

# Administrator Interview Questions

## *Verbal Introduction*

In our survey, we asked about the activities your office provides to faculty or researchers for broad data sharing or public access to research data. These activities may be understood in terms of services, infrastructure, or personnel support. We also asked about expenses for these activities, specifically in regards to dedicated employee time to data sharing, and their salaries, as well as infrastructure costs.

*Confirm understanding of what we were asking on the survey.*

1. How did you determine how to respond to the survey in terms of the services or units that you included?
2. How did you decide on the data sharing activities you selected?
  - a. The first part of our survey asked about activities related to public data sharing. How well do these activities represent how you think about the services or work you do?
    - i. Our survey was meant to collect institutional information about services and expenses for public access to research data to meet funding agency data sharing requirements. Did the way we present the activities under these five phases capture data sharing at *[insert institution]*?
    - ii. Of the activities you selected, what would you say is your main service to support data sharing? Can you tell us more about it?
3. Is there anything missing from the data sharing & management activities we asked about that your office does? *(If they wrote in an 'other' activity, include it here)*

## *Expense-related Questions*

4. How did you determine what expense numbers to report?
  - a. *(If recurring and/or one-time infrastructure costs were reported, include them here)* You reported *[insert X recurring annual infrastructure costs and/or X one-time infrastructure cost]*; can you please tell us more about these expenses?
5. How did you disentangle costs of public access to research data from other operational activities?

6. Were there any expense items pertaining to data sharing you feel were omitted in our survey?

#### *Future-looking Questions*

7. Are you expecting additional expenses as a result of new funder policies around public access, such as the NIH Data Sharing Policy and policies resulting from the new OSTP Memo?
8. You responded in the survey that you partner with *[insert x,y,z offices]*; do you anticipate these partnerships changing or forming new partnerships to meet the demands of the new policy requirements?
9. How are you preparing for the new and anticipated federal agency public access policies?
  - a. *(If not mentioned specifically in the previous response)* Do you have concerns about preparing for these new policies?
10. Are there services or activities that *[insert institution]* might be missing to comply with the new policies?

#### *Wrap Up*

11. Do you have any final questions for us?