NWO data paragraph guidelines

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Basic Principles for NWO Data Management Section

Responsible data management is considered as an important part of any research activity. The most important message that needs to be delivered through this section is that you are aware of the relevant policies and familiar with the support infrastructure that is available to you.

Erasmus University Rotterdam adheres to Open Access, FAIRness of data, and research integrity as main guiding principles. ERIM principles for responsible data management, ERIM internal ethical review process, and ERIM principles for dealing with personal data are together creating a baseline for top-quality research. For relevant policy documents see www.erim.eur.nl/rdm.

Below, you will find basic background information to all parts of the data management paragraph, including an overview of options available at EUR. If you have questions/concerns, please consult your choices with the data steward and/or privacy officer (for research involving personal data).
ERIM data steward: Dr. Liz Guzman-Ramirez
ESE Privacy Officer: Robin van Vleuten
RSM Privacy Officer: Arvin Khozooei

1. **Will this project involve re-using existing research data?**
   ☐ Yes: Are there any constraints on its re-use?

   ☐ No: Have you considered re-using existing data but discarded the possibility? Why?

If "**YES**", either explain that there are no constraints or explain why the data has some constrains.
EXAMPLE: We will be re-using CBS data, all the pseudonymized aggregated data will be publicly available to use but the raw data cannot be shared to protect the participant's personal information.

In the case of "**NO**" you should clearly and in detail explain why you are not able to re-use data. In case similar data exists but it cannot be used explain the reason(s) why this data cannot be used.
EXAMPLE: The data that we need for our research does not exist, therefore we need to collect the information ourselves.

2. **Will data be collected or generated that are suitable for reuse?**
   ☐ Yes: Please answer questions 3 and 4.

   ☐ No: Please explain why the research will not result in reusable data or in data that cannot be stored or data that for other reasons are not relevant for reuse.

In the case of choosing "**YES**", continue with the next questions.

In the case of "**NO**", clearly and in detail explain why your data are not suitable for reuse. There are various reasons for your data not to be reused. Just to name a few, your data can be **highly sensitive, confidential, or competitive-sensitive**. Remember, if choosing "NO" you must be very specific to justify your choice.
EXAMPLE: For our research we will be using commercial data, for us to use it we signed a non-disclosure agreement, so we are not allowed to share the data. However, we will share the query used to retrieve the data, and we will create a synthetic dataset that could be used to verify the results.

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3. **After the project has been completed, how will the data be stored for the long-term and made available for the use by third parties? Are there possible restrictions to data sharing or embargo reasons? Please state these here.**

Mention that an archival package will be created consisting of all your data, metadata, and relevant documentation, this package will be stored internally for a minimum of 10 years after finalizing the project. Specify what (sub)set of data can be made available for public re-use. Explain the reasons why not all data can be made available, e.g. personal data, company data, database terms and conditions.

Possibilities available for EUR researchers to make your research available for public re-use:
- PURE – institutional repository for research publications.
- EUR datarepository – institutional data repository.

Other options:
- Other fields – list of available data repositories.
- DANSEasy – archival solution for Dutch research. Available for research individuals only. No additional support is available from EUR.

Comment on the possible limitations on re-use:
- What part(s) of your data will be made available for open re-use
- License (preferred options is CC-BY, for Software code MIT)
- Embargo period on accessibility

In case your potential publisher requires you to deposit data underlying your publication, mention this.

4. **Will any costs (financial and time) related to data management and sharing/preservation be incurred?**
   ☐ Yes: Then please be sure to specify the associated expenses in the budget table of this proposal.

   ☐ No: All the necessary resources (financial and time) to store and prepare data for sharing/preservation are or will be available at no extra cost

When choosing "**YES**", make sure to briefly explain these costs and to add them to your budget table.
If the data volume that you need to store accounts to more than 500GB charges might apply, if this is the case for your research please consult ERIM data steward for a better estimate of these costs.

In the case of "**NO**" you can mention that all the needed facilities are available at no extra-cost at EUR.

List of facilities/services available at no extra-cost:
Privacy – ESE and RSM privacy officers for you to consult on topics related to personal data. They can perform a privacy impact assessment of your research and help you with data processing agreements.
Data management – ERIM has a dedicated data steward to consult and help you to navigate all questions related to data management including storage, policies, and standards.
Legal – ESE and RSM have legal counsels to consult legal issues and draft or check legal contracts.
Scientific development – RSM has a group of scientific developers available for your research project. They can help during data collection, but also with custom build software or coding questions.
Databases – EDSC (Erasmus Data Service Centre) has access to a wide selection of datasets and expertise in various topics related to research data.
Ethical review – ESE and RSM Internal Review Board (experimental, non-experimental) is available for your research proposal to be reviewed.