



Participant Information sheet

Researchers:

Dr Danny Kingsley, Dr Mary Anne Kennan, and Dr Joanna Richardson

Project Title:

Scholarly communication knowledge and skills in Australasian institutions

General Outline of the Project:

Description and Methodology:

The purpose of this study is to increase understanding of:

- scholarly communications support work undertaken in Australasian universities and other research institutions;
- the knowledge and skills required to support such work;
- the size of the workforce in this area; and
- the education and training required to work in the area.

This research uses an online questionnaire built in Qualtrics (attached as an appendix). Questions are either multiple choice or short answer which will be analysed using descriptive statistics and simple qualitative coding. The survey is in three sections: "About your job", "Confidence in competencies" and "About your training and qualifications". There is no follow up with individuals from the survey. We estimate the survey will take 15 minutes to complete.

Participants:

Staff at universities and other research institutions in Australia and New Zealand working in the area of scholarly communication are invited to participate by completing the online questionnaire.

Use of Data and Feedback

Data generated by the project will be managed by members of the research team and kept on secure devices protected by passwords. Data residing on the Qualtrics site will be protected by the company's authentication and authorisation processes and technologies.

Analysis of the dataset will be carried out by all members of the team. The dataset in its non-anonymised form will be available to members of the research team only and will not be shared with third parties.

Data in an anonymised form will be deposited to an appropriate data sharing site making it available to be reused by the research team or other researchers. Anonymised findings of the study are intended to be published in journal papers and conference presentations.

Participant Involvement:

Voluntary Participation & Withdrawal:

Participation in the survey is voluntary. The survey is designed to preserve the anonymity of both the individuals who complete this survey and their institutions.

Personal details of participants are not requested or collected. Specific institutions will not be identified in survey results. IP addresses will not be collected.

You can pull out of the survey if you change your mind during the survey by simply closing your browser. Only responses which click past the final question will be recorded. Once a survey has been completed and recorded, it will not be possible to withdraw it because of the anonymous nature of the data.

What does participation in the research entail?

Completion of an online survey which will take approximately 15 minutes.

Location and Duration:

You only have to complete the survey once. You can save the work and return to it, but there is no follow up.

Remuneration:

Participants will not be paid directly, nor will they be put into a draw for a prize – partly because this would require you to identify yourself. However, the researchers will be making a \$5 donation Kambri Scholars <https://www.anu.edu.au/giving/kambri-scholars> for every survey that is 'complete' (in this instance, if questions have been answered in all three sections) up to a value of \$500.

Risks

The only burden to you will be your time to complete the survey. The survey questions are available prior to starting the survey, which will allow you to make an informed decision about completing the survey. We do not anticipate any risk to you.

Benefits

Scholarly communication is integral to multiple aspect of the research process. There is an array of stakeholders in scholarly communication many of whom will benefit from this work, including:

- Scholarly communication practitioners – through improved training opportunities
- Academic libraries - a more skilled workforce and improved succession planning
- Library associations – an improved understanding of policy and committee focus into the future
- Research sector – improved scholarly communication services into the future

Exclusion criteria:

This study is only open to people working in scholarly communication in Australian and New Zealand universities and other research institutions. For the purposes of this survey, scholarly communication includes tasks associated with institutional repository management, publishing services, research practice, copyright services, open access policies and scholarly communication landscape, data management services, and assessment & impact metrics.

Confidentiality:

Recruitment to the survey is through discussion lists and Twitter, not individual invitation. The respondents remain anonymous to the researchers, only identifying their institution – which will be coded before analysis.

There is a possibility that a reader of the results of the survey will be able to discern that you are a potential respondent to the survey given the defined nature of the participant pool. However results will be aggregated for analysis and participants will not be identifiable, rendering the responses confidential in that they are not traceable to an individual.

The work will be published in an open access journal, and a copy of the authors' accepted manuscript will be deposited to the ANU Open Research repository. In addition, the dataset will also be available through the ANU Data Commons, under FAIR principles. Participants will not be identified or individually acknowledged.

In the final page of the survey, you will be offered the opportunity to open a link to a Google Form to request a copy of the dataset and the results. This is unrelated to the survey itself (so no identification will be attached to responses).

Privacy Notice:

In collecting your personal information within this research, the ANU must comply with the Privacy Act 1988. The ANU Privacy Policy is available at https://policies.anu.edu.au/ppi/document/ANUP_010007 and it contains information about how a person can:

- Access or seek correction to their personal information;
- Complain about a breach of an Australian Privacy Principle by ANU, and how ANU will handle the complaint.

Data Storage:

The responses from the survey will be retained within the Qualtrix program and retained beyond the end of the survey, as per the ANU process.

Once the analysis is completed, the anonymised and aggregated data will be uploaded into the ANU Data Commons for be shared under FAIR principles. This means the supporting data to the publication arising from this research will be available until perpetuity.

During the analysis process the responses will be extracted from Qualtrix and held in Dr Kingsley's ANU OneDrive during the analysis process. This working data will be destroyed once the de-identified data is uploaded into ANU Data Commons.

Queries and Concerns:

Any queries or concerns participants might have about the project can be directed to Dr Danny Kingsley at danny.kingsley@anu.edu.au

Ethics Committee Clearance:

The ethical aspects of this research have been approved by the ANU Human Research Ethics Committee (Protocol 2020/450). If you have any concerns or complaints about how this research has been conducted, please contact:

Ethics Manager

The ANU Human Research Ethics Committee

The Australian National University

Telephone: +61 2 6125 3427

Email: Human.Ethics.Officer@anu.edu.au