

Co-Motion: Meta Data

(to be read in conjunction with the Data Management Plan)

Design for Wellbeing: Ageing and Mobility in the Built Environment

EPSRC Grant Reference: EP/K03748X/1

Principal Investigator: Dr Mark Bevan

Contact Project Manager: co-motion@york.ac.uk or (01904) 321486

Meta Data First Draft: December 2014

Meta Data Finalised: April 2016

Metadata All data will be collected between November 2013 and February 2016. Data will be kept for the recommended minimum of 10 years.

Due to ethical concerns, supporting interview data and photographic material cannot be made openly available. This data is of a personal and sensitive nature and no consent for data sharing has been given. At the end of the project, this data will be archived at the University of York.

Access to anonymised questionnaire data and numerical data from telephone interviews is available from the UK Data Service, subject to registration, at

<https://reshare.ukdataservice.ac.uk/cgi/users/home?screen=EPrint::View&eprintid=852233>

Key:

PP = Protected Filestore

*= secure repository / access by invitation only using login and password

All data collected as part of the Co-Motion Project

Type of data collected	Data Format				U of Y Storage and Access During Project Lifetime						Data to be archived at end of project	
	Hard Copy	Excel spreadsheet	Audio File	Word/JPEG Doc (electronic copy)	Co-Motion Team Members (on Secure repository)*	Project Analysis Tool, "Nvivo"* (Co-Motion Team Members only)	Co-Motion WP5 Transitions Researchers (University of York Project File Store)*	Researchers in York outside the project	General Public / Other researchers	Stakeholders and Participants	University of York (incl data on Protected Filestore)	UK Data Archive
Meta data	✓			✓			✓	✓ on York Research Database	✓		✓	✓
Publications	Before and After 1 May 2015											
Conference Papers and Publications	✓			✓	✓		✓	✓	✓ 12 months after final journal publication	✓		✓

Type of data collected	Data Format					U of Y Storage and Access During Project Lifetime					Data to be archived	
	Hard Copy	Excel spreadsheet	Audio File	Word/JPEG Doc (electronic copy)		Co-Motion Team Members (on Secure repository)*	Project Analysis Tool, "Nvivo" (Co-Motion Team Members only)*	Co-Motion WP5 Transitions Researchers (University of York Project File Store)*	Researchers in York outside the project	General Public via Co-Motion Website	Stakeholders and Participants	University of York (incl data on Protected Filestore)
WP 5: Transitions	Data generated from January 2014 to February 2016											
Screening Data – details of life transitions in last 12 months and contact information	✓	✓PP		✓PP		✓	✓				✓	✓ transitions only
First Postal Questionnaire Data	✓	✓PP		✓PP		✓	✓					✓
Final Postal Questionnaire Data	✓	✓PP		✓PP		✓	✓					✓
Participants' Consent Forms	✓			✓			✓				✓	
Participants' Face to Face interview Audio			✓	✓ For those where recording not consented	✓	✓	✓					
Participants' Face to Face interview transcripts	✓			✓	✓	✓	✓	✓			✓	

Type of data collected	Data Formats					U of Y Storage and Access During Project Lifetime					Data to be archived	
	Hard Copy	Excel spreadsheet	Audio File	Word/ JPEG Doc (electronic copy)		Co-Motion Team Members (on Secure repository)*	Project Analysis Tool, "Nvivo"* (Co-Motion Team Members only)	Co-Motion WP5 Transitions Researchers (University of York Project File Store)*	Researchers outside the project	General Public	Stakeholders and Participants	University of York Protected Filestore
Participants' Telephone interviews Audio		✓	✓	✓	✓	✓	✓	✓				✓ Numerical Data Only
Participants' Telephone interview Coding Scores and Verbatim Comments	✓	✓	✓	✓	✓	✓	✓	✓			✓ Verbatim	✓ Numerical data only
Participants' Photos and Interview Scripts	✓		✓	✓	✓	✓	✓				✓	

Types of data collected	Data Formats					U of Y Storage and Access During Project Lifetime					Data to be archived	
	Hard Copy	Excel spreadsheet	Audio File	Word/JPEG Doc (electronic copy)		Co-Motion Team Members (on Basecamp)**	Project Analysis Tool, "Nvivo"*** (Co-Motion Team Members only)	Co-Motion WP5 Transitions Researchers (University of York Project File Store)**	Researchers outside the project	General Public	Stakeholders and Participants	University of York Protected Filestore
WP2: National	Data generated from October 2013 to February 2016											
National Stakeholder interviews	✓		✓	✓	✓	✓	✓				✓	
National stakeholder Consent Forms	✓			✓			✓				✓	
WP3 Local	Data generated from October 2013 to March 2014											
Local Stakeholder interviews	✓		✓	✓	✓	✓	✓				✓	
Local stakeholder Consent Forms	✓			✓			✓				✓	
WP6 to 9	Data generated April 2015 to February 2016											
Workshop discussions			✓	✓	✓	✓	✓				✓	
Mapping data	✓			✓	✓		✓				✓	

Data to be archived in the UK DATA ARCHIVE

This section details the data that will be archived in the UK Data Archive and gives a more detailed explanation of each data type.

Meta data information for ReShare (UK Data Archive)

Data Collection title	Data description (abstract)	Key words	Subjects	Temporal Coverage	Geographical Coverage	Data Collection method	Observation Unit	Kind of data	Data sourcing, processing and preparation	Type of data
Screening Data	This data was collected when participants joined the Co-Motion project. Participants were recruited to the project if they lived in one of the three case study areas, were aged 55 years of over and answered yes to experiencing at least one of nine pre-defined key life transitions in the preceding 12 months.	Physical mobility Wellbeing (health) Life events	Travel and transport Health Society and Culture	30 January 2014 to 17 November 2014	York, Leeds, Hexham Bounding area XMIN: 388672.41 YMIN: 442445.47 X MAX: 471101.19 Y MAX: 569190.38	Telephone interview Online survey	Individuals	Numeric Textual	All data has been anonymised and cleaned to give a yes or no response to each Screening Question. Contextual data has been added into a separate field at the end of the worksheet.	Cohort and longitudinal studies

Data Collection title	Data description (abstract)	Key words	Subjects	Temporal Coverage	Geographical Coverage	Data Collection method	Observation Unit	Kind of data	Data sourcing, processing and preparation	Type of data
First Postal Questionnaire Data	This data was collected as part of the first fieldwork stage. The questionnaire includes Ann Bowling's Quality of Life Questions (OPQOL) http://zywienie_osob_starszych.sggw.pl/files/opqol-35-score.pdf and other health, wellbeing and mobility questions	Physical mobility Wellbeing (health) Life events	Travel and transport Health Society and Culture	18 March 2014 to 24 November 2014	York, Leeds, Hexham Bounding area XMIN: 388672.41 YMIN: 442445.47 X MAX: 471101.19 Y MAX: 569190.38	Postal Survey	Individuals	Numeric Textual	All data has been anonymised and cleaned. The questionnaire included a mix of closed and open-ended questions. Where there is an empty cell in the spreadsheet no response was given by the respondent.	Cohort and longitudinal studies
Final Postal Questionnaire Data	This data was collected towards the end of the fieldwork stage. The questionnaire is slightly shorter than the First Postal Questionnaire but does include Ann Bowling's Quality of Life Questions (OPQOL) http://zywienie_osob_starszych.sggw.pl/files/opqol-35-score.pdf and other health, wellbeing and mobility questions _starszych.sggw.pl/files/opqol-35-score.pdf	Physical mobility Wellbeing (health) Life events	Travel and transport Health Society and Culture	13 October 2015 to 3 March 2016	York, Leeds, Hexham Bounding area XMIN: 388672.41 YMIN: 442445.47 X MAX: 471101.19 Y MAX: 569190.38	Postal Survey	Individuals	Numeric Textual	All data has been anonymised and cleaned. The questionnaire included a mix of closed and open-ended questions. Where there is an empty cell in the spreadsheet no response was given by the respondent.	Cohort and longitudinal studies

Data Collection title	Data description (abstract)	Key words	Subjects	Temporal Coverage	Geographical Coverage	Data Collection method	Observation Unit	Kind of data	Data sourcing, processing and preparation	Type of data
Telephone Interviews Numerical Data	Four phases of telephone interviews were conducted (every 3 months). The telephone interview phase was carried out between the First and Final Postal Questionnaires. The interviews included the four personal wellbeing questions used by the ONS, and open-ended questions about recent changes in their lives	Physical mobility Wellbeing (health) Life events	Travel and transport Health Society and Culture	<p>Tel 1 phase: 18/6/14 to 6/5/15</p> <p>Tel 2 phase: 25/9/14 to 8/7/15</p> <p>Tel 3 phase: 23/2/15 to 14/10/15</p> <p>Tel 4 phase: 5/11/15 to 2/2/16</p>	York, Leeds, Hexham Bounding area XMIN: 388672.41 YMIN: 442445.47 X MAX: 471101.19 Y MAX: 569190.38	Postal Survey	Individuals	Numeric	All data has been anonymised and cleaned. The questionnaire included a mix of closed and open-ended questions. Where there is an empty cell in the spreadsheet no response was given by the respondent.	Numerical Data (ONS questions only)