

# **Working with gender-based violence survivors: the perspective of GBV practitioners**

## **DATA MANAGEMENT PLAN (DMP)**

**2<sup>nd</sup> version**

Authors:

Annalisa Cecconi, University of Bologna, ORCID 0009-0004-8850-2722

Cinzia Albanesi, University of Bologna, ORCID 0000-0001-8240-6159

Carlo Tomasetto, University of Bologna, ORCID 0000-0002-1350-1387

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## General information

Applicant: Annalisa Cecconi

Project: Working with gender-based violence survivors: the perspective of GBV practitioners.

Project funding: EU-Next Generation EU funds, Mission 4 Componente 1 CUP J33C23002280002

Version of DMP: 2<sup>nd</sup> (February 2026)

## Data description and collection or re-use of existing data

The research aims at collecting the perspective of GBV practitioners on their experience of working with gender-based violence survivors. A qualitative methodology will be adopted, and new data will be collected through participant observation in a GBV center and semi-structured interviews with 23 participants. These interviews will be audio-recorded and transcribed verbatim.

Interviews will be carried out between the months of July and October 2024 by the research team composed by Annalisa Cecconi, Cinzia Albanesi, and Carlo Tomasetto (Dipartimento di Psicologia Renzo Canestrari, Università di Bologna).

Table 1 synthesizes the data's characteristics.

**Table 1 - Summary of data formats**

Type of data	Formats used during data processing	Formats for sharing, reuse and preservation
Recordings of interviews	WAV, MP3	Audio recordings of the interviews will be destroyed after transcripts to guarantee anonymity of participants.
Transcripts of the interviews	Microsoft word (.docx)	PDF
Interview guide	Microsoft word (.docx)	Plain text (.txt)
Interviews' analysis file	NVivo file (.nvp)	NVivo file (.nvp)
Audit trail (research process description)	Microsoft word (.docx)	PDF
Fieldnotes	Microsoft word (.docx)	PDF
Interviews' notes	Microsoft word (.docx)	PDF
Positionality and reflexivity statement	Microsoft word (.docx)	PDF

## Documentation and data quality

A 'readme' file in txt format (see Annex II) for each dataset will be deposited. Each readme file will contain details regarding data content and structure, data collection, processing and analysis methodologies, quality assurance, dataset authorship.

The expected size of the data is around 50 MB for each recording, and 40-50 KB for each text/pdf

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file, and 50 MB for the .nvp file. The data produced can be of interest to different potential users inside and outside the project.

### Storage and backup during the research process

Data will be stored in OneDrive (provided by the University of Bologna) and backed up on the personal laptop and on a hard disk of one of the researchers (Annalisa Cecconi). In the event of an incident, having an offline and online copy of the data should ensure the recovery of the data. Data will be organized in two main folders: “data collection” and “data analysis”. The former will contain the following files: interview guide, interviews’ notes, fieldnotes, audit trail, and the following subfolders: recordings and transcripts of the interviews. The latter will contain two files: interviews’ analysis schema, and positionality/reflexivity statement.

Different access to the data will be applied: recordings will be available only to one of the researchers (Annalisa Cecconi) and will be deleted as soon as they will be transcribed; transcripts of the interviews, interviews’ analysis schema, fieldnotes and interviews’ notes, which won’t contain any identifying information such as the name of the participant, but represent sensitive data, will be available only to the research team (Annalisa Cecconi, Cinzia Albanesi, Carlo Tomasetto); the sharing of the interview guide, audit trail and positionality and reflexivity statement is under consideration.

### Legal and ethical requirements, codes of conduct

The approval of the ethical committee of University of Bologna is required for this research and the request has been approved in June, 2024. The research will be conducted according to University of Bologna’s Regulation for research integrity<sup>1</sup>, Policy on research data management<sup>2</sup> and Guidelines for research data management<sup>3</sup>.

Informed consent to participation and data processing will be collected from every participant and deposited in a secure locker in a locked room in one of the University buildings.

The collected data will be pseudonymised once the recordings will be transcribed: no personal data will be available in the transcripts. After the transcript is completed, the recordings will be deleted. A schema containing the interview’s number (e.g., Interview 1, Interview 2 etc.) and contact information of the interviewee will be stored in the personal laptop of one of the researchers (Annalisa Cecconi) in a different folder than the research data folder, and it will be password protected.

The transcripts of the interviews, interviews’ analysis schema, fieldnotes and interviews’ notes, which won’t contain identifying data but still represent sensitive data, won’t be openly accessible.

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<sup>1</sup> Available at: <https://normateneo.unibo.it/regolamento-sullintegrita-della-ricerca>

<sup>2</sup> Available at: <https://www.unibo.it/it/allegati/policy-di-ateneo-per-la-gestione-dei-dati-della-ricerca/@@download/file/Policy-Ateneo-per-la-gestione-dei-dati-della-ricerca.pdf>

<sup>3</sup> Available at: <https://www.unibo.it/it/ricerca/open-science/linee-guida-di-ateneo-per-la-gestione-dei-dati-della-ricerca>

### Data sharing and long-term preservation

Interviews' transcripts, fieldnotes, and interview notes will not be made openly accessible. Although sensitive data (i.e., audio recordings of the interviews) will be deleted, the transcripts, fieldnotes, and notes concern a sensitive research topic and were collected from participants belonging to a small population. As a result, sharing these materials would entail a risk of participant identification. For the same reason, the interview analysis files will not be shared. However, selected parts of the analysis may be made available upon reasonable request and shared directly by the authors. As for the preservation, recordings will be deleted as soon as the transcripts are completed. All other data will be deposited in the institutional cloud storage service OneDrive, provided by the University of Bologna.

The datasets will have different times of realization and eventual sharing:

- The interview guide was realized in April/May, 2024 its sharing is currently under consideration.
- The interviews' recordings will be realized in July-October 2024 and won't be shared. They will be deleted as soon as the transcripts are complete.
- The interviews' transcripts will be realized in September/October 2024 and won't be shared.
- The thematic analysis file will be realized between September 2024 and March 2025 and won't be shared, although parts of the analysis will be available under reasonable request directly to the authors.
- The fieldnotes will be realized in July-October 2024 and won't be shared.
- The interviews' notes will be realized in July-October 2024 and won't be shared.
- The audit trail will be realized through the whole research process and its sharing is currently under consideration.
- The positionality/reflexivity statement will be realized together with the analysis in September/October 2024 and its sharing is currently under consideration.

### Data management responsibilities and resources

Annalisa Cecconi, Cinzia Albanesi, and Carlo Tomasetto will be responsible for data capture, metadata production, data quality, storage, backup, data archiving and sharing.

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## Annex I: Datasets tables

num	status	<b><i>Dataset title: Interviews' Recordings</i></b>
<b>ID [ID type]</b>		
<b>Chosen repository</b>		Institutional OneDrive cloud storage service (temporarily)
<b>Version</b>		1
<b>Team in charge</b>		Annalisa Cecconi, Cinzia Albanesi and Carlo Tomasetto
<b>Creator/s</b>		Annalisa Cecconi
<b>Contributor/s</b>		Annalisa Cecconi
<b>Contact Person/s</b>		Annalisa Cecconi
<b>Contents</b>		Recordings of the interviews. They will be deleted as soon as the transcript will be complete.
<b>Data format</b>		WAV, MP3
<b>Data volume</b>		1 GB
<b>Accessibility</b>		Not accessible
<b>Related publication/s</b>		

num	status	<b><i>Dataset title: Interviews' Transcripts</i></b>
<b>ID [ID type]</b>		
<b>Chosen repository</b>		Institutional OneDrive cloud storage service
<b>Version</b>		1
<b>Team in charge</b>		Annalisa Cecconi, Cinzia Albanesi and Carlo Tomasetto
<b>Creator/s</b>		Annalisa Cecconi
<b>Contributor/s</b>		Annalisa Cecconi
<b>Contact Person/s</b>		Annalisa Cecconi

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num	status	<b><i>Dataset title: Interviews' Transcripts</i></b>
<b>Contents</b>		Verbatim transcripts of the interviews
<b>Data format</b>		.pdf
<b>Data volume</b>		800 KB
<b>Accessibility</b>		Not accessible
<b>Related publication/s</b>		

num	status	<b><i>Dataset title: Interview guide</i></b>
<b>ID [ID type]</b>		
<b>Chosen repository</b>		Institutional OneDrive cloud storage service
<b>Version</b>		1
<b>Team in charge</b>		Annalisa Cecconi, Cinzia Albanesi and Carlo Tomasetto
<b>Creator/s</b>		Annalisa Cecconi
<b>Contributor/s</b>		Annalisa Cecconi
<b>Contact Person/s</b>		Annalisa Cecconi
<b>Contents</b>		Guide realized and used to conduct the interviews. The guide consists of open-ended questions concerning the personal experience of working in a GBV center and its effect on both personal and professional life.
<b>Data format</b>		.txt
<b>Data volume</b>		50 KB
<b>Accessibility</b>		Under consideration
<b>Related publication/s</b>		

num	status	<b><i>Dataset title: Interviews' analysis file</i></b>
<b>ID [ID type]</b>		

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num	status	<b><i>Dataset title: Interviews' analysis file</i></b>
<b>Chosen repository</b>	Institutional OneDrive cloud storage service	
<b>Version</b>	1	
<b>Team in charge</b>	Annalisa Cecconi, Cinzia Albanesi and Carlo Tomasetto	
<b>Creator/s</b>	Annalisa Cecconi	
<b>Contributor/s</b>	Annalisa Cecconi	
<b>Contact Person/s</b>	Annalisa Cecconi	
<b>Contents</b>	NVivo qualitative analysis of the interviews including generated themes and codes	
<b>Data format</b>	.nvp	
<b>Data volume</b>	50 MB	
<b>Accessibility</b>	Not accessible with the possibility of sharing parts of it under reasonable request directly to the authors	
<b>Related publication/s</b>		

num	status	<b><i>Dataset title: Fieldnotes</i></b>
<b>ID [ID type]</b>		
<b>Chosen repository</b>	Institutional OneDrive cloud storage service	
<b>Version</b>	1	
<b>Team in charge</b>	Annalisa Cecconi, Cinzia Albanesi and Carlo Tomasetto	
<b>Creator/s</b>	Annalisa Cecconi	
<b>Contributor/s</b>	Annalisa Cecconi	
<b>Contact Person/s</b>	Annalisa Cecconi	
<b>Contents</b>	Notes that were taken during the period of familiarization with the context (participant observation) by one of the researchers.	

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num	status	<b><i>Dataset title: Fieldnotes</i></b>
<b>Data format</b>		.pdf
<b>Data volume</b>		50 KB
<b>Accessibility</b>		Not accessible
<b>Related publication/s</b>		

num	status	<b><i>Dataset title: Interviews' notes</i></b>
<b>ID [ID type]</b>		
<b>Chosen repository</b>		Institutional OneDrive cloud storage service
<b>Version</b>		1
<b>Team in charge</b>		Annalisa Cecconi, Cinzia Albanesi and Carlo Tomasetto
<b>Creator/s</b>		Annalisa Cecconi
<b>Contributor/s</b>		Annalisa Cecconi
<b>Contact Person/s</b>		Annalisa Cecconi
<b>Contents</b>		Notes that were taken during the data collection process. Interviews' notes are functional to collect impressions and reflections that were produced at the very moment of data collection, and that can be therefore useful for the development of themes and codes (qualitative analysis).
<b>Data format</b>		.pdf
<b>Data volume</b>		50 KB
<b>Accessibility</b>		Not accessible
<b>Related publication/s</b>		

num	status	<b><i>Dataset title: Audit trail</i></b>
<b>ID [ID type]</b>		

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num	status	<b><i>Dataset title: Audit trail</i></b>
<b>Chosen repository</b>	Institutional OneDrive cloud storage service	
<b>Version</b>	1	
<b>Team in charge</b>	Annalisa Cecconi, Cinzia Albanesi and Carlo Tomasetto	
<b>Creator/s</b>	Annalisa Cecconi	
<b>Contributor/s</b>	Annalisa Cecconi	
<b>Contact Person/s</b>	Annalisa Cecconi	
<b>Contents</b>	In qualitative research, audit trail is the detailed description of the whole research process (e.g., development of the research design, adaptations, modifications during implementation, development of the results), to enhance its transparency and rigour.	
<b>Data format</b>	.pdf	
<b>Data volume</b>	50 KB	
<b>Accessibility</b>	Under consideration	
<b>Related publication/s</b>		

num	status	<b><i>Dataset title: Positionality and reflexivity statement</i></b>
<b>ID [ID type]</b>		
<b>Chosen repository</b>	Institutional OneDrive cloud storage service	
<b>Version</b>	1	
<b>Team in charge</b>	Annalisa Cecconi, Cinzia Albanesi and Carlo Tomasetto	
<b>Creator/s</b>	Annalisa Cecconi	
<b>Contributor/s</b>	Annalisa Cecconi	
<b>Contact Person/s</b>	Annalisa Cecconi	

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num	status	<b><i>Dataset title: Positionality and reflexivity statement</i></b>
	<b>Contents</b>	In qualitative research, researchers need to reflect and share how their subjectivity (in terms of role, experiences, identity) can affect the research process (e.g., in the relationship with the participants during data collection) and related decisions, and how to address potential bias.
	<b>Data format</b>	.pdf
	<b>Data volume</b>	10 KB
	<b>Accessibility</b>	Under consideration
	<b>Related publication/s</b>	

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## Annex II: “README” file template

A “README” file is a document that will be deposited containing relevant information about dataset authorship, terms of reuse and responsibilities, explaining dataset content and structure, collection procedures and analysis (such as file specifics, methodologies, codebooks of variables, data sources, and further necessary notes). The template of the README file is shown here.

---

### README file

Dataset Title: “[insert title as defined in the DMP]”

Dataset Author/s: **Name Surname** (Affiliation), ORCID (if available);

[Add one or more creators, if present]

Dataset Contributor/s: **Name Surname** (Affiliation), ORCID (if available);

[Add one or more contributors, if present. Otherwise, cancel this line]

Dataset Contact Person/s: **Name Surname** (Affiliation), ORCID (if available), email;

[Add one or more contact person]

Dataset License: this dataset is distributed under a (**INSERT LICENSE**)

[Insert the chosen license as indicated in the DMP: e.g. “this dataset is distributed under a Creative Commons Attribution 4.0 International (CC BY 4.0) license, <https://creativecommons.org/licenses/by/4.0/>”]

Publication Year: (**insert YEAR**)

Grant Agreement num. [**insert grant agreement number**]; [**insert project website url**]

### Dataset Contents

The dataset consists of:

[Indicate the files that compose the dataset and their name and format.

**WE STRONGLY SUGGEST YOU TO FOLLOW THE EXAMPLES PROVIDED FOR THE FILE NAMING, MATCHING THE DATASET FILENAME WITH THE README ONE**

In the following examples the datasets were composed by only one file. In case the dataset consists of more files you can name them as described and put them in a compressed folder. In this case readme file name should match the compressed folder name]

EXAMPLE1

- 1 textual qualitative file saved in .rtf format

“ProjectAcronym\_WP3\_T3-2\_ItalyInterviews\_20161221\_v01.rtf”

[structure of the filename “ProjectAcronym\_insert WP number\_insert Task number, e.g. T3.2\_ insert Content Describing Keywords\_insert date YYYYMMDD\_insert version, if needed.format”]

Suggested format:

-for textual qualitative data .rtf or .txt

-for tabular quantitative and qualitative data .csv

avoid proprietary formats such as .doc/.docx and .xls/.xlsx]

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- 1 README file  
“README\_ProjectAcronym\_WP3\_T3-2 \_ItalyInterviews\_20161221\_v01.rtf”  
[Same naming as the dataset file. Preferred format .rtf/.txt, allowed format .pdf]

#### EXAMPLE2

- 1 tabular quantitative file saved in .csv format  
“ProjectAcronym\_WP7\_T7.3\_Questionnaire\_Sweden\_20170905.csv”
- 1 README file  
“README\_ProjectAcronym\_WP7\_T7-3\_Questionnaire\_Sweden\_20170905.rtf”

## Dataset Documentation

### Abstract

[Insert a brief abstract describing the content of the dataset]

Content of the files:

- file **[Insert filename]** contains ...

[Provide a brief description of the content of the file/s. This is an example of how you could start]

- file **[Insert filename]** contains ...

### File specifics

[Provide useful info regarding file conversion etc... (Optional)]

Please indicate instruction/technical info in order to allow potential users to correctly visualize and reuse your data (e.g. specific software, ...).

In case of data converted in open formats it could be useful to provide some further information. For example if you deposit for long term preservation a .csv file derived from an excel you can describe the conversion. Here is an example of description of conversion using libre office calc software:

*To create the .csv files, “LibreOffice Calc” version: 5.1.4.2 (portable) was used, with the following specifics:*

- *Character set Europa occidentale (Windows-1252/WinLatin1)*
- *Field delimiter « , » (comma)*
- *Text delimiter « ” » (quotes)*

### Notes

[Related to the whole dataset or to single files of a multi-file dataset (Optional)]

### Data sources

[Optional]

### Methodologies

[If necessary to understand how to reuse data]

### Codebook of variables

[If necessary to understand the meaning of the variables]

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