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| Topic | | Definition | Challenges and Key Questions | Strategies |
| Data Collection and Integrity | | Collecting data in a consistent, systematic manner: the validity, reliability, and accuracy of data | *When can you ensure respondents’ anonymity versus that their responses will be kept confidential?* | * *Evaluation participants are informed of their rights as human subjects* * *Online surveys have less data entry error, control over required questions/choose-one questions* |
| Data Storage, Protection, and Retention | | The amount of data to store; Protecting data from physical damage and tampering; Length of time to keep data and how to secure destruction of data | *How are paper and electronic data stored and protected?* | * *Store electronic data in at least two different locations* * *Ensure long-term software readability* |
| Data Processing and Analysis | | How raw data are chosen, evaluated, and interpreted into meaningful and significant conclusions that others can understand and use | *Under what conditions might you amend or exclude data?* | * *Analyses accurately represent what occurred as part of the study, do not overstate the data's importance, and do not trim data* |
| Ownership of Data | | With whom the data resides and who is responsible for its security | *Who has the legal rights to the data and who retains the data after the project ends?* | * *Clearly state who owns the data at the beginning of a project* |
| Data Reporting | The publication of conclusive findings, both positive and negative, after the project is completed | | *Is it okay to disseminate data tables or reports beyond the client?*  *How can or should an evaluator work to prevent or correct misuse of their work by others?* | * *Receive client permission before presenting or disseminating results* * *Establish reporting guidelines for both client and evaluator at the beginning of a project* |
| Data  Sharing | | How data are disseminated to others, and when data should not be shared | *What if the data are collected by clients?*  *How are data shared with non-clients?* | * *Establish guidelines for collecting data that protect stakeholders* * *Ask client permission before sharing data – be clear about format of shared data (no identifying data)* |
| Other | Other data governance challenges and strategies | | *Are there exceptions to data governance policies, and if so, what are they?*  *How are new staff members trained?* | * *Establish a data governance committee and review data governance plans annually* |

***Resources***

Many University Institutional Review Boards have sample policies

Search AEA’s 365| A Tip-a- Day by and for Evaluators: <http://aea365.org/blog/>

Data Governance Institute: <http://www.datagovernance.com/>

IBM Data Governance Council: <http://www-935.ibm.com/services/us/cio/pdf/data-governance-best-practices.pdf>

Data Round Table: <http://blogs.sas.com/content/datamanagement/tag/data-governance/>

Office of Research Integrity at the US Department of Health and Human Services: <http://ori.hhs.gov/education/products/clinicaltools/data.pdf>

Better Evaluation: <http://betterevaluation.org/plan/describe/manage_data>

University of Florida - IRB 01: <http://irb.ufl.edu/irb01/data.html>

AEA Guiding Principles for Evaluators: <http://www.eval.org/p/cm/ld/fid=51>