*Cite document as: Braukmann, Van den Eynden & Leenarts (2020). The CESSDA Management Expert Guide -Tips for Trainers* [handout]. *Bergen: CESSDA ERIC.*



The CESSDA Data Management   
Expert Guide General information

**Background**

The Data Management Expert Guide (available via [https://www.cessda.eu/DMGuide](https://www.cessda.eu/Training/Training-Resources/Library/Data-Management-Expert-Guide)) by [CESSDA ERIC](https://www.cessda.eu/About) is an online training module aimed to put social scientists at the heart of making their research data findable, understandable, sustainably accessible and reusable. The module was developed in 2017 by several CESSDA archives ([ADP](http://www.adp.fdv.uni-lj.si/), [AUSSDA](https://aussda.at/), [CSDA](http://archiv.soc.cas.cz/), [DANS](http://www.dans.knaw.nl/), [FORS](http://forscenter.ch/en/), [FSD](http://www.fsd.uta.fi/), [GESIS](http://www.gesis.org/), [NSD](http://www.nsd.uib.no/), [SND](http://snd.gu.se/en), [So.Da.Net](http://sodanet.gr/) and [UKDS](http://ukdataservice.ac.uk/)) and illustrated and edited by [Verbeeldingskr8](http://www.verbeeldingskr8.nl/#home).

During a one-year project, the CESSDA archives combined all the knowledge and expertise on research data management (RDM) that was available locally within one comprehensive online training. The module is designed to cover all aspects of RDM and includes best practices, as well as practical tips, and information about European diversity in data management.

**Target audience**

The Expert Tour Guide is designed for

(early career) social sciences researchers

who want to learn more about RDM.

It was created in collaboration with young researchers who provided feedback on the   
structure and the content of the module at two points in time during the development   
process. Next to being a stand-alone self-study module, the Expert Tour Guide can also be   
used by trainers as a basis for interactive workshops and courses.

*Product statement of the Data Management Expert Guide defining - amongst others- the target audience of the module.*

**Structure of the module**

The Expert Tour Guide follows the Research Data Life Cycle and is divided into seven chapters that deal with the different aspects of a (typical) research project.

Parkveien 20 5007 Bergen Norway

(+47) 55 58 36 48 [cessda@cessda.eu](mailto:cessda@cessda.eu) [www.cessda.eu](http://www.cessda.eu)

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To establish a common look and feel for the module   
across the different chapters, a professional designer   
created images and elements visualizing the module   
content. In addition, four recurring elements were

used throughout the module:

» **Expert Tips.** Each chapter contains tips that

provide the reader with food for thought and   
practical how-to information.

» **European diversity.** Where applicable, differences   
between European countries are discussed in the   
chapters.

» **Qualitative vs. Quantitative data.** Then   
module contains in-depth tips on how to   
deal with specific type (i.e., qualitative   
or quantitative) of data.

*The Research Data Life Cycle used in the Expert Tour Guide. Please note that the Discover Chapter will be added at the end of 2018.*

» **Adapt your DMP.** The final section of every chapter summarizes a couple of questions   
that researchers should consider when preparing a data management plan (DMP). We   
have designed a list of all DMP-questions that can be answered using the insights from this Expert tour guide on Data Management and it can [be viewed and downloaded](https://www.cessda.eu/content/download/3844/35033/file/20171117DMPQuestionsCESSDAExpertTourGuide.pdf) at the beginning of the module.

**How the module can be used**

*Self-study by researchers*

The Expert Tour Guide can be used as a stand-alone self-study module for researchers. It   
contains between 15 to 20 hours of materials that should give (young) scientists a solid basis of the most important aspects of data management.

*Building block for interactive training*

In addition, the Expert Tour Guide can also be used by trainers or data stewards in (social   
sciences) research institutes to provide workshops on data management. We have   
developed a train-the-trainer package that contains different materials which trainers can   
use in such workshops. More information on this package can be requested via   
[training@cessda.eu](mailto:training@cessda.eu)

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Parkveien 20 5007 Bergen Norway

(+47) 55 58 36 48 [cessda@cessda.eu](mailto:cessda@cessda.eu) [www.cessda.eu](http://www.cessda.eu)