**Data Manager Role and Responsibilities**

**Research Summary**

The research proposal is for a systematic, comprehensive, and longitudinal evaluation of the University College courses, with a focus on testing course designs against student outcomes.

The duration of the research is aligned to the expected life cycle of the courses offered by the University College (2018-2023).

This research plan has ethics approval for continuous collection of data (student and staff member) to inform a comprehensive program of educational evaluation of the University College courses and research into their effectiveness and impact. An important benefit of this process is to enable the dissemination of outcomes via scholarly presentations and publications.

**Ethical Procedure**

As the Data Manager, you will be responsible for several key areas of the ethical conduct of the ‘An evaluation of the design and delivery of University College courses and research into the impact of the courses on student learning’ investigated by Associate Professor Andrea Carr (Chief Investigator), Dr Jo-Anne Kelder, Dr Carolyn King, Dr Cherie Hawkins, Dr Sarah Dempster, and Dr Joseph Crawford. Where there are concerns or questions about the role, the first point of contact is the Chief Investigator. Where it is not appropriate to contact the Chief Investigator, please contact any of the Associate Investigators.

*Research Team.*

|  |  |  |
| --- | --- | --- |
| Chief Investigator  | Name | email |
| Associate Investigators  | Name | email |
| Name | email |
| Name | email |
| Name | email |
| Name | email |

The approved ethics application for this project will serve as a position description for the role of Data Manager and will guide the roles and responsibilities to be undertaken in the role. Whenever the ethics application changes, the approved changes specified in the amendments are to be upheld by the Data Manager.

In signing this agreement, I acknowledge that I have read and understand the ethics application, relevant attachments, and the roles and responsibilities required of me in the aforementioned documentation.

Name (please print):

Signature:

Witness Name (please print):

Witness Signature:

Date