**Appendix One**

**Codes and Definitions**

**Data Management (DM) Lifecycle Codes**
Based on the stages of the UK Data Service Research Data Lifecycle

* **Planning for Research Data Management**-Developing a data management plan. Includes planning for research and DNP projects.
* **Collecting Data**-Collecting data for research and DNP projects.
* **Analyzing Data**-Using statistical software or other related programs for analyzing data.
* **Processing Data**-Cleaning and documenting data.
* **Preserving Data**-Backing up and storing data within the college, university, by the student, etc.
* **Publishing and Sharing Data**-Where and how data will be shared from a research or DNP project is published, etc.
* **Reusing Data**-Secondary data analysis, reusing data from another source such as government data, faculty research, etc.

**Location of Data Management in Handbook**
The context for where data management falls within the handbook. Where and how is data management being used in relation to the DNP or PhD projects?

* **Competencies**-Data management-related skills are mentioned within what students should be able to do by the time they graduate.
* **Compliance**-IRB/Human Subjects, university, ethics (falsification).
* **College Policy**-A policy related to data management but not related to the students' final projects.
* **Course Name or Description**-The name of a course and/or a description of a course that includes one or more of the data lifecycle stages.
* **Project Requirements**-Data management is mentioned regarding a PhD student research project required for graduation or for a DNP student final project for graduation.
* **Other**-Examples of DM that did not fall under the categories above.

**Handbooks Excluded**Reasons why handbooks are not being included in the analysis

* **Data Not Mentioned in the Handbook**-no mentioning of data at all in handbook.
* **Data Management Not Included**-The word data may appear, but it is not related to any aspect of DM. Examples include "Library databases"; "Student data for learning analytics"; "program data”, etc.
* **Data Management Not Relevant**-Data management would appear in the handbook but it was not relevant to the DNP or PhD program.

**Other Codes**

* **Great Examples**-unique examples of DM that were mentioned in handbooks.