. A separate excel spreadsheet tracks aggregations and removals made such as interviewee name, number and pseudonym, organization, site/location, job title, date of interview, and type of interview and is electronically saved in a separate location from other data produced. MP3s are saved on a university server backed-up computer hard drive system until transcription and final quality control and cleaning of transcription is complete at which point the MP3 is erased (approximately 6 months after initial interview). Encrypted digital interview recordings are sent to a hired transcriptionist in the mail on a password protected removable disk. The transcriptionist has signed a confidentiality statement and non-disclosure agreement, returns transcribed interview via encrypted .docx file, and destroys original digital recordings upon confirmed receipt of files by the Primary Investigator. Co-PIs monitor the quality of transcription by comparing transcribed interviews against original recordings for all interviews and provide feedback to transcriptionist when necessary. Transcriptionist is provided with a glossary of terms (e.g., SANE, IAFN) and follows established transcribing conventions verbatim and lexicon of symbols including slang, mispronunciation, grammatical errors, sighs, long pauses, ellipses for talk omitted, double-parentheses for transcribers comments and empty parentheses for talk that was inaudible. Original read-only transcribed interviews and scanned consent forms (PDF) are encrypted and saved on a computer hard drive backed-up by a secure, password-protected university system. Cleaned interviews with identifying information redacted and field notes from courtroom observations are typed (.docx) and cleaned for identifying information by investigators and are saved in two locations: a password-protected university backed-up hard drive and a password-protected external removable hard drive. Hard copies of consent forms, archival data forms, and original field notes are kept in a locked file-cabinet in the Co-PIs personal office accessible only to the Primary Investigators.

Cleaned interviews and field notes are uploaded into Atlas.TI for analyses. Features of the software include describing and documenting the data such as classifications for interviewees, data sources, and coding procedures. Project plans and descriptions, methodology descriptions, interview guides, and consent form templates are imported to the project file (Hermeneutic Unit) in the associated project Memos Folder. All imported data is coded, memoed and classified for ease in peer-to-peer data analysis transparency and sharing in “Rich” Text format. Teamwork is supported via project merge and migration to share documents and simultaneous coding. Archival data gathered by volunteer and student observers are stored in a project file on a university SharePoint Server managed by the university Instructional Technology Services and backed-up daily. The server is firewall protected and network secure. Collection of data will be archived on the private SharePoint server accessible only by the Co-PIs and designated colleagues.

Reflecting best practices and norms appropriate in Sociological and Anthropological communities for the collection of long-term, qualitative data, all de-identified data will be kept indefinitely for future comparative research and to supply benchmarks per IRB requirements. Original, unmarked encrypted transcripts will be kept for five years following completion of the proposed study timeline. Hard copies that are not needed will be shredded and electronic files deleted and overwritten. Anticipated raw data generated will be available informally between researchers on a peer-to-peer basis. Researchers requesting access to data are required to become Co-PIs on the original study protocol. In line with IRB responsibilities and regulations, this will work to ensure confidentiality and data safety measures already in place.