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LIST OF APPENDICES



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Appendix A: Questionnaire library staff



UNIVERSITY of the
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QUESTIONNAIRE FOR LIBRARY STAFF

Research data management in public universities in Malawi

SECTION A: BACKGROUND INFORMATION

1. To which institution do you belong?

UNI2 []

UNI1 []

2. What is your gender?

Male []

Female []

3. What is the highest level of your qualification?

Certificate []

Diploma []

Bachelors []

Masters []

PhD []

Others, please specify -----

4. Please, indicate your rank/position in the Library

Library Assistant []

Senior Library Assistant []

Assistant Librarian []

Senior Assistant Librarian []

University/College Librarian []

Others, please specify

SECTION B: RESEARCH DATA CREATION PRACTICES

5 Do researchers seek help from you in their research activities?

Yes []

No []

6 Which of the following research activities do researchers commonly consult you for help?

Research areas []

Data collection []

Data cleaning []

Data analysis using computer software []

Data storage and preservation []

Developing online data collection tools []

Installation of data analysis software (e.g. SPSS) []

Recovery of lost research data/information []

Identification of credible journals []

Citation and referencing []

Sources of research collaboration []

Sources of funding opportunities []

Others, please specify -----

SECTION C: PRESERVATION PRACTICES OF RESEARCH DATA

Preservation practices

7 Which of the following digital facilities are available in your library that can be used to preserve research data for researchers? **Select all that apply**

Personal computers []

Office computers []

External hard drives []

CDs for backup []

Institution's available networked capacity []

Commercial software or services []

Freely available software []

Google Drive []

Drop Box []

Flash/USB drive []

Email account(s) []

Other, please specify-----

8 For each of the following decisions regarding backing up of research data for researchers, select the best option that represents the extent to which you offer the service to researchers.

Service	I do help them already	I have not helped them before but I am ready to help	I am not ready to help because I lack skills	Not sure
Helping save copies on a local server				
Helping save files on a disk, USB drive, tape, computer hard drive				
Helping them save files on a central campus server				
Helping them save copies on a web-based or cloud server				
Helping them store copies in a data repository or archives				
Restricting access to files				
Others (specify)				

9 For each of the following decisions regarding research data preservation, select the best option that represents the extent to which you may offer your service to researchers.

Types of decisions	I do help them already	I have not helped them before but I am ready to help	I am not ready to help because I lack skills	Not sure
Deciding which data is important to preserve				
Deciding whether data can be safely shared				
Determining standards for de-identifying sensitive data				
Determining what constitutes compliance with commercial licenses, government regulations, funding agency mandates, etc.				
Determining the appropriate metadata to describe data sets (i.e., descriptive information to enable others to reuse data)				
Determining provisions for short-term data storage/preservation (5 years or less)				

10 In your opinion, select the best option that represents your library's readiness in the provision of the following research data preservation services to researchers.

Services	The library is already offering	The library is not offering but it has capability	The library does not have the capability to offer	Not sure
Provision of advanced computing options				
Provision of statistical and other data analysis support				
Short-term data storage/preservation (5 years or less)				

Long-term data storage/preservation (more than 5 years)				
Data security support				
Guidance on depositing data into repositories or archives				
Guidance on how to use appropriate metadata				
Guidance on writing a data management plan				

Technical infrastructure

11 In your opinion, do you think your university provides enough infrastructure to support management of research generated within the university?

Yes []

No []

11.1. If you answered **Yes** to question 11 above, explain the kind of support offered.

11.2. If you answered **No** to question 11, what kind of support would you like your university to provide?

Kind of support	Agree Strongly	Agree Somewhat	Neither Agree Nor Disagree	Disagree Somewhat	Disagree Strongly
Should establish a process for managing data during the life of the project (short-term – 5 years or less)					
Should establish a process for managing data beyond the life of the project (long-term beyond 5 years).					
Should establish necessary tools and technical support for data management during the life of the project (short-term – 5 years or less)					
Should establish necessary tools and technical support for data management data beyond the life of the project (long-term - beyond 5 years).					

Should establish necessary funds to support data management during the life of a research project (short-term -5 years or less)					
Should establish necessary funds to support data management beyond the life of the project (long-term-beyond 5 years).					

SECTION D: COMPETENCY IN DATA CURATION ACTIVITIES

12 Have you ever attended any training workshop(s) on research data management?

Yes []

No []

12.1. If you answered **Yes** to question 12, which of the following organised the workshop?

It was organised my university []

It was organised by my university library []

It was organised by a government agency []

It was organised by an international agency []

Others (specify) -----

12.2. If you answered **No** to question 12, will you be willing to attend such training workshops if an opportunity avails itself and explain the reasons why?

13 For each of the following research data management activities, indicate whether you are competent or if you need to be trained by experts?

	I am competent	I need training
Preservation planning		
Identifying new standards, practices and software for curation		
Curating and preserving digital objects based the curation lifecycle		
Long term digital data preservation strategies		
Creating preservation metadata (in the library or helping researchers)		
Collecting data from creators, archives, repositories or data centres		

Appraising and selecting digital objects for long term preservation		
Transferring preserved digital objects to strategic storage facilities (e.g. repositories)		
Storing digital information in a secure manner adhering to relevant standards		
Providing access to stored digital objects to bona fide users		
Disposing data not selected for long term preservation		
Repackaging of digital objects		
Migrating digital information to newer file formats that support its continued access and preservation		
Citing, transforming, editing, describing, and sharing data		

SECTION E: CHALLENGES FACED IN THE MANAGEMENT OF RESEARCH DATA

14 To what extent does each of the following limit your involvement in data management activities?

Challenges	Agree Strongly	Agree Somewhat	Neutral	Disagree Somewhat	Disagree Strongly
Failure by researchers to engage me in data curation					
Lack of incentives to curate data					
There is larger amounts of data to be handled by librarians					
Lack of time to collect data from researchers for curation					
Lack of storage and network infrastructure					
Lack of curation tools and software					
Lack of policy frameworks					
Lack of curation skills and training					
Lack of guidance and support					
Difficulty in finding and accessing data produced by researchers					
Lack of skills to create metadata					
Lack of standardised metadata					
Lack of support from the university in research data management					
Prohibitive institutional policies					
Obsolescence of technologies					
Ethical and legal norms					
Other (Specify):					

Please, feel free to make any comments in relation to research data management in Malawi

END OF QUESTIONNAIRE
ONCE AGAIN, THANK YOU FOR TAKING PART IN THIS STUDY



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Appendix B: Questionnaire for researchers



UNIVERSITY of the
WESTERN CAPE

QUESTIONNAIRE FOR RESEARCHERS

Research data management in public universities in Malawi

SECTION A: BACKGROUND INFORMATION

1. To which institution do you belong?

UNI2 []

UNI1 []

2. What is your gender?

Male []

Female []

3. To which Faculty do you belong?

4. To which Department or Centre do you belong?

5. What is your highest qualification?

Masters []

PhD []

Post PhD []

Others (Please specify) -----

6. What is your current rank in the university?

Lecturer []

Senior Lecturer []

Associate Professor []

Professor []

Senior Professor []

Others (Please specify) -----

SECTION B: RESEARCH DATA CREATION, SHARING AND RE-USE PRACTICES

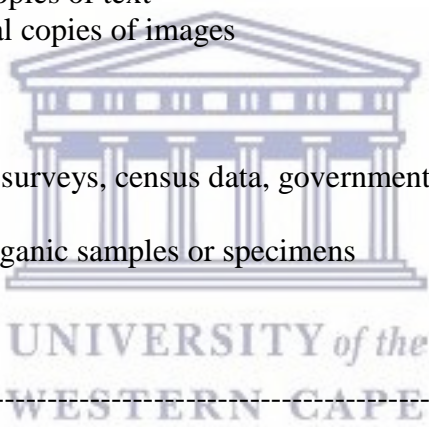
Data creation practices

7. Which of the following best describes your research out for the past 10 years?

Research activities	Research output				
	1-5	6-10	11-15	16-20	21 and above
Number of papers already published in peer reviewed journals					
Number of papers currently in review					
Number of research projects in progress					
Number of commissioned reports (completed or in progress)					
Others (Specify)					

8 Which of the following data format(s) do you generate through your research process?
Please select all that apply

- Digital text or digital copies of text []
- Digital images or digital copies of images []
- Audio recordings []
- Video recordings []
- Spreadsheets []
- Digital databases (e.g., surveys, census data, government statistics, etc.) []
- Computer code []
- Biological/organic/inorganic samples or specimens []
- Spatial data []
- Artistic products []



Others (Specify): -----

Data sharing practices

9 Do you usually share your research data with other researchers or stakeholders?

- Yes []
- No []

9.1. If you answered **Yes** to question 9, which of the followings factors motivate or compel you to share your research data? **Select all that apply.**

- Journal policies require me to submit my manuscripts with data []
- Research funders compel me to share data from research projects they have funded []
- My university requires me to share the data from my research projects []
- I share data because open access proponents have convinced me to do so []
- I share data because I personally find it scientifically necessary []

9.2.If you answered **Yes** to question 9, which of the following best represent the ways you share your data? **Please, select all that apply.**

Sharing practices	All	Most	Some	None
Through external drives (flask disks)				
Through emails				
Through e-journals' websites				
On social networks				
On my personal website/blogs/wikis				
Through clouds (Google Drive, DropBox, etc)				
University repositories				
Through research funders website				
On my university's website				
On the principal investigator's website				
Through a national network				
Through a regional network				
Through a global network				
Other (Specify)				

10 For each of the following factors, indicate the extent to which they discourage you from sharing your research data with other researchers.

Statement	Agree Strongly	Agree Somewhat	Neutral	Disagree Somewhat	Disagree Strongly
Lack of incentives					
Lack of funding					
Lack of standards or guidelines for sharing data					
The data is not fully documented					
There is no place to put the data					
License agreements prohibit sharing data					
I would lose control over my data					
I have insufficient skills to make my data available to the public					
The data is in a format that is not widely readable					
My data may be misinterpreted by others					
The university owns the data I produce					
If funded, the funding agency owns the data					
Insufficient time					

11 For each of the following conditions, indicate the extent to which they could encourage you to share your research data with others.

Conditions	Agree Strongly	Agree Somewhat	Neutral	Disagree Somewhat	Disagree Strongly
I would be willing to place at least some of my data into a central data repository with no restrictions					
I would be willing to place all of my data into a central data repository with no restrictions					
I would be more likely to make my data available if I could place conditions on access					
I would be willing to share data across a broad group of researchers who use data in different ways					
It is important that my data are cited when used by other researchers.					
It is appropriate to create new datasets from shared data					
Others (Specify)					

Research data re-use practices

12 How frequently do you use research data produced/created by other researchers or research institutions in your research activities?

- Always []
 Frequently []
 Occasionally []
 Seldom []
 Never []

13 For each of the following factors, indicate the extent to which they discourage you from using research data produced by other researchers or research institutions.

Factors	Agree Strongly	Agree Somewhat	Neutral	Disagree Somewhat	Disagree Strongly
Difficult to find, discover, or access reusable data					
Hard to integrate with my own data					

Not trusting others' collection methods					
Data may be misinterpreted due to complexity of the data					
Lack of common or standard formats					
Lack of adequate metadata/data description information					
Data may be misinterpreted due to poor quality of the data					
Data may be used in other ways than intended					
Legal/ethical restrictions					
Other (specify)					

SECTION C: PRESERVATION PRACTICES OF RESEARCH DATA

Preservation practices

14 Do you think it is necessary to preserve your research data?

Yes []

No []

14.1. If you answered **Yes** to question 14, for how long do you think your data will remain valuable?

Indefinitely []

10 – 20 years []

5–10 years []

3–5 years []

1-2 []

Not sure []

15 What is the largest amount of digital research data for a single research project you have worked on in the past?

1 GB (gigabyte) or less []

More than 1 GB but less than 100 GB []

More than 100 GB but less than 1 TB (terabyte) []

More than 1 TB but less than 100 TB []

More than 100 TB but less than 1 PB (petabyte) []

More than 1PB []

I don't know []

16 Which of the following digital facilities do you use to store your data? **Select all that apply**

- Personal computers []
- Office computers []
- External hard drives []
- CDs for backup. []
- Institution's available networked capacity []
- Commercial software or services []
- Freely available software or services (Google Drive) []
- Flash/USB drive []
- Email account(s) []
- Others (Specify)-----

17 Have you put in place some strategies to protect your data from loss?

Yes [] No []

17.1. If you answered **No** to question 17, please provide the reasons?

17.2. If you answered **Yes** to question 17, which of the following strategies have you adopted to protect your data from loss? **Please select all that apply**

- Copies are uploaded on Goodge Drive []
- Copies are uploaded on Drops Box []
- Copies are kept in my email []
- Copies of data sets are saved on a disk, USB drive, tape, computer hard drive []
- Copies of data sets are saved on a local server []
- Copies of data sets are saved on a central campus server []
- Copies of data sets are saved on a web-based or cloud server []
- Copies of data sets are stored in a data repository or archives []
- Backup files are automatically generated []
- Backup files are manually generated []

Others (Specify): -----

Technical infrastructure

18 In your opinion, do you think your university provides enough infrastructure to support your research data management?

Yes []
No []

18.1. If you answered **Yes** to question 18 above, explain the kind of support offered.

 18.2. If you answered **No** to question 18, to which extent do each of the following kind of support would you like your university to provide?

Kind of support	Agree Strongly	Agree Somewhat	Neutral	Disagree Somewhat	Disagree Strongly
Should establish a process for managing data during the life of the project (short-term – 5 years or less)					
Should establish a process for managing data beyond the life of the project (long-term beyond 5 years).					
Should establish necessary tools and technical support for data management during the life of the project (short-term – 5 years or less)					
Should establish necessary tools and technical support for data management data beyond the life of the project (long-term - beyond 5 years).					
Should establish necessary funds to support data management during the life of a research project (short-term -5 years or less)					
Should establish necessary funds to support data management beyond the life of the project (long-term-beyond 5 years).					

SECTION D: COMPETENCIES REQUIRED FOR RESEARCH DATA MANAGEMENT

19 Have you ever attended any training workshop(s) on research data management?

Yes [] No []

19.1 If you answered **yes** to question 19, which of the following organised the workshop?
Select all that apply

- It was organised by my university []
- It was organised by my university's library []
- It was organised by a government agency []
- It was organised by an international agency []

Others (specify) -----

19.2 If you answered **No** to question 19, will you be willing to attend such training workshops if an opportunity avails itself? Explain your reasons.

20 Do you assign metadata (description of data) to your research data?

Yes []

No []

20.1. If you answered **Yes** to question 20, which of the following metadata do you use in describing your data? **Select all that apply.**

- No metadata standard []
- Metadata standardised within my lab []
- International Standards Organisation (ISO) []
- Open GIS []
- Ecological Metadata Language []
- Federal Geographic Data Committee []
- Dublin Core []
- Darwin Core []
- Directory Interchange Format []

Others, (please specify) -----

21 For each of the following research data management activities, indicate whether you are competent or if you need to be trained by experts?

Curation activities	I am competent	I need training
Developing and writing a data management plan		
Advanced computing options		
Short term digital data preservation strategies		
Long term digital data preservation strategies		
Preservation planning		
Identifying new standards, practices and software for curation		
Creating preservation metadata for describing my data sets		
Guidance on depositing data into repositories or archives		
Storing digital information in a secure manner adhering to relevant standards		
Disposing data not selected for long term preservation		

Migrating digital information to newer file formats that support its continued access and preservation		
--	--	--

22 How often do you seek help on managing your research data from the following professionals?

Professionals	Always	Frequently	Occasionally	Not sure	Never
Librarians					
ICT experts					
Fellow researchers					
Research director					
Others (please, specify)					

SECTION E: CHALLENGES IN THE MANAGEMENT OF RESEARCH DATA

23 How frequently do you lose your research data due to the following?

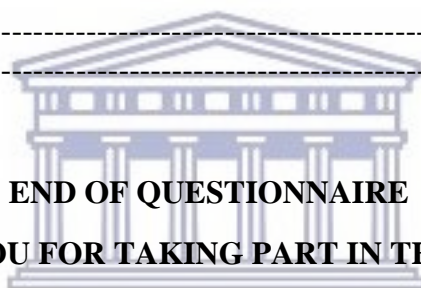
Factor	Always	Frequently	Occasionally	Seldom	Never
Obsolescence of technologies					
Accidental damage of storage facilities					
Stolen storage facilities (flash discs, laptops, etc.)					
Others (please, specify)					

24 To what extent does each of the following present any challenges with regard to your research data management and re-use?

Challenges	Agree Strongly	Agree Somewhat	Neutral	Disagree Somewhat	Disagree Strongly
Lack of incentives to share data					
Lack of storage and network infrastructure					
Lack of curation tools and software					
Lack of policy frameworks					
Lack of curation skills and training					
Lack of guidance and support					
Difficulty in finding and accessing data produced by other researchers					
Most data is not trustworthy					

Lack of skills in sharing my data with other researchers					
Tracking updates to data (i.e., versioning)					
Lack of skills to create metadata					
Lack of standardised metadata					
Failure by data re-users to cite the data I generated.					
Lack of support from the university in research data management					
Prohibitive institutional policies					
Obsolescence of technologies					
Ethical and legal norms					
Other (Specify):					

Please, feel free to make any comments in relation to research data management at your university.



END OF QUESTIONNAIRE

THANK YOU FOR TAKING PART IN THIS STUDY

UNIVERSITY *of the*
 WESTERN CAPE

Appendix C: Interview guide for directors of research



INTERVIEW GUIDE FOR DIRECTORS OF RESEARCH

Research data management in public universities in Malawi

SECTION A: PERSONAL INFORMATION

- How long have you been working at this university?
- How important is research in your professional life?
- What are the duties attached to your office?

SECTION B: RESEARCH DATA CREATION, SHARING AND RE-USE PRACTICES

Creation practices

- How does the university encourage lecturers to conduct research and publish in creditable journals?
- Think of research at this university as one of the core functions of the university. What has been the role of your office in promoting research output?
- What do you understand by digital research data?
- According to the university policy, who owns the research data produced by lecturers employed by the university in terms of self-sponsored research, university funded research and externally funded research?

Sharing practices

- What role does your office play to encourage sharing of research data within the university?
- What are the key ways of sharing research data and findings within the university?
- For research projects that the university funds, do you need researchers to provide you with data in addition to the actual findings? Is this data shared with other researchers?

- How frequently do external funders require your university research teams to provide them with data in addition to the actual results?
- Does your university have a policy on research data sharing? What are the requirements of the policy?
- Why do you think it is necessary for researchers to share their research data in addition to research findings?

Re-use practices

- How does your office view the concept of research data re-use?
- Do researchers use data created or generated by other researchers or research institutions?
- Does the university encourage researchers to use research data or generated by other researchers or research institution?

SECTION C: PRESERVATION PRACTICES OF RESEARCH DATA

Preservation practices

- What are the storage facilities that the university provides its researchers for storage of digital research data?
- What measures has the university put in place to ensure that digital research data is properly preserved for longevity?
- What role does your office play to ensure that researchers, librarians and ICT staff work together in managing research data?

Technical infrastructure

- How is your university building research data management infrastructure to ensure research data is preserved?

SECTION D: COMPETENCIES IN DIGITAL CURATION ACTIVITIES

- Explain how your office or the university supports lecturers and data curators in research data management activities.

SECTION E: FACTORS AFFECTING MANAGEMENT OF RESEARCH DATA

- What factors affect research data management by lecturers in your university?

If you have additional comments in relation to the topic under discussion, please feel free to do so.

End of interview. Please feel free to make any comments in relation to the topic we have discussed.



Appendix D: Information consent letter for librarians



Department of Library and Information Science

Private Bag X17, Bellville, 7535, Cape Town, South Africa

INFORMATION CONSENT LETTER: LIBRARIANS

Dear Sir/ Madam,

My name is Winner Chawinga. I am a doctoral student from the Department of Library and Information Science at the University of the Western Cape. I am conducting a survey amongst researchers, librarians and research directors from UNI1 and UNI2 to understand research data management practices in these Malawian public universities. The survey is for the accomplishment of my doctoral thesis.

The topic of my research project is **“Research data management in public universities in Malawi.”** The objectives of my research are as follows:

- To determine research data creation, sharing and re-use practices in public universities in Malawi;
- To investigate research data preservation practices in public universities in Malawi;
- To investigate competencies that librarians and researchers need to effectively manage research data in public universities in Malawi; and
- To find out the challenges that affect the management of research data in public universities in Malawi

I am therefore requesting you in your capacity as a library professional to please participate in this survey. Enclosed is a questionnaire that takes a variety of questions about the topic under study.

No names are required and your identity will remain anonymous. If you agree to participate, please read and confirm your participation by ticking the consent box. As the consent form

indicates, your participation is completely voluntary, your identity remains anonymous, your responses will be kept confidential, and you are free to withdraw from the study at any time.

If you have any questions or concerns or wish to know more about this study, please contact me, Winner Chawinga at 3371323@myuwc.ac.za, or you could contact my supervisor Prof Sandy Zinn at szinn@uwc.ac.za. Your participation in this study is greatly appreciated.

Yours Sincerely,



Winner Chawinga (PhD candidate)

Department of Library & Information Science

Faculty of Arts

University of the Western Cape

P/Bag X17

Bellville 7535

Phone; +265993509295

Email: 3371323@myuwc.ac.za or winnchawinga@gmail.com



Appendix E: Information consent letter for researchers



Department of Library and Information Science

Private Bag X17, Bellville, 7535, Cape Town, South Africa

INFORMATION CONSENT LETTER: RESEARCHERS

Dear Sir/ Madam,

My name is Winner Chawinga. I am a doctoral student from the Department of Library and Information Science at the University of the Western Cape. I am conducting a survey amongst researchers, librarians and research directors from UNI1 and UNI2 to understand research data management practices in these Malawian public universities. The survey is for the accomplishment of my doctoral thesis.

The topic of my research project is **“Research data management in public universities in Malawi”**

The objectives of my research are as follows:

- To determine research data creation, sharing and re-use practices in public universities in Malawi;
- To investigate research data preservation practices in public universities in Malawi;
- To investigate competencies that librarians and researchers need to effectively manage research data in public universities in Malawi; and
- To find out the challenges that affect the management of research data in public universities in Malawi

I am therefore requesting you in your capacity as a lecturer or researcher to please participate in this survey. Enclosed is a questionnaire that takes a variety of questions about the topic under study. No names are required and your identity will remain anonymous. If you agree to participate, please read and confirm your participation by ticking the consent box. As the consent form indicates, your participation is completely voluntary, your identity remains

anonymous, your responses will be kept confidential, and you are free to withdraw from the study at any time.

If you have any questions or concerns or wish to know more about this study, please contact me, Winner Chawinga at 3371323@myuwc.ac.za, or you could contact my supervisor Prof Sandy Zinn at szinn@uwc.ac.za. Your participation in this study is greatly appreciated.

Yours Sincerely,



Winner Chawinga (PhD candidate)

Department of Library & Information Science

Faculty of Arts

University of the Western Cape

P/Bag X17

Bellville 7535

Phone; +265993509295

Email: 3371323@myuwc.ac.za or winnchawinga@gmail.com



Appendix F: Information consent letter for directors of research



Department of Library and Information Science
Private Bag X17, Bellville, 7535, Cape Town, South Africa

INFORMATION CONSENT LETTER: DIRECTORS OF RESEARCH

Dear Sir/ Madam,

My name is Winner Chawinga. I am a doctoral student from the Department of Library and Information Science at the University of the Western Cape. I am conducting a survey amongst researchers, librarians and research directors from UNI1 and UNI2 to understand research data management practices in these Malawian public universities. The survey is for the accomplishment of my doctoral thesis.

Aim of study and objectives

I want to interview you to collect data as part of my PhD research at University of the Western Cape. The study is about understanding research data management in universities in Malawi. The topic of my research project is **“Research data management in public universities in Malawi”** The objectives of my research are as follows:

- To determine research data creation, sharing and re-use practices in public universities in Malawi;
- To investigate research data preservation practices in public universities in Malawi;
- To investigate competencies that librarians and researchers need to effectively manage research data in public universities in Malawi; and
- To find out the challenges that affect the management of research data in public universities in Malawi

Estimated duration of the interview

This interview will last between 30 and 60 minutes.

Voluntary participation and confidentiality

Your participation in this study is voluntary and you may wish to terminate the interview or refuse to answer any question at any stage during the interview. No part of our conversation will be attributable to you. The anonymous conversation will be digitally recorded, transcribed and coded in order for me to develop themes and categories for moving to the next stage of my research. I will also occasionally be taking down notes which would help me when I am listening to the audio recording afterwards. Should you inadvertently mention any names of individuals or reveal any particularly sensitive information during the interview, I will remove them from the transcribed text so as to protect confidentiality. I will provide you with a copy of the transcribed conversation for you to sense check and return with amendments if you so wish.

I am therefore requesting you to please participate in this study. If you agree to participate, please read and confirm your participation by ticking the consent box. As the consent form indicates, your participation is completely voluntary, your identity remains anonymous, your responses will be kept confidential, and you are free to withdraw from the study at any time.

Further information

If you have any questions or concerns or wish to know more about this study, please contact me, Winner Chawinga at 3371323@myuwc.ac.za, or you could contact my supervisor Prof Sandy Zinn at szinn@uwc.ac.za. Your participation in this study is greatly appreciated

Yours Sincerely,



Winner Chawinga (PhD candidate)

Department of Library & Information Science

Faculty of Arts

University of the Western Cape

P/Bag X17

Bellville 7535

Phone; +265993509295

Email: 3371323@myuwc.ac.za or winnchawinga@gmail.com

Appendix G: Ethics clearance



OFFICE OF THE DIRECTOR: RESEARCH RESEARCH AND INNOVATION DIVISION

Private Bag X17, Bellville 7535
South Africa
T: +27 21 959 4111/2948
F: +27 21 959 3170
E: research-ethics@uwc.ac.za
www.uwc.ac.za

31 July 2018

Mr W Chawinga
Library and Information Science
Faculty of Arts

Ethics Reference Number: HS18/4/16

Project Title: Research data management in public universities in Malawi: an interdisciplinary study of medical sciences and humanities.

Approval Period: 27 July 2018 – 27 July 2019

I hereby certify that the Humanities and Social Science Research Ethics Committee of the University of the Western Cape approved the methodology and ethics of the above mentioned research project.

Any amendments, extension or other modifications to the protocol must be submitted to the Ethics Committee for approval.

Please remember to submit a progress report in good time for annual renewal.

The Committee must be informed of any serious adverse event and/or termination of the study.

A handwritten signature in black ink that reads 'Josias'.

Ms Patricia Josias
Research Ethics Committee Officer
University of the Western Cape

PROVISIONAL REC NUMBER - 130416-049

Appendix H: Request to undertake research at one of the two universities



Department of Library & Information Science

March 14, 2018

The Registrar

Dear Sir or Madam,

Request to conduct a study

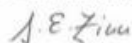
This letter serves to introduce Mr. Winner Chawinga who is a PhD student in the Department of Library and Information Science at the University of the Western Cape in South Africa.

Mr. Chawinga's research topic is: *Research data management in public universities in Malawi*. His particular interest is to holistically investigate how research data is generated, organised, shared, stored and preserved in medical sciences and humanities for the purpose of long-term access and re-use. The study will include distributing a questionnaire and conducting interviews with some stakeholders in public universities in Malawi. The issues that Mr. Chawinga is researching are both important and timely in this research area. To this end, I request your good Office to grant Mr. Winner Chawinga permission to conduct this study at

Mr. Chawinga's PhD proposal is ready for submission to the University of Western Cape's Humanities and Social Sciences Research Ethics Committee for ethical clearance but it can only be submitted if permission to conduct a study at your university is granted. Mr. Chawinga's research proposal will be scrutinised and approved by the University of the Western Cape Ethics Committee and I assure you that all research ethical issues will be observed.

I would like to thank you in advance for your assistance.

Yours sincerely



Prof Sandy Zinn
Chairperson, Department of Library & Information Science,
Supervisor for Mr. Chawinga

HOD: Prof Sandy Zinn, szinn@uwc.ac.za
Private Bag X17 Bellville 7535 South Africa
T: +27 (0)21 959 2349/2137
www.uwc.ac.za/arts/

Tel: +27 21 959 4111
Email: research-ethics@uwc.ac.za

A place of quality,
a place to grow, from hope
to action through knowledge

Appendix I: Request to undertake research at one of the two universities



Department of Library & Information Science

March 14, 2018

The Registrar

Dear Sir or Madam,

Request to conduct a study

This letter serves to introduce Mr. Winner Chawinga who is a PhD student in the Department of Library and Information Science at the University of the Western Cape in South Africa.

Mr. Chawinga's research topic is: *Research data management in public universities in Malawi*

His particular interest is to holistically investigate how research data is generated, organised, shared, stored and preserved in medical sciences and humanities for the purpose of long-term access and re-use. The study will include distributing a questionnaire and conducting interviews with some stakeholders in public universities in Malawi.

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Mr. Chawinga's PhD proposal is ready for submission to the University of Western Cape's Humanities and Social Sciences Research Ethics Committee for ethical clearance but it can only be submitted if permission to conduct a study at your university is granted. Mr. Chawinga's research proposal will be scrutinised and approved by the University of the Western Cape Ethics Committee and I assure you that all research ethical issues will be observed.

I would like to thank you in advance for your assistance.

Yours sincerely

A handwritten signature in black ink that reads 'A. E. Zinn'.

Prof Sandy Zinn
Chairperson, Department of Library & Information Science,
Supervisor for Mr. Chawinga

HOD: Prof Sandy Zinn, szinn@uwc.ac.za
Private Bag X17 Bellville 7535 South Africa
T: +27 (0)21 959 2349/2137
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Tel: +27 21 959 4111
Email: research-ethics@uwc.ac.za

A place of quality,
a place to grow, from hope
to action through knowledge

Appendix J: Permission to undertake research at one of the two universities



MZUZU UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

Private Bag 201
Luwingu
Mzuzu 2
MALAWI
Tel: (265) 01 320 722/575
Fax: (265) 01 320 505
E-mail: ur@mzuni.ac.mw

Ref: MU/1/P1.09

19th March 2018

Mr. Winner Chawinga
University of the Western Cape
Department of Library and Information Science
P/Bag X17
South Africa
Bellville 7535

3371323@myuwc.ac.za / winnchawinga@gmail.com

Dear Mr. Chawinga,

APPROVAL TO CONDUCT A STUDY AT MZUZU UNIVERSITY

I refer to your letter dated 14th March, 2018 in which you are requesting for approval to conduct a PhD research at Mzuzu University. I am pleased to inform you that your request has been accepted based on your research title of *research data management in public universities in Malawi*.

This permission is granted on the understanding that the information that will be collected will be strictly used for academic purposes.

I wish you well in your studies.

Yours sincerely,

JAMES KWILIMBE
ACTING UNIVERSITY REGISTRAR



Appendix K: Permission to undertake research at one of the two universities



COLLEGE OF MEDICINE

Principal
M. H. C. Mipando MSc, PhD

Our Ref.:

Your Ref.:

College of Medicine
Private Bag 360
Chichiri
Blantyre 3
Malawi
Telephone: 01 871 911
01 874107
Fax: 01 874 700

Dear Winner Chawenga,

REQUEST TO CONDUCT STUDY AT COLLEGE OF MEDICINE

I refer to your letter dated 14th March, 2018 in which you made a request for approval to conduct a study at College of Medicine and the research is in fulfilment for the award of Doctor of Philosophy in Library and Information Science at University of Western Cape, South Africa.

I write to inform you that your request to conduct a study has been approved.



Orama Lipenga
For Registrar