

## Adapt! Data Board (DB)

Chair: Ellen Giebels (UT: Psychology)  
Members: Sanneke Kuipers (UL: Institute of Security and Global Affairs - ISGA)  
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Secretary: Frans de Liagre Böhl (Adapt! Datamanager)

### Our vision

As Adapt!'s Data Board we operate from key values in our work:

1. Reflection of **interdisciplinarity** in data management. Just like the program, the plans must be evaluated against the entire integrated program and robust across disciplines. Some standards will therefore apply to all Adapt! research (such as ethical approval for all research with human participants) as well as storage on secure servers, and no/restricted use of mobile data carriers.
2. **Uniformity**. Fixed formats ensure shared practices, efficiency, and recognizability. We aim for a recognizable Adapt! appearance to the outside world and efficiency: uniform and easy to use formats, such as Adapt! specific informed consent information.
3. **Transparency** of working methods and open science practices. For example, we stress that pre-registration is not only valuable for hypothesis-testing research but also for research that is qualitative or explorative in nature, we give full disclosure on our data collection procedures, and publish our research output and datasets open access, or as open as possible.
4. **Involvement of key stakeholders**, for example via citizen science projects, where citizens and other people from outside academia actively participate in scientific research, with the aim of co-creation and based on mutual respect and trust.
5. **Ethical research conduct** is expected from all Adapt! researchers: Applying for ethical approval and managing research data in a way that is open and FAIR (findable, accessible, interoperable and reusable) is not just a checklist within our own work packages, but a shared responsibility where we hold each other accountable. Ethical procedures protect all parties involved. Furthermore, the idea is that informed consent also contributes to trust in the researchers and the procedure, thus leading to better (more valid) research outcomes.
6. Importance of **replication** research. We believe this is not only a preferable strategy in e.g. social psychology but can have added value for all academic disciplines, such as for empirical studies in the humanities that are based on data collection. In Adapt! we will pay attention to this in two ways: (1) we will seek to set up our studies in such a way that they are replicable and even now and then pay explicit attention to this in the relevant methodology sections; (2) we will actually carry out several replication studies, some of earlier studies by others, some of studies by (partially) other team members earlier on in the project.
7. **An innovation and development focus**. We recognize that new insights are gained through pioneering. Methodological innovation is one of the explicit goals of the Adapt! Programme. This means that we cannot plan and predetermine everything in advance. We therefore make efforts to incorporate new insights into our approach and appreciate challenges (aka it is a living practice), while at the same time we do not compromise on the necessary standards for solid research practices.

8. Ensure **visibility** and accessibility of the Data Board within Adapt, so that researchers are aware of its existence and can easily approach us with questions. This can be facilitated, for example, by featuring the Board on the Adapt website.

### **Composition and tasks of the DB**

The DB includes representees of the different disciplines and participating universities at different career stages to create broader representation and input from different academic generations. The regular board is modest in size, but, if necessary, we can consult others inside or outside Adapt! (to make it workable and to be able to add expertise depending on the specific issue).

The DB **tasks and responsibilities** are:

1. **Developing** Adapt! wide **Policies and Guidelines** on data management, including ethics components, and with particular attention towards data sharing policies (see below);
2. **Providing formats** for research projects, i.e. information letters **and examples** of e.g. data management plans;
3. Giving **advice** on ongoing research projects;
4. **Monitoring** of adherence to **ethical review** and **data management** responsibilities and keeping track of materials and (ethical) approvals;
5. **Incident follow up**, in case of e.g. a data breach;
6. After the data sharing strategy has been established (see below), The DB handles the **formal requests** for (meta) **data sharing** from outside parties.

### *Data sharing*

**Data sharing** is a point of attention, for sharing of data with internal partners as well as data, protocols, methods etc. with external parties. The latter can represent a large variety, ranging from fellow researchers to governmental bodies, inside and outside the Netherlands. We need to develop and agree upon a vision and a 'way of working'. This likely includes different 'restriction' levels.

Also, data sources can come in many shapes and forms; datasets either created within the program or reused from existing sets, algorithms, text corpora, etc. Each time these materials are reused or requested for reuse, the conditions agreed upon must be checked. In some cases, this is trivial; in other cases, this might not be the case. So, an important function of the data board is to act as the central forum in charge of decisions about the sharing of data and data related materials, if local (university) arrangements permit it. This is particularly important in relation to our 'replication' ambitions.

### **Way of working**

Single point of contact is Adapt! datamanager and secretary of the DB who can scale up if needed (first to the DB, eventually from DB to Adapt! Council). New policies will be discussed broadly within Adapt! and formally decided upon by the Adapt! Council. All documents (particularly pertaining to policies and formats) are 'living' documents which means updates can be incorporated after approval of the Adapt! Council. All outputs of the DB will be made public, in line with Adapt!'s vision on transparency and collective learning.

*All materials can be found here: [Documenten Data Management](#)*

The following leading principles **for all researchers** further apply:

- 1) The requirements from the university where the primary researcher works is the starting point for each project. However, in keeping with our vision, we strive for alignment as much as possible.

- 2) It is the own responsibility of all researchers to adhere to both their university's and Adapt! standards and procedures: the Data manager will seek regular contact with the primary researchers (mostly PhD students and postdocs) and their supervisors to monitor, consult and discuss the guidelines, also with the aim to align practices as much as possible.
- 3) Primary researchers share ethical approvals/DMPs and other (e.g. DPMIs) for their research with the data manager once those documents are approved. The Data manager keeps track of the approvals in a central register.
- 4) Requests for advice can be directed to the Adapt! data manager. Complex requests for advice need to be submitted in writing and will be discussed at the next DB meeting. Decisions about this are made by the secretary of the DB in consultation with the chair. Other outcomes of advice requests are discussed and documented via the regular DB meetings.
- 5) The DB always needs to be informed about data breaches (next to informing the own university).

### **Meeting routine**

The DB meets every six weeks. The annual schedule of the DB with deadline for submitting requests will be published in a designated folder. In urgent matters, and upon the discretion of the chair and secretary of the DB (in consultation with the Council), ad hoc meetings may be organized (e.g. in case of data breach). An evaluation will take place after 1 year after which routines can be altered.