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Guide:

Train the Trainers

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Short presentation of myself...

So after this session you, will hopefully understand the structure of this chapter and what's in it.

You will also know some more arguments to highlight relevant considerations for making data openly available.

This while still meeting the needs of data protection (in accordance with legislative and ethical requirements).

You will also understand why the DMP template looks like it does and what to do with it.

First a few questions:

How many of you...

- » Have read chapter one of the Data Management Expert Guide?
- » Have read other chapters than chapter 1?
- » Have not read any part of the expert tour?
- » Have looked at the DMP template?
- » Have produced a DMP?

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How many of you... (raise your hand), this is for me to know where to start 🙋

Agreement.

For this session we have to agree on a few concepts!

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Benefits of data management

The concept of Data Management implies

- » How to handle, organize, structure and store research data
- » Takes into account technical, organizational, structural, legislative and sustainability aspects
- » Clear structure of how data is going to be managed
- » Might involve some additional work at an early stage



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To understand the benefits of data management, I first want to define what... **the concept of Data Management implies:**

...it is about **how to handle, organize, structure and store research data** throughout the research process.

...it also **takes into account technical, organizational, structural, legislative and sustainability aspects**. This will help the researchers to keep the data collected and/or used within their project tidy, useable and safe, while at the same time ensuring their longevity.

...that there is a **clear structure of how data is going to be managed** during the research project, which will make it easier to handle the data that are collected during the project but also to avoid time-consuming work afterwards

...**might involve some additional work**, but that extra time will pay off if one would have to go back to verify analysis and results.

In order to simplify the work on data management, a data management plan (DMP) can be created early in the research process! **So what is a DMP?**

The Data Management Plan (DMP)

- » Is an important tool that will aid you as a researcher to structure the data management within your project.
- » Can be seen as a formal document that outlines the frames for how to handle the data during and after the project.
- » Is designed in accordance with the specific project



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A DMP is a **formal document that provides a framework for how to handle the data material during and after the research project.**

The **content of a data management plan is designed in accordance with the specific research project.**

I would suggest that, and it's also my experience after talking to several researchers, looking into a checklist like the one we present here at an early stage has several benefits...


Lets have a look...

Start with the DMP checklist

- Adapt your DMP section at the end of every chapter
- Corresponding questions to each chapter

Adapt your DMP: Part 1

The Data Management Plan (DMP) is an important tool to structure the research data management of your project. After working on each chapter you should be able to answer part of the questions which make up a DMP.



This is the first of seven 'Adapt your DMP' sections in this tour guide. When you have finished the chapter on data management planning, you can start filling in the 'Overview of your research project' section. Below you can see what elements and corresponding questions are generally included in that section. You can select appropriate questions and answer them to adapt your own DMP.

For easy reference, we have put together a list of DMP-questions for all chapters in this tour guide. You can view and download the checklist as pdf (CESSDA, 2019a) or [editable form \(CESSDA, 2019b\)](#), and keep them as a reference while you are studying the contents of this guide. Alternatively, an [online DMP solution](#) developed by NSD is available. To access login with EduGain or google account is necessary. Currently, two templates (H2020 and a general one) are offered.


- ① Title of the project / study
- ① Date and version of this plan
- ① Description of the project
- ① Origin of the data
- ① Principal and collaborating researchers
- ① Funder (if applicable)
- ① Data producer
- ① Project data contact
- ① Data owner(s)
- ① Roles
- ① Costs and Resources

Here everyone takes up their DMP-template, and the discussion about its content starts.

Downloadable DMP checklist

Adapt your Data Management Plan

A list of Data Management Questions based on the Expert Tour Guide on Data Management



This CESSDA list of Data Management Questions (2019) is licensed under a Creative Commons Attribution-ShareAlike 4.0 International License.

The CESSDA Expert Tour Guide on Data Management is available at <https://www.cessda.eu/DME5>

Overview

Title of the project/study

Date of this plan

Description of the project

- what is the nature of the project?
- what is the research question?
- what is the project time line?

Origin of Data

- what kind of data will be used during the project?
- if you are reusing existing data: What is the scope, volume and format? How are different data sources integrated?
- if you are collecting new data can you clarify why this is necessary?

Principal researchers

- who are the main researchers involved?
- what are their contact details?

Collaborating researchers (if applicable)

- what are their contact details and their roles in the project?

Funder (if applicable)

- if funding is granted, what is the reference number of the funding granted?
- what is the project's title in the funding contract?

Data producer

- which organisation has the administrative responsibility for the data?

Project data contact

- who can be contacted about the project during and after it has finished?

Data owner(s)

- which organisation(s) own(s) the data?
- if several organisations are involved, which organisation owns what data?

Roles

- who is responsible for updating the DMP and making sure that it's followed?
- do project participants have any specific roles?
- what is the project time line?

Costs and Resources

- are there costs you need to consider to buy specific software or hardware?
- are there costs you need to consider for storage and backup?
- are potential expenses and resources for (preparing the data for) archiving covered?
- what resources will be dedicated to data management ensuring that data will be FAIR?

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Discussion

...about the content of the DMP-checklist.

- Why write a DMP?
- Added Value?

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At the end of discussion, summarize! Change to next slide when doing that.

Why write a DMP?

- » Easier for others to understand the material
- » Enables further research after the project has ended
- » Research results can be verified
- » Prevents unnecessary data collection

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Why create a data management plan?

Having control over how data is managed during the research process, it becomes **easier for others to understand the material**.

...it **enables further research after the research project has ended**.

...data should also be openly available so that **research results can be verified**.

...data produced by public funds should be used to the greatest extent possible and available to the public.

Suggestions on Added Value?



- » Discover possible problems at an early stage
- » All information in one place
- » Calculating cost for data management
- » Allows early preparations
- » Serious data management

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It makes you aware of **possible problems at an early stage** so that you can work around them.

It keeps all your questions surrounding managing **in one place** and project-related details are readily available rather than just vaguely remembered or simply forgotten

It helps you **calculating how much money that will be required for managing the research data** during the research project

A DMP allows you to **think through beforehand** how to provide a dataset to a data repository which is as **FAIR** as possible.

You are showing your own institution, funders and project partners that you take managing your research data seriously.

You are willing to show that you are dealing with research funds and research participants in a responsible way.