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RDM PhD workshop

Miriam Braskova et al.

03/02/2020, 13:00- 16:45
Theil C1-1

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Welcome !

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ERIM Scientific Integrity Policy

Preparation
- Welcome day teaser(s)
- Scientific Integrity course
- **Research data management workshop**

1st year assessment
- Research data management plan – prepare, review, submit

Mid-term evaluation
- Research data management plan – review, re-submit
- Privacy assessment report – if applicable
- Ethical review approval – if applicable

Research outputs
- apply FAIR (Findable, Accessible, Interoperable, Reusable) principle
- Be in line with journal polices
- Manage research towards reproducibility
- Strive for open science – open access publishing (RePub), open research data (EUR data repository)

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Agenda

13:00-13:15 Registration & lunch
13:15-13:30 Welcome, introduction & organisation

Block I.
- 13:30-14:00 Personal Data in Research
- 14:00-14:10 Erasmus Behavioural Lab (EBL)
- 14:10-14:20 Erasmus Data Service Centre (EDSC)
- 14:20-14:30 Wrap-up Block I

14:30-14:45 Coffee break

Block II.
- 14:45- 16:30 Data Management Plan
  - Introduction
  - Group exercise(s)
  - Group presentation

16:30-16:45 Wrap-up Block II. and Closing remarks

Objectives for the afternoon

- Block I
  - Learn more about available infrastructure, services, and expertise
- Block II
  - RDM as strategy for your data and research
  - Get familiar with RDM processes and DMP template
  - Short dive into RDM-universe (terms, guidelines, tools, benefits)

Rules for the afternoon

- Ask questions, discuss
- Keep the time
- Work together, learn from each other
- Material from workshop will be distributed

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Let's get to know each other

EDSC
Your FAIR Research Data Solution

Erasmus
Behavioural
Lab

Erasmus University Rotterdam

Block I. wrap-up

- Learn more about available infrastructure, services, and expertise
  - ➢EDSC, personal data, EBL

  - ➢RSEC team (during Welcome Day)
  - ➢legal counsel, ICT

COFFEE BREAK

Objectives for the afternoon

- ~~Block I~~
  - ~~Learn more about available infrastructure, services, and expertise~~
- Block II
  - RDM as strategy for your data and research
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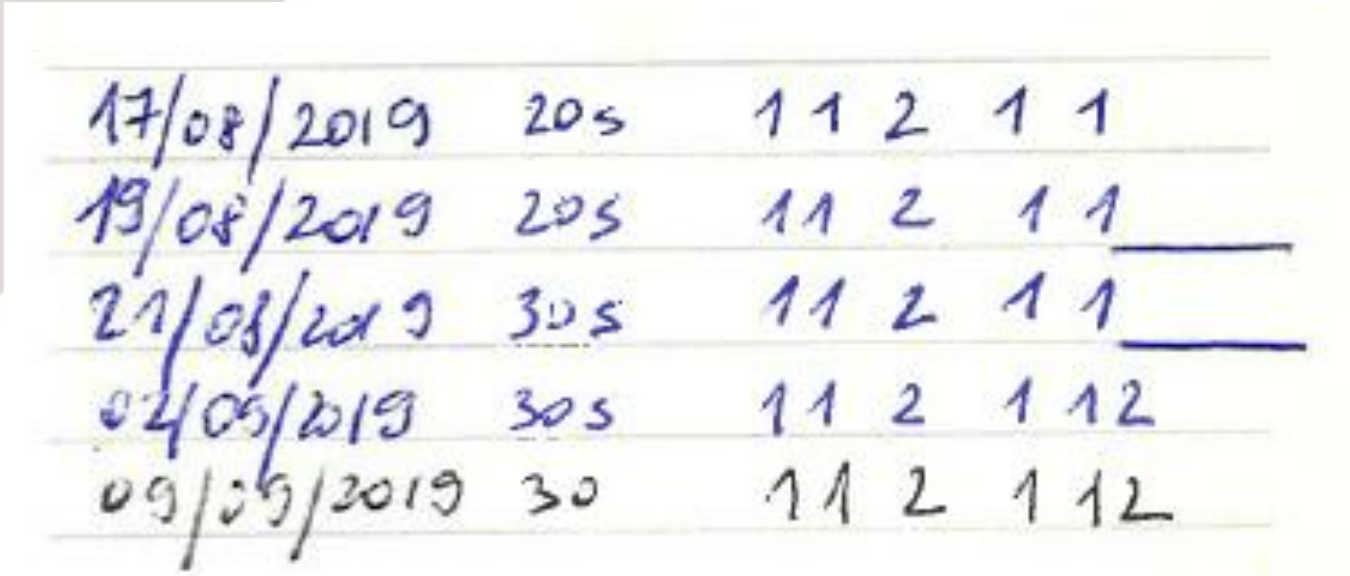
  - Short dive into RDM-universe (terms, guidelines, tools, benefits)

Guess the data!




LEARN

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Data Management Plan

- Data Management Plan (DMP)

YOUR DATA STRATEGY

- Part of research documentation – systematizing element
- Template (more than one) <–> personal document
- Who? What? How? – FAIR data

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Part A

A - Identification information	
Name of research project:	
Lead researcher: (name, surname, faculty, email)	
PhD supervisory team (if applicable) : (name, surname, organisation, country)	
Research group: (name, surname, organisation, country)	
Date of creation (DD/MM/YYYY):	
Version, date of update (if applicable):	
Person responsible for data management: (name, surname, email)	
Project description	
Summarize your research plan to help others to understand what your aim is. You may consider commenting on the following questions: • What is the nature of your research project? Mention goal, domain, and methodology. • What research questions are you addressing? • What study or studies do you plan to conduct?	

Part A

Aim

- Provide information on research team and research project

How to, tips&tricks

- Recycle project description from other materials you already have.
- Describe your research team and supervisory team
- Versioning of document
- Responsible for RDM - YOU

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Part B

B – Policies, legal framework, ethical approval
• **Related policies** – What policies do you need to comply with? List all policies that are related to your research data management practice including organisational, national and international guidelines. You may consider The Netherlands Code of Conduct for Research Integrity and university and faculty policies for ethical testing and data management as a baseline. • **How will you manage ethical issues?** – How you will deal with ethical issues and the integrity of your research? Are there any standards or policies you will follow and why? Comment on using a consent form, briefing participants and other issues you can foresee. • **How will you manage legal issues?** – Are there any legal issues you need to consider? Are there any contractual obligations in place? What policies will you consider for copyright and Intellectual Property Rights (IPR)?

Part B

Aim

- Describe legal framework and ethical issues including personal data.

How to, tips&tricks

- Legal – funding agencies, contracts, terms and conditions, NDA, DSA, journal policies, national & international laws, policies & guidelines, research field guidelines, institutional policies
- Personal data
- Ethical issues – E/NE IRB

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Part C

C - Data
• **What data will you work with?** – Describe what data you are going to collect. What is the type of data, volume, and format? Are data new or existing? Include all data you will work with during whole research lifecycle. • **How will data be collected or created?** – Describe the process of collection and/or creation of data. Provide list of standards and/or guidelines you may follow. • **Will you use any personal data?** Will you use any data that can directly or indirectly identify an individual? Please, give a brief description of the data and how you will deal with this matter. • Will you combine datasets? Please give a brief description of the datasets. • Are you planning to share your data with other faculties, organisations? Specify the parties who have access to your data set and describe their role in your research.

Part C

Aim

- Data

How to, tips&tricks

- Focus on describing the process
- Personal data – be brief, no need to double the information
- Reference to “lead researcher”, “research group”, “promotors”, if possible

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Part D

D – Tools, organisation and documentation
• **What software and hardware tools will you use to collect, analyse and share your data?** List all tools and applications; if applicable provide information about which version you will use. • **How will you organise your data?** Briefly describe how you will organise your data. Comment on the structure of your folders and files, and your naming logic. • **What documentation and metadata will accompany the data?** How will the data be described in order to be readable and understandable in the future? What metadata and documentation will you use?

Part D

Aim

- Tools, structure and meaning

How to, tips&tricks

- Tools – HW & SW including EBL infrastructure, HPC etc.
- Structure – focus on logic
- Documentation & metadata

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Part E

E - Storage and backup
• **How are data stored and backed up during research?** Where do you store your data? How do you do backup? How often you back up the data? What will you do if there is an incident? • **How do you manage access and security?** Who has access to the data? How do you manage access rights? What will you do if there is an incident? • **What methods do you use to protect your research data?** For example, pseudonymisation, anonymisation, encryption.

Part E

Aim

- Working storage, access, sharing with the team

How to, tips&tricks

- Use what is available for you

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Part F

F - Data preservation and re-use
• **Which data will you preserve and which will be destroyed?** Will some data be destroyed? Why and when? Which data will you preserve? • **Where will you store your data to preserve it?** Are there any storage time limits you will apply to the data (e.g. 10 years after publication)? • **What subset of data will be re-used?** Include the intended audience. • **How you will make data available for re-use?** What technical means will you use? • **Will there be a requirement to restrict re-use of data?** Will your data be full open access? If not, explain why. Will you use an embargo? What licensing will you use?

Part F

Aim

- Archival package, transparency and openness

How to, tips&tricks

- Archival package – EUR Library
- Material for review process
- Make data open

Few notes on open data

"As open as possible, as closed as necessary"

- Open by default
- Closed based on regulations, sensitivity, security, potential harm
- Take strategic approach
- DOI, Licensing (CC-BY as default option)

How to work with the DMP

- Uncertainty/ambiguity is a part of the process, don't be afraid
- Be precise
- Living document
  - revisit-review-update
  - Periodical, e.g. annual
- Add what you see as beneficial
- Use graphics, tables, attachments

Where can get with good data management practice?

- ERIM example 1 https://doi.org/10.25397/eur.11294645.v1
- ERIM example 2 **https://doi.org/10.25397/eur.8152748.v4**

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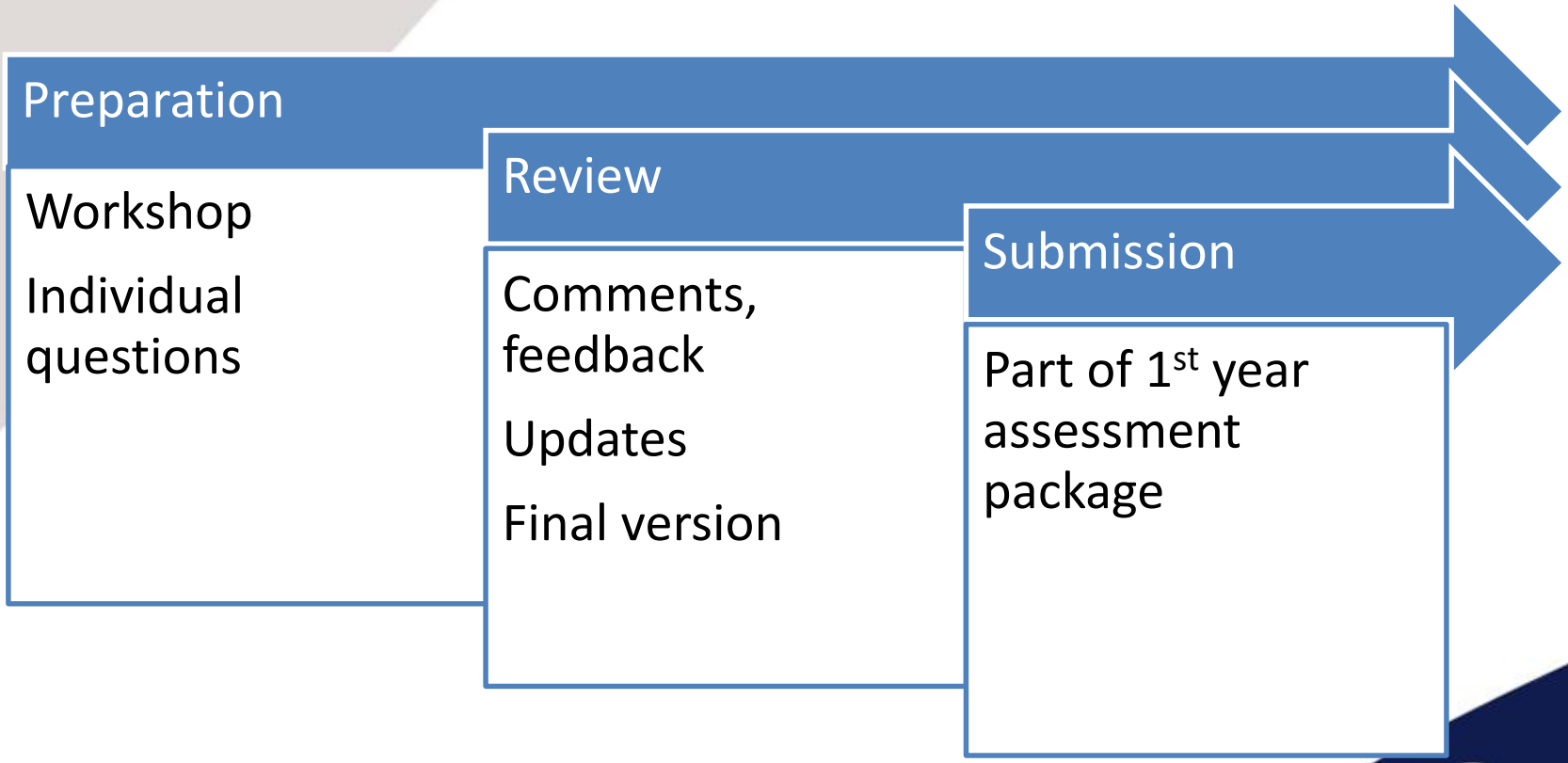
1st year Assessment



Mid-term Evaluation

* if applicable

- DO what you CLAIM
- Think prior your write
- Describe what you want first, match with reality later
- Involve supervisors, ask your colleagues
- This is not a last minute task !!!

Block II. wrap-up

- RDM as strategy for your data and research
- Get familiar with RDM processes and DMP template
  - know the template
  - Understand the process, available help and timeframe
- Short dive into RDM-universe (terms, guidelines, tools, benefits, outcomes)
  - RDM, FAIR, DMP, data repository, access management, etc.
  - Where to look for “rules of the game” and what to look for in them
  - Added value, burden? No, simply “way of working”.

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Have a DM question? Get in touch!

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ERIM DM website

ERIM/EUR data repository