UVa Collab for Research Collaborations

PART I

BILL COREY

RESEARCH DATA MANAGEMENT LIBRARIAN

UVA LIBRARY

RESEARCH DATA SERVICES AND SCIENCES

Introduction

This two-part series will explore using UVaCollab for research collaborations.

In the first session, we will discuss research collaboration, and how to use UVaCollab as a research site for a lab, or an individual or group project. We will discuss what tools are available, and how they can be used for research. We will create our basic Research site.

In the second session, we will complete our UVaCollab research site by adding the components you want, select the appropriate options, and add participants. We will create and link several sub-sites and discuss their possible uses.

All participants will have access to the completed site as a sandbox and reference for creating research sites of their own. There will be a Q&A at the end of the session for your questions and suggestions.

Introduction

UVACollab is the University of Virginia's central online environment for teaching, learning, collaboration, and research.

If you have ever taught or attended a class at the University of Virginia, you have probably worked with Collab. You may never have considered using it for anything other than teaching, or document storage for a committee or project.

UVACollab partners with faculty, staff, and students in the work that sustains the Academical Village—engaging in interactive discussions, joining virtual meetings, securely storing and sharing materials, and conducting research.

Collaborative Research

Collaborative Research is very rewarding, but the implementation of an effective collaboration system can be difficult and time consuming.

Researchers want to spend their time doing research, not dealing with the issues of data access, data management, data security, and keeping track of colleagues and graduate students, as well as the project itself.

What are some of the common problems you are likely to encounter when conducting collaborative research? Multiple colleagues -- within and outside of UVa; file transfer issues -- too big to email, image and video files; data security issues – safe sending using email, placing in the “cloud”, snail mail; thumb drives; IRB requirements; documenting research – lab notebooks.

What is Collaboration?

Wikipedia says Collaboration is working with each other to do a task and to achieve shared goals. It is a recursive process where two or more people or organizations work together to realize shared goals, (this is more than the intersection of common goals seen in co-operative ventures, but a deep, collective, determination to reach an identical objective — for example, an endeavor that is creative in nature—by sharing knowledge, learning and building consensus.
http://en.wikipedia.org/wiki/Collaboration

We have all collaborated many times in our lives, and we do it daily without thinking about it. We do it at work, at school, and at play, and we do it with our families, our friends, our colleagues, and even with strangers. So what's the big deal?

What is Collaboration?

We probably don't think about doing it in a formal manner, which is what you will need to do in a research setting. Each collaborator will have responsibilities towards the project, and toward their colleagues. Decisions must be made jointly, or roles need to be assigned at the start of the project that detail who does what and when. Who is in charge, who is listed first on published articles, who presents at conferences, who decides when the project is off-track or completed?

What is the intended outcome of the collaborative research? Who are the participants? Are they all at UVa, or are there colleagues at other institutions or organizations? Who should have access to the data and research results? What types of data will you be creating or collecting? Are there UVa policies that apply to the project? Do you want to share the research results, or the research process, or both?

Benefits of Collaboration

- sharing of knowledge, skills and techniques
- transfer of knowledge, skills and techniques
- differing viewpoints enabling cross-fertilization of ideas
- intellectual companionship
- expanding your network of research colleagues
- increased dissemination of your work
- cost and time savings

There are risks as well. Many of the above items could also be considered risks.

Considerations

- Cost
- Types of data
- Ownership of data
- Data security
- Confidentiality and IRB requirements
- Research ethics
- Funder requirements
- Uva requirements
- Functionality
- Location of collaborators

Cost and Type of Data

- 1) The **cost** of software, or of a license to use an online tool, is something you should think about and factor in to your decisions about how you intend to conduct your collaborative research. If it is being funded by another entity, such as a private or federal funder, your institution, or your lab, you probably aren't too worried about it. But if it is coming out of your own pocket, then you should definitely look at the options available.

- 2) The **type of data** you intend to collect should be considered. If you are working with very large datasets, or audio or video files, is it easier to move the files around between colleagues, or have the files reside in a single location that everyone can access? Text documents and PDF files are easier to send back and forth, but you'll need to keep track of who is working with which version. Version control and file naming are very important aspects of research data management.

Ownership of Data

- 3) Who **owns your data** is a question that appears easy to answer, but may actually not be. You may wonder why it would have any bearing on how you conduct your collaborative research.

Basically, if you are a student, and your research is not part of a funded project, and you are not going to be using 'substantial University resources', then it belongs to you. Which, in this context, means that you are the one who makes the decisions about how you conduct your research. But if you are part of a funded research project, or are receiving funding from private, federal, state or institution sources, then you may have requirements imposed on you by that entity, and they could conceivably impact the choices you make.

It is always a good idea to find out early in the process if you are the owner of your research data, and the results of your research.

Ownership of Data

- 3) Another aspect of the "who **owns the data**" question is if you are using data from other sources.

You may have paid for a license to use a specific dataset, or have received permission to use someone else's data for your research.

The permissions they grant may include stipulations about data sharing, data storage, or allowing others to access it.

Be sure to consider your needs when negotiating access rights.

Security

- 4) **Security** and confidentiality are similar considerations, but different enough to be looked at separately.

Security is about how secure your data and research actually are.

- Where do your research files reside: in the cloud, on a hard drive, on a department server, on a thumb drive, on your laptop?
- How do you control access to them? Your colleagues will need to be able to access them, and to work with them.
- Do you want to play gatekeeper and manage your research files actively whenever a colleague needs one, or do you want to share all of it with everyone 24/7/365, or just specific folders or files with those who need them?

Confidentiality

- 5) **Confidentiality**, and IRB requirements, are more about the type of content that your data and files contain than security.

If your research involves human subjects, either directly or indirectly, then you probably have additional requirements that stipulate how you collaborate with other researchers, how you handle and safeguard your data, how you protect the confidentiality of your research participants. You will have legal requirements, such as those imposed by FERPA, COPPA, and HIPAA.

Confidentiality can also refer to relationships you have with funders, often private or industry. **Confidentiality Agreements** are legally binding agreements that may limit or even prohibit some oral or written communications with people who are external to your research environment, and impose specific requirements for working with collaborators and colleagues.

Research ethics, Funder & Institution requirements

- 6) **Research ethics** are about how you conduct your research. The ethical and truthful collection of accurate data, the ownership and responsibility for the collected data, keeping and preserving collected data by ensuring that it is stored safely and securely, and how you share collected data with colleagues or others.
- 7) **Funder requirements** have been mentioned throughout this section, so I won't repeat the issues here.
- 8) **Institution requirements** are concerns such as data security, information security, information policy, records management, dealing with highly sensitive data, copyright and intellectual property policies, and data classifications.

Functionality

- 9) **Functionality** refers to how you like to work, and what you expect your collaborative management system to do for your research project.

Do you want to be able to collaborate on documents in real-time, or is emailing them back-and-forth sufficient for your needs?

Will you need to be able to access your data from any device, and any location, or just from your office?

Do you want to be able to chat with colleagues, video conference with them, brainstorm with them on a whiteboard or a mindmap?

How many different programs are you willing to work with to get the functionality you're looking for?

Location of Collaborators

- 10) The location of your research collaborators is one of the most important considerations.

When selecting your tools, keep in mind the needs of your colleagues.

If they here at UVa then it will be easier because you will have similar internet access situations.

If they are at other American institutions, they will probably be familiar with the tools you are considering using.

If they are overseas, they may have access restrictions and associated costs that you won't have to deal with.

If you can 'host' your collaborative management system for them, then all they will have to deal with is access.

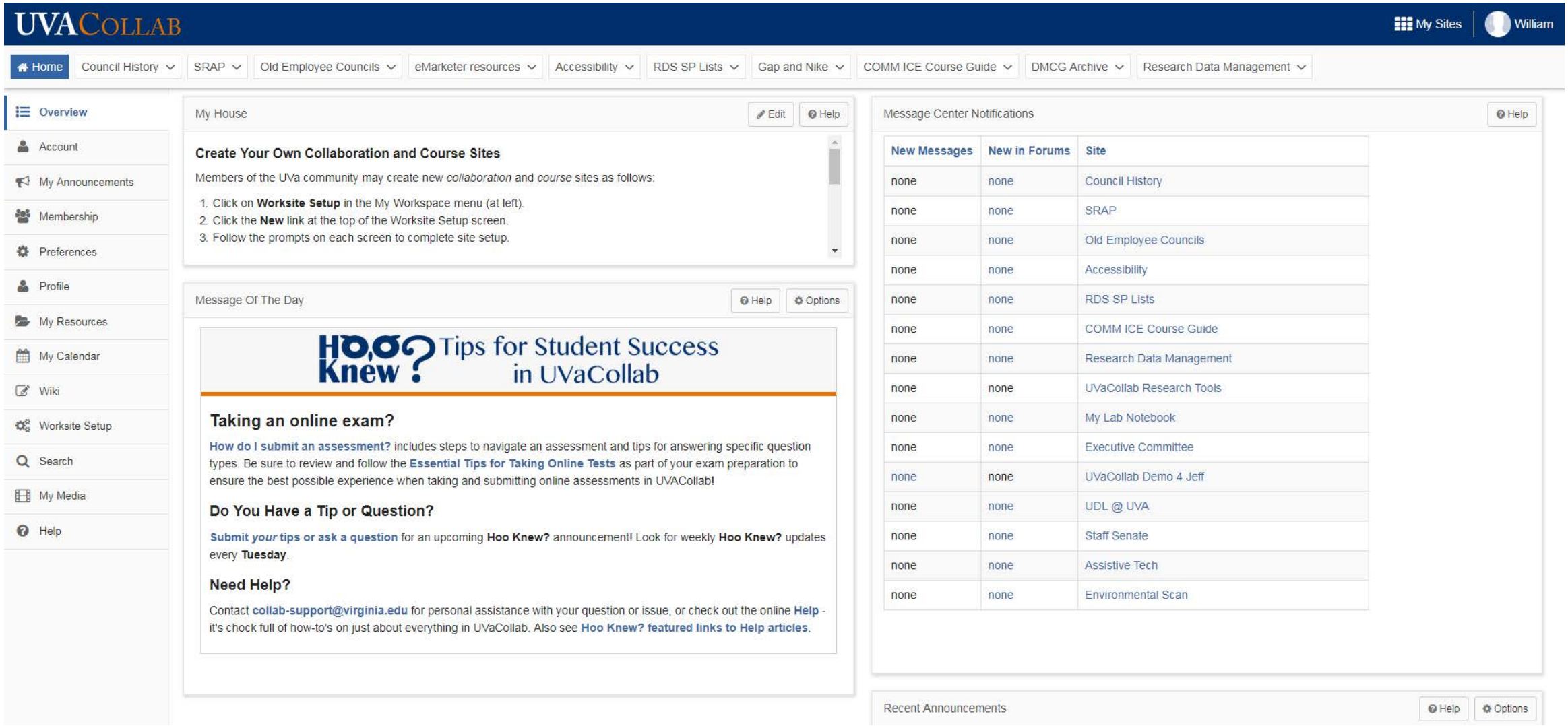
Tools for Research

UVaCollab includes three levels of features and tools. Some of them are course oriented, some collaboration oriented, and a few that can serve both uses. I've bolded the ones that are of interest for research.

- Built-in: **Overview**, **Announcements**, Anonymous Feedback, Assignments, **Calendar**, **Chat Room**, Course Evaluations, Discussion and Private Messages (to be retired 1/6/19), **File Drop**, **Forums**, **Lessons**, **Messages**, Polls, **Resources**, Roster, **Sign-Up**, **Site Info**, Syllabus, Tests & Quizzes, **Web Content**, and a **Wiki**.
- Third-Party: **Blackboard Collaborate LTI**, **Panopto, Piazza**, and i>Clicker.
- SHANTI: **NowComment**, **Wiki (Confluence)**, **Kaltura Media Gallery**, and **WordPress**.

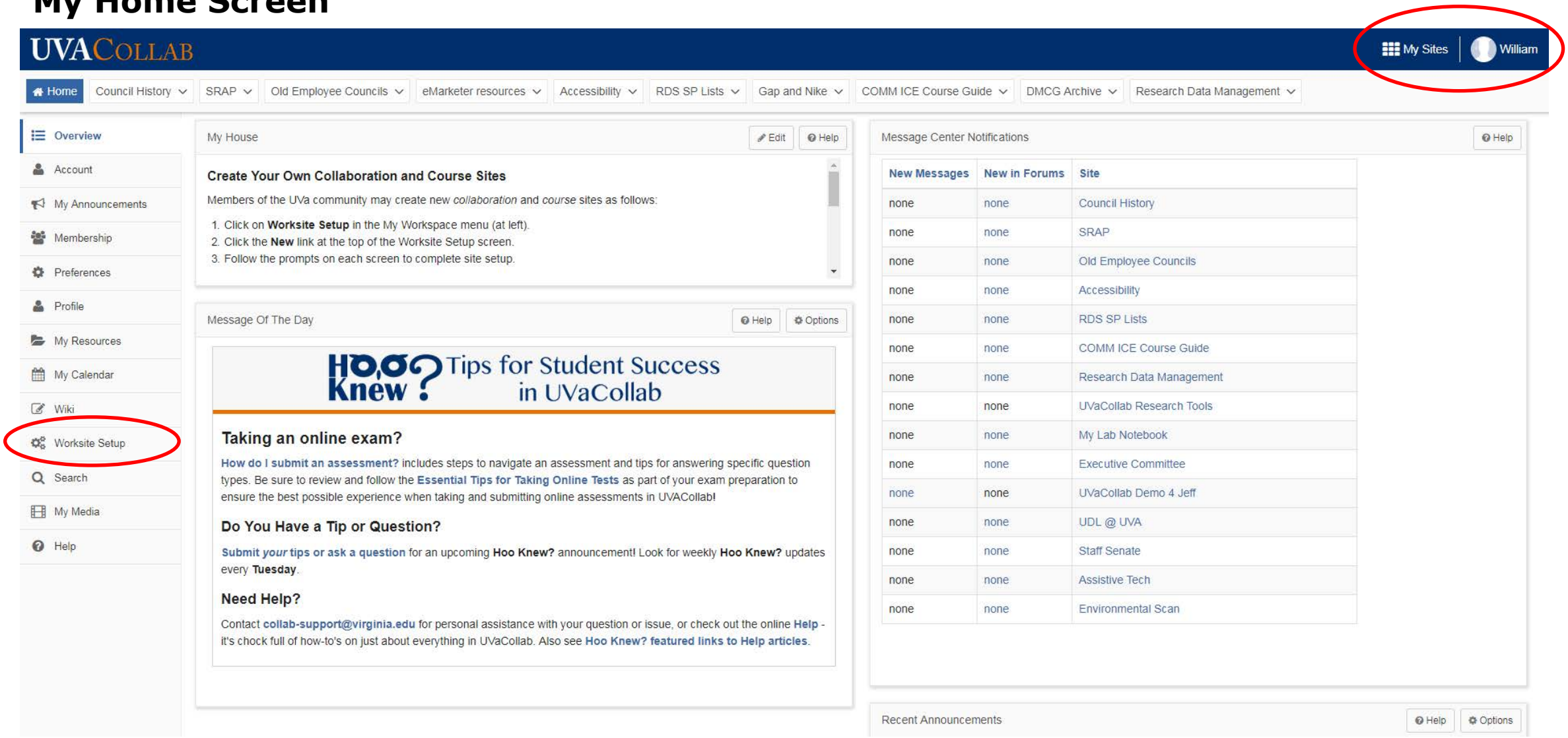
Everyone at UVa has access to UVaCollab. Everyone can create a site. Everyone can join public sites. Login is via NetBadge.

My Home Screen

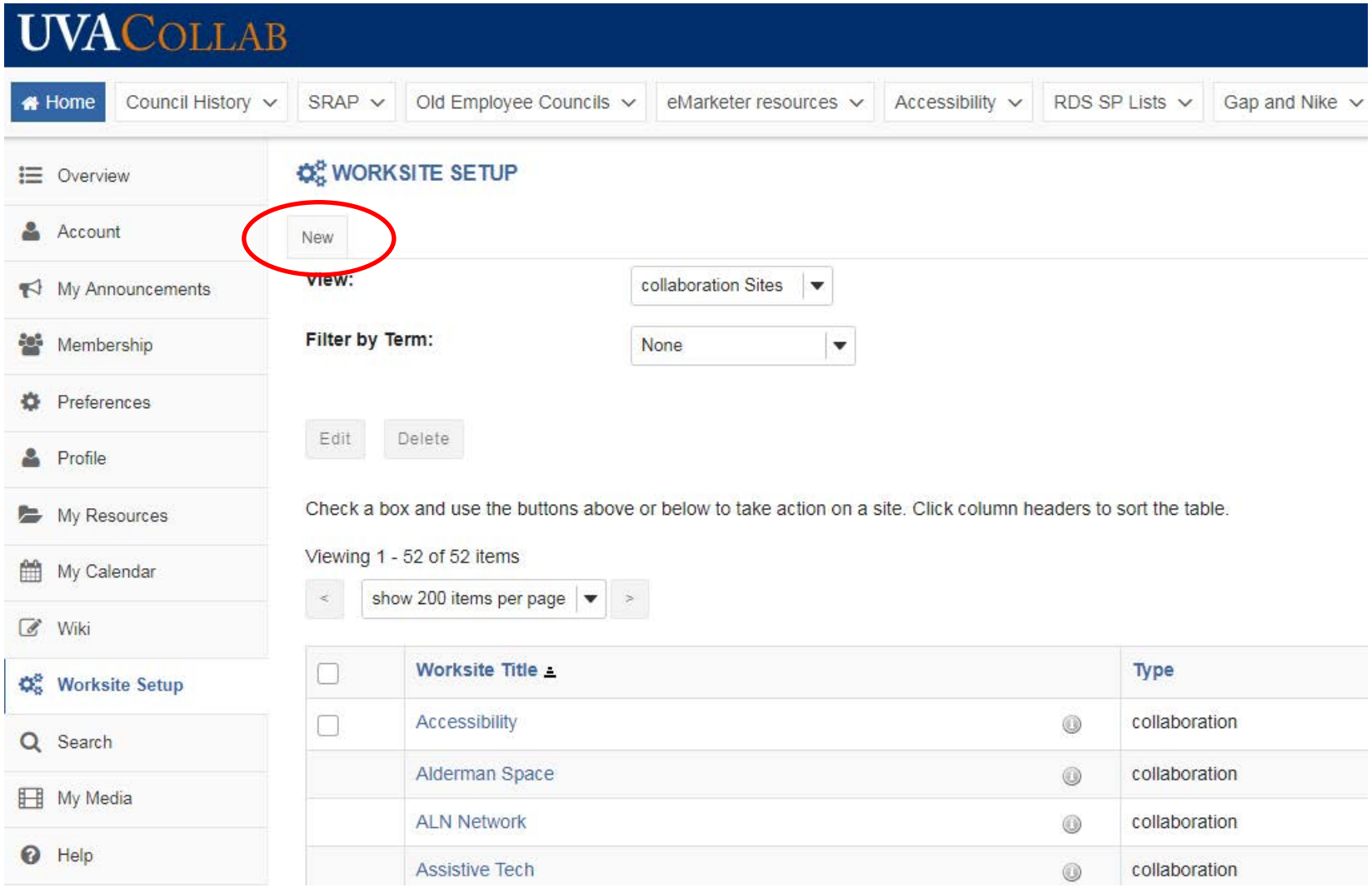


Creating a site on UVaCollab

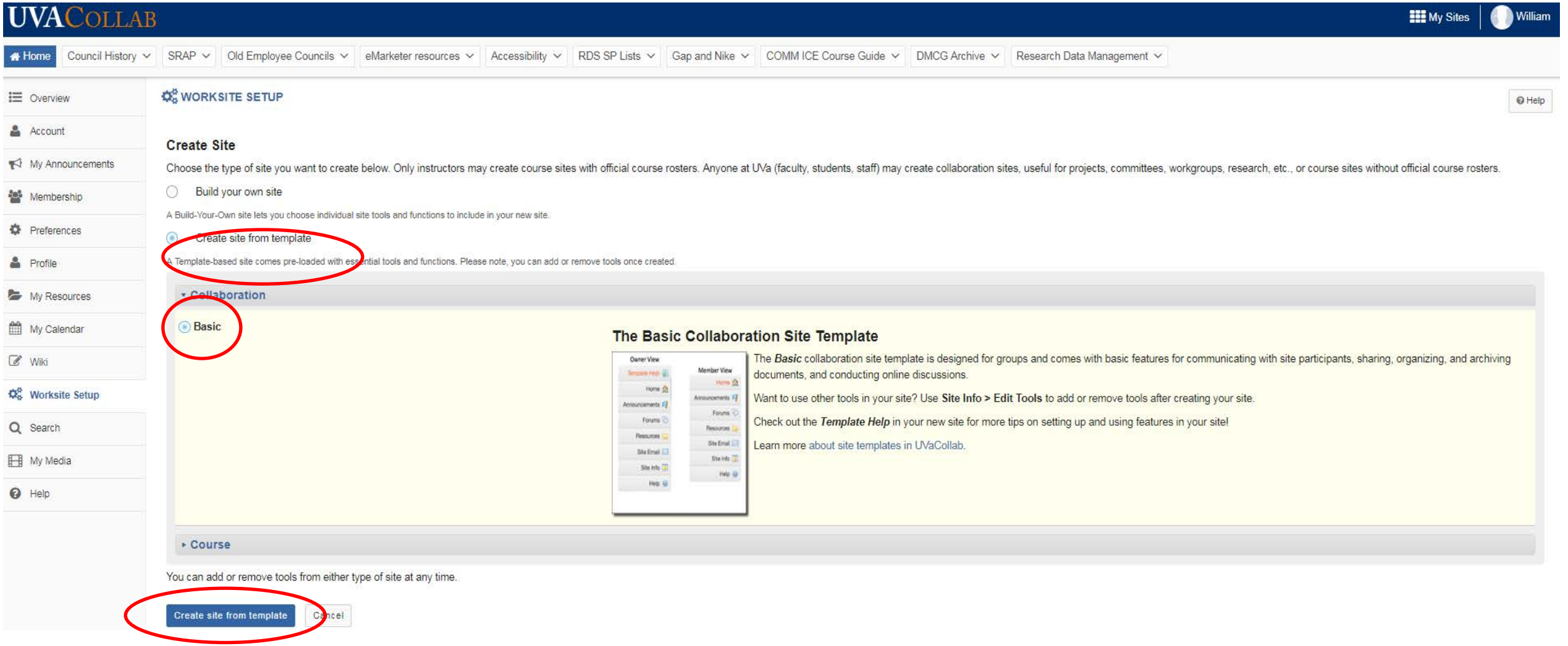
My Home Screen



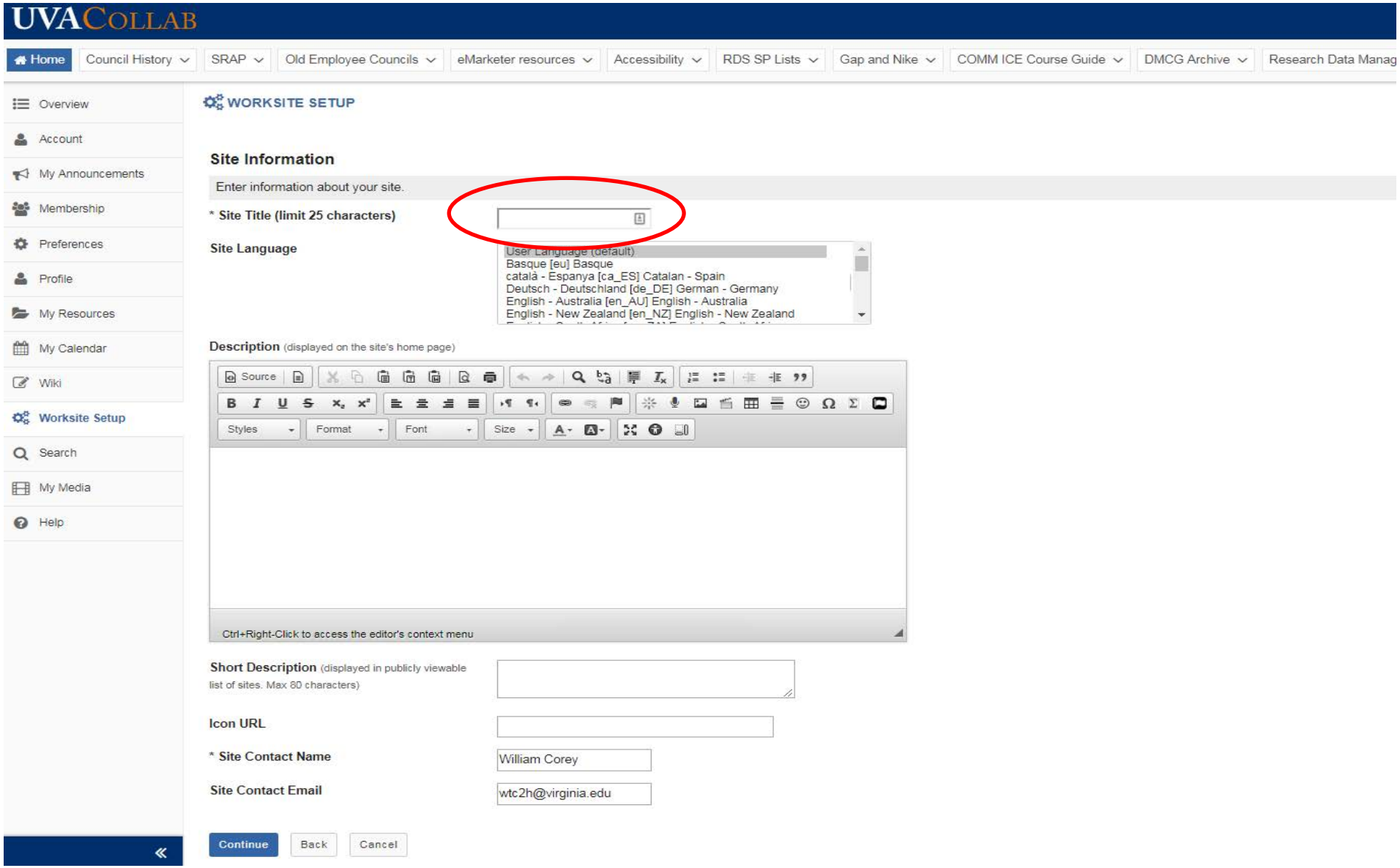
The Worksite Setup page lists your sites. Ones you own (created) and ones you belong to. You can filter by type.



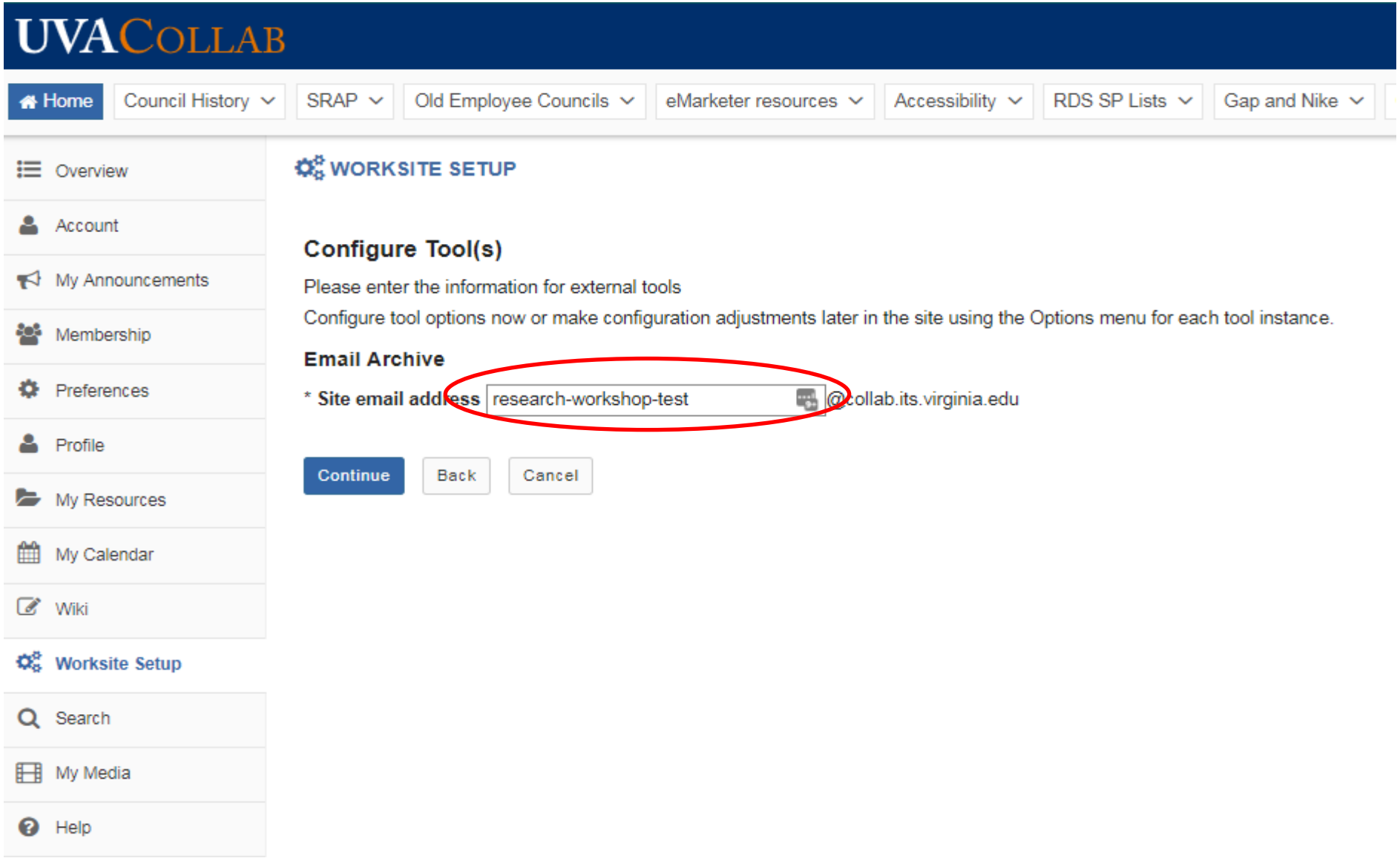
The Create Site page offers 2 types of sites: Collaboration and Course. Chose to build your own or create from a template.



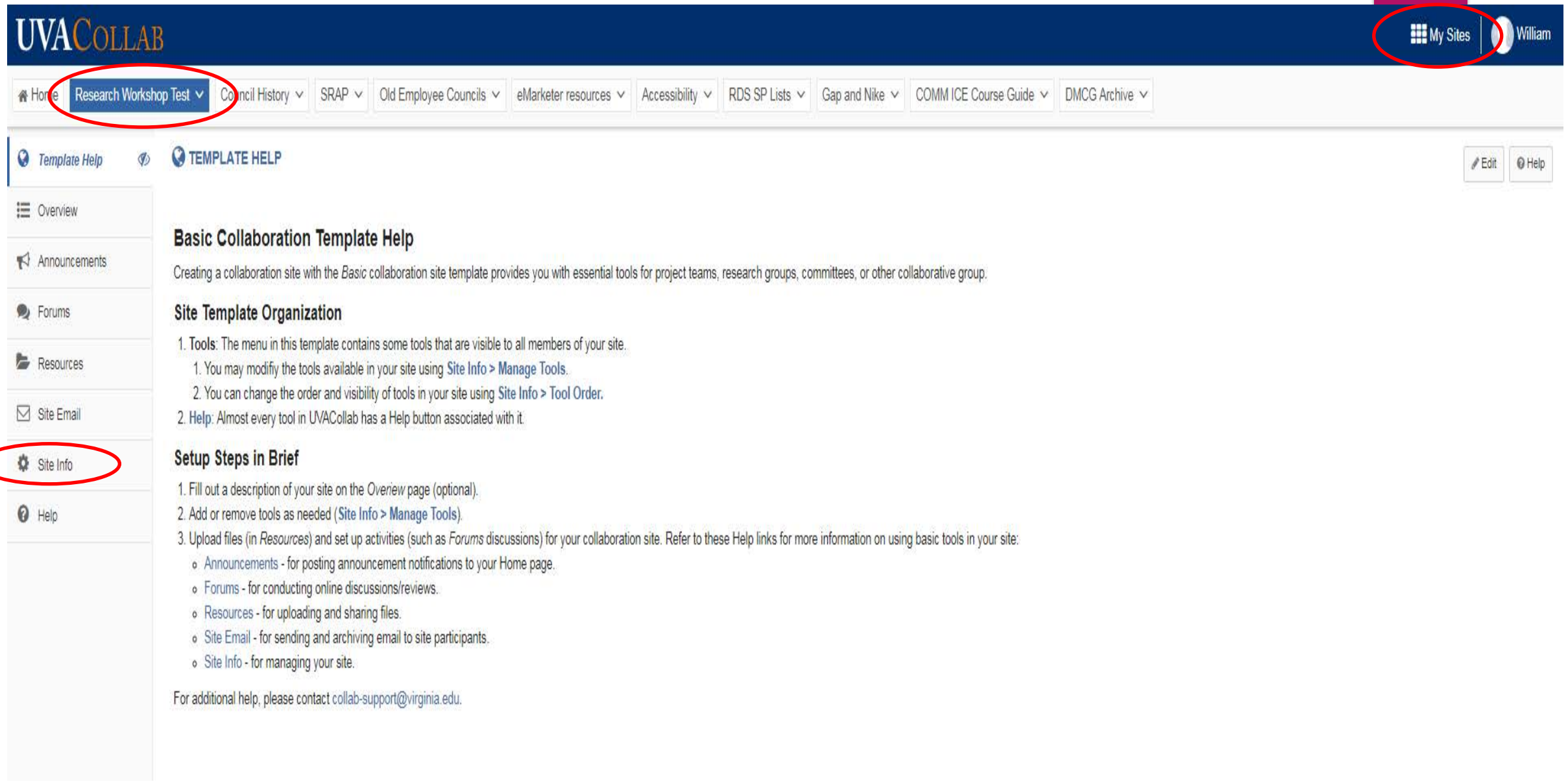
The Basic Collaboration site



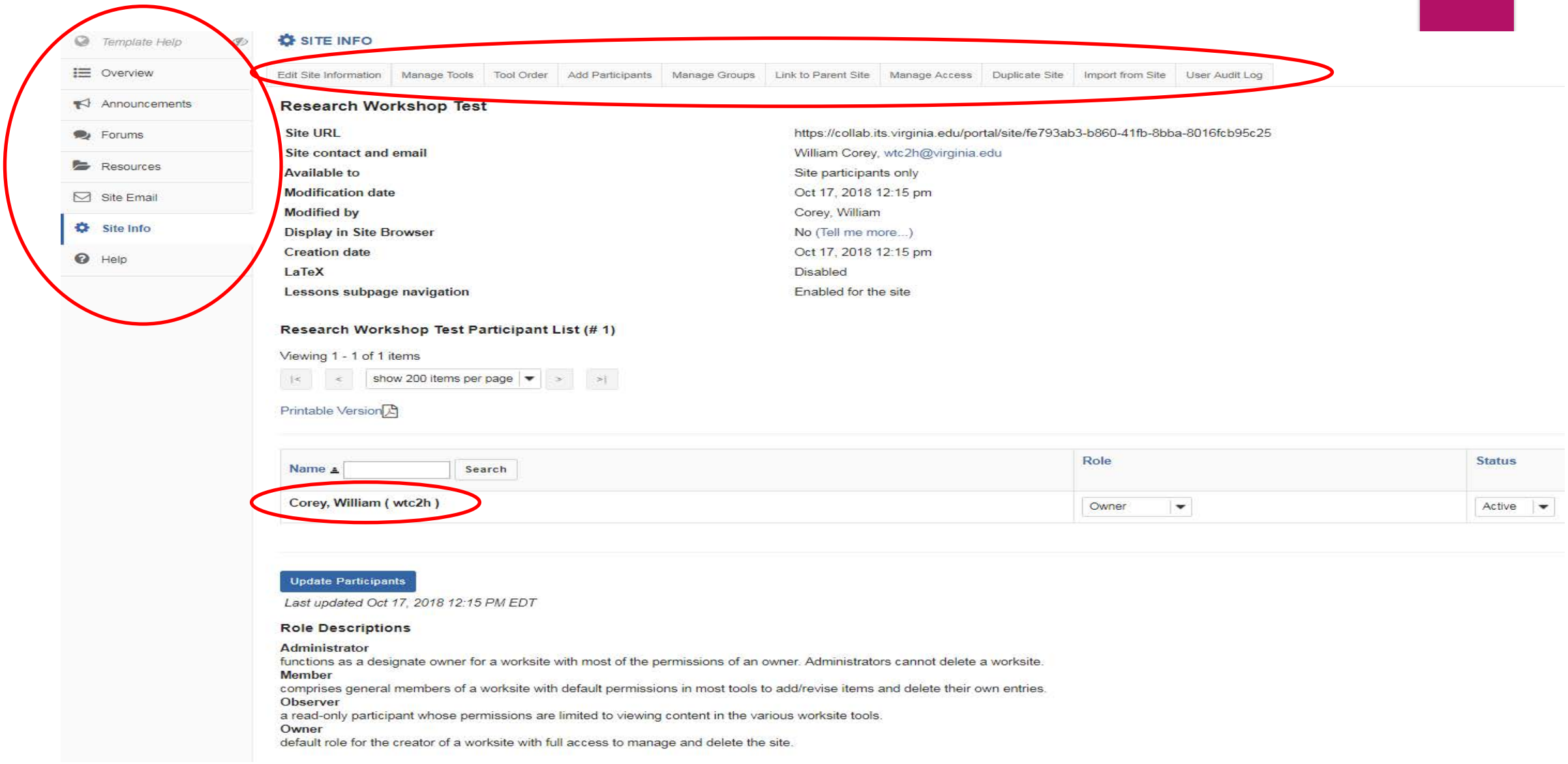
The Basic Collaboration site



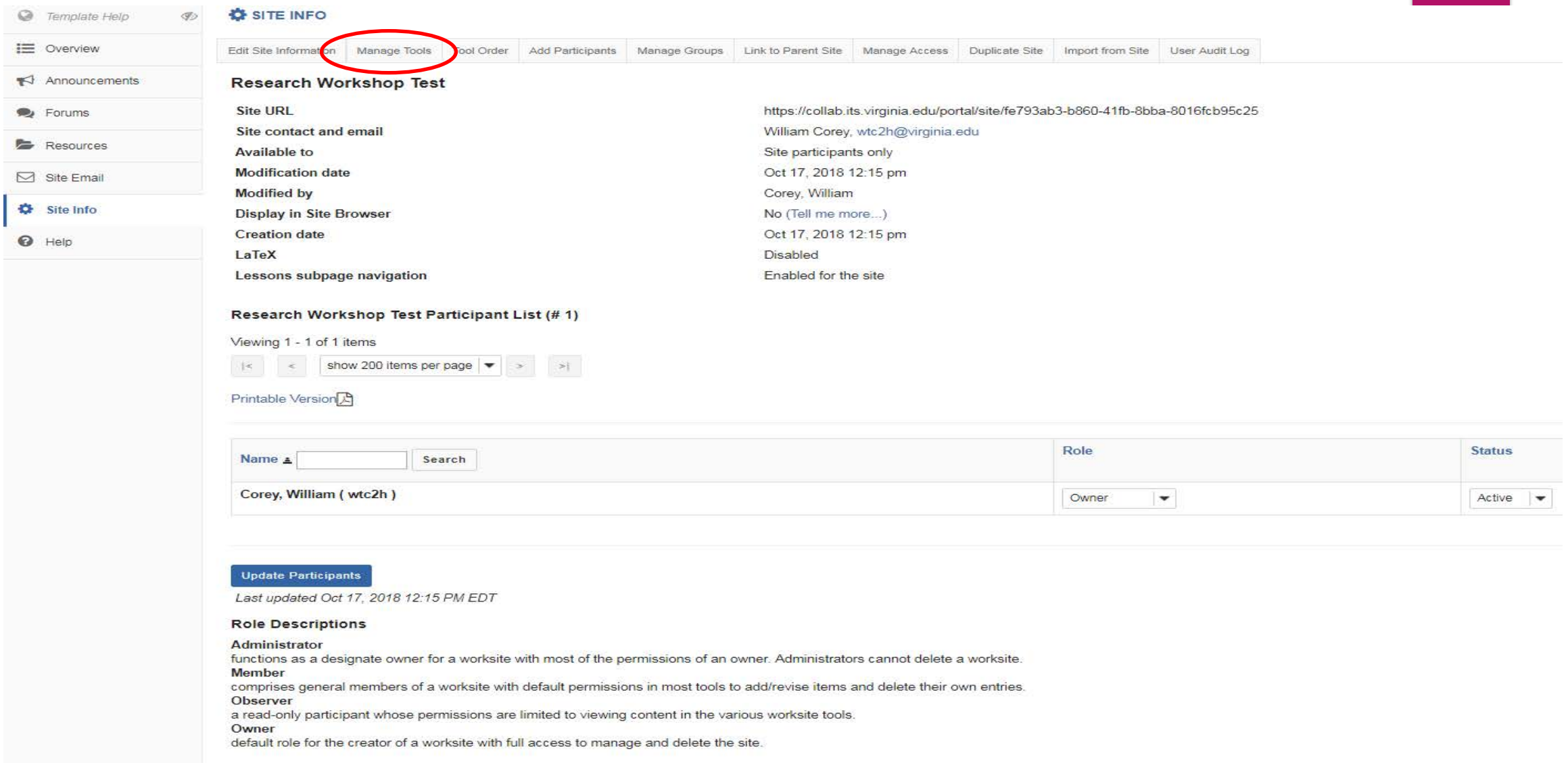
Your Basic Collaboration site



Site Info

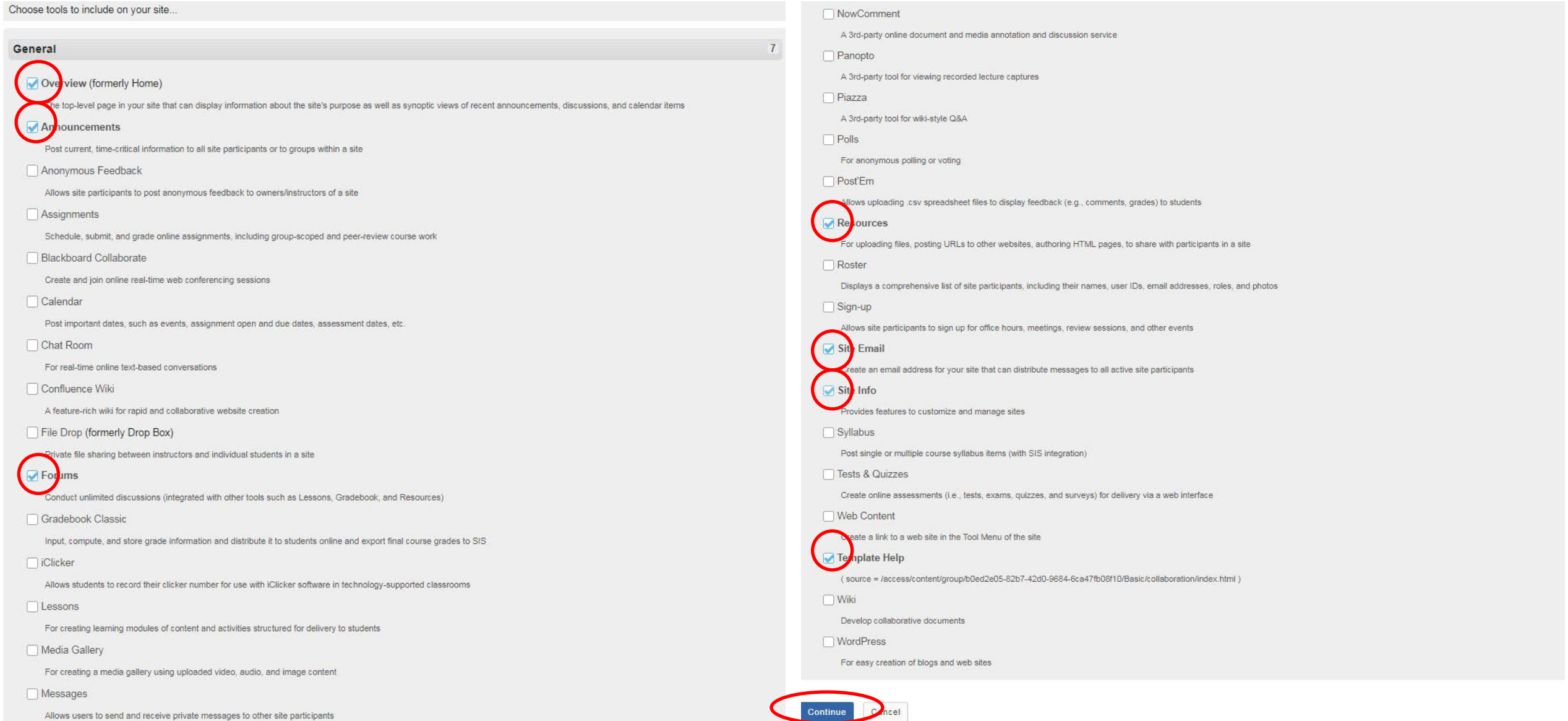

Template Help
Overview
Announcements
Forums
Resources
Site Email
Site Info
Help
SITE INFO
Edit Site Information
Manage Tools
Tool Order
Add Participants
Manage Groups
Link to Parent Site
Manage Access
Duplicate Site
Import from Site
User Audit Log
Research Workshop Test
Site URL
https://collab.its.virginia.edu/portal/site/fe793ab3-b860-41fb-8bba-8016fcb95c25
Site contact and email
William Corey, wtc2h@virginia.edu
Available to
Site participants only
Modification date
Oct 17, 2018 12:15 pm
Modified by
Corey, William
Display in Site Browser
No (Tell me more...)
Creation date
Oct 17, 2018 12:15 pm
LaTeX
Disabled
Lessons subpage navigation
Enabled for the site
Research Workshop Test Participant List (# 1)
Viewing 1 - 1 of 1 items
show 200 items per page
Printable Version
Name
Search
Role
Status
Corey, William (wtc2h)
Owner
Active
Update Participants
Last updated Oct 17, 2018 12:15 PM EDT
Role Descriptions
Administrator
functions as a designate owner for a worksite with most of the permissions of an owner. Administrators cannot delete a worksite.
Member
comprises general members of a worksite with default permissions in most tools to add/revise items and delete their own entries.
Observer
a read-only participant whose permissions are limited to viewing content in the various worksite tools.
Owner
default role for the creator of a worksite with full access to manage and delete the site.

Adding Tools to Your Site



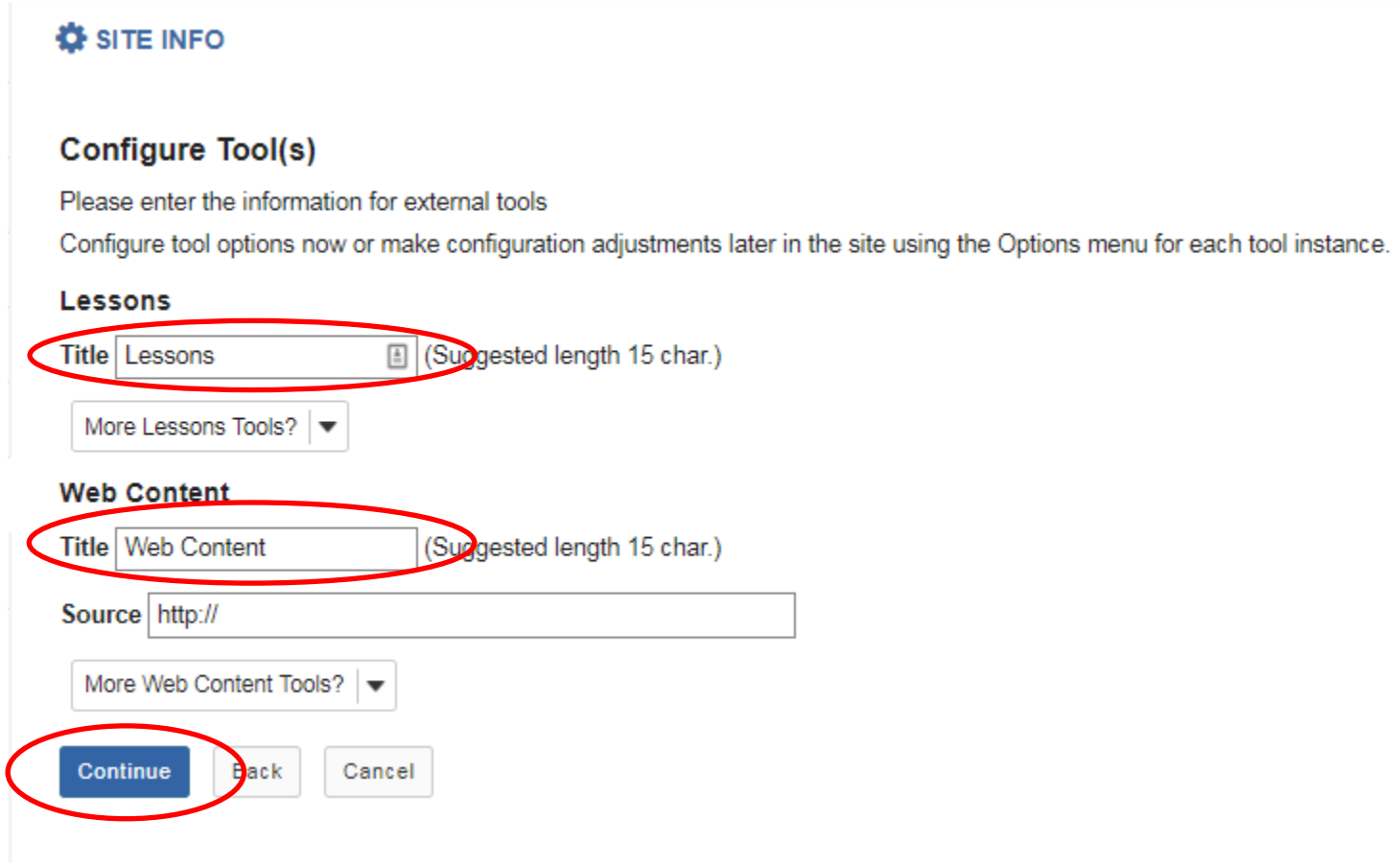
Adding Tools to Your Site

The blue check marks indicate tools you already have.



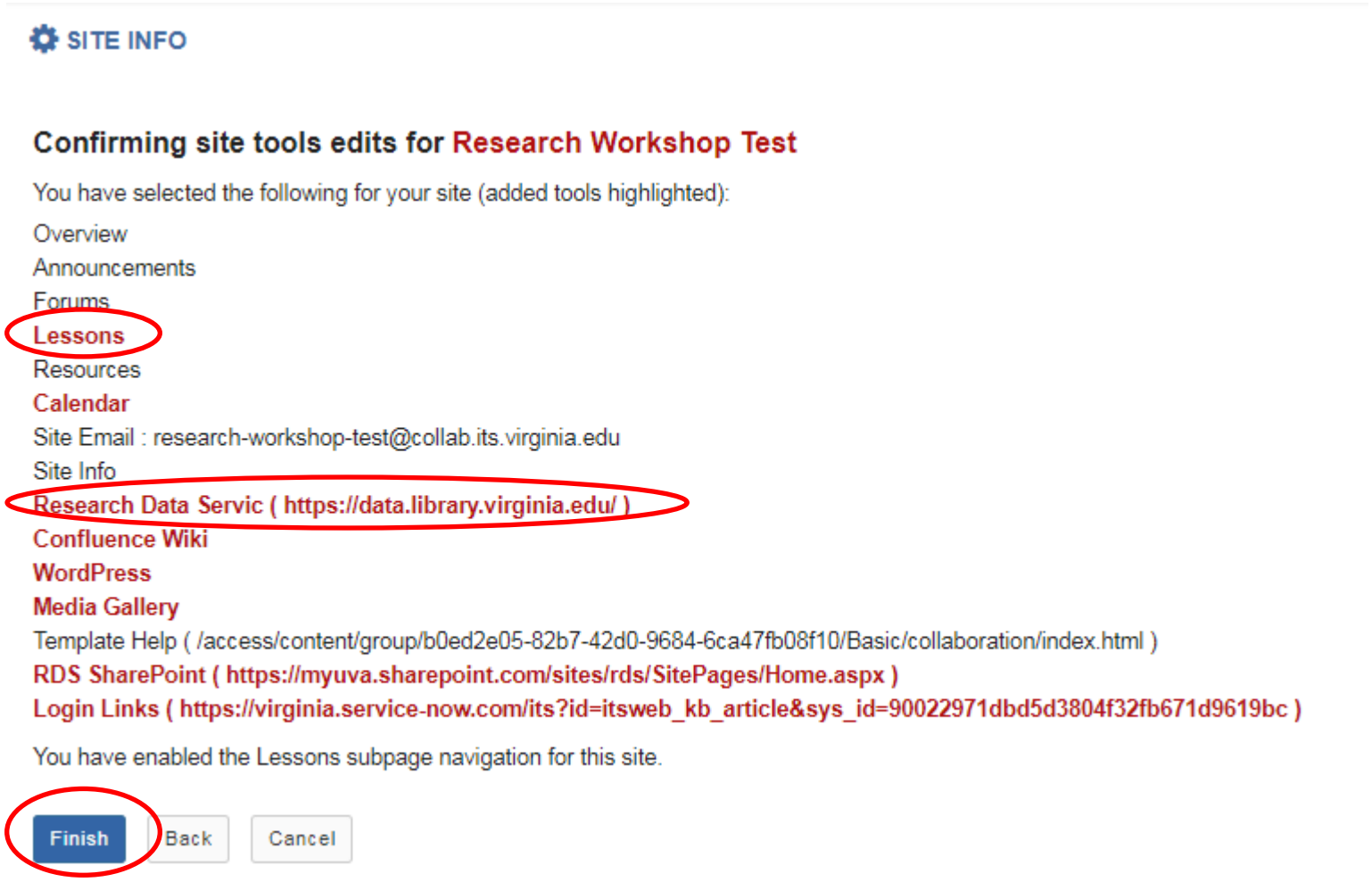
Adding Tools to Your Site

Some types of content require additional information

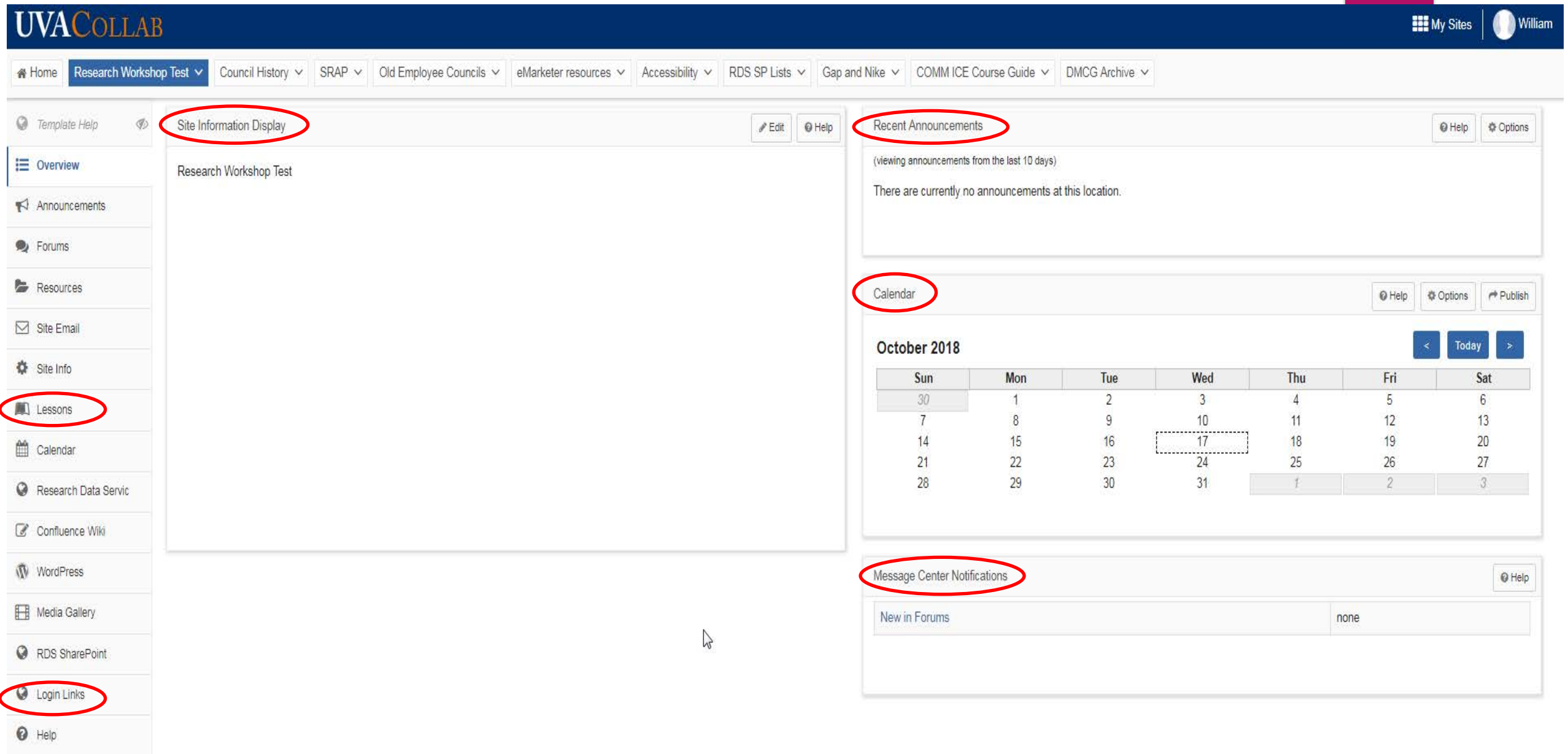


Adding Tools to Your Site

Confirmation



Your Updated Site



Thanks for attending!

This presentation has a companion UVaCollab site. If you would like access to that site please contact me at wtc2h@Virginia.edu and include "UCRC workshop Collab site" in the Subject line. The site can be used as a sandbox to test tools and learn to work with UVaCollab. It includes the content from this presentation.

Part II of this workshop will focus on the tools available for research collaboration, and some additional methods for using UVaCollab.