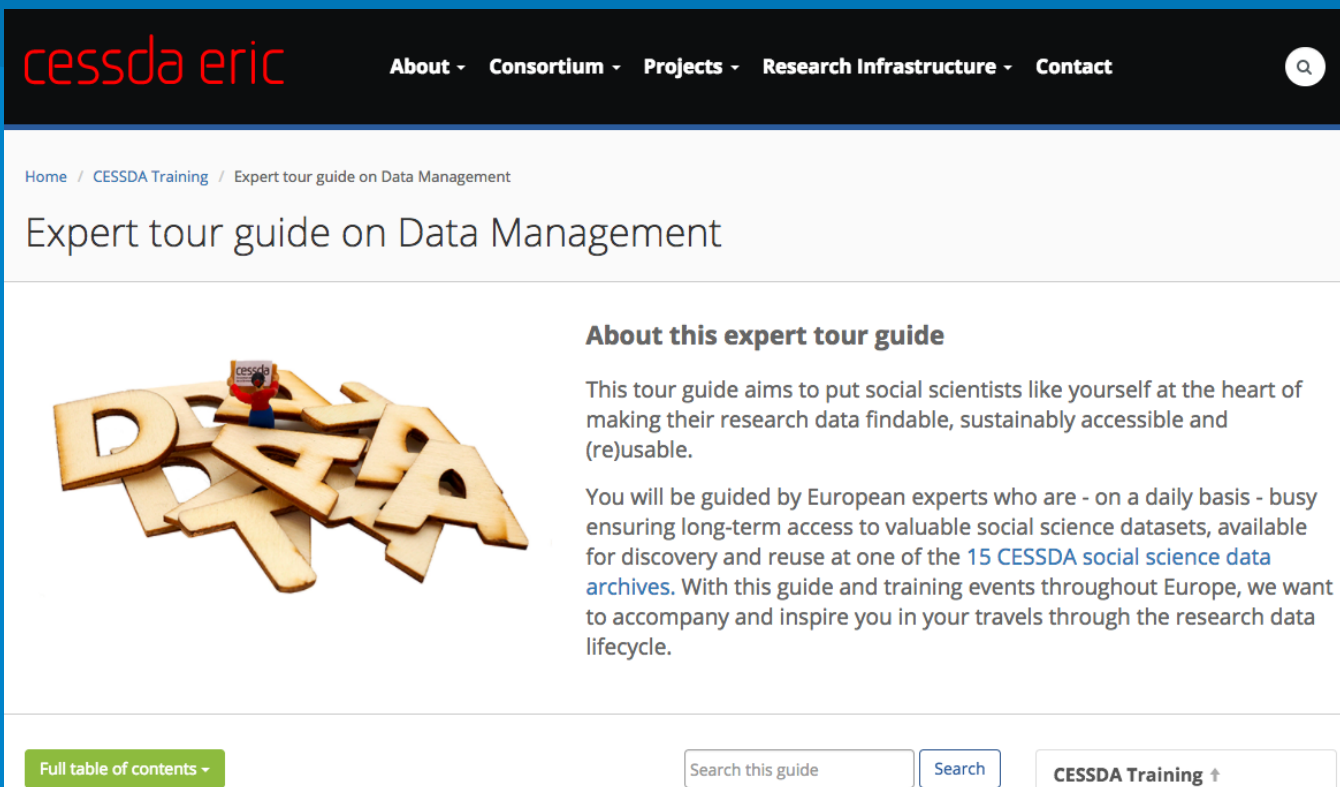


# Plan Research Data Management (RDM)



The screenshot shows the CESSDA ERIC website header with navigation links: About, Consortium, Projects, Research Infrastructure, and Contact. The breadcrumb trail is Home / CESSDA Training / Expert tour guide on Data Management. The main heading is 'Expert tour guide on Data Management'. Below this is an image of the word 'DATA' in large, 3D, gold-colored letters, with a small red and white robot figure standing on top of the 'A's. To the right of the image is the section 'About this expert tour guide' with the following text: 'This tour guide aims to put social scientists like yourself at the heart of making their research data findable, sustainably accessible and (re)usable. You will be guided by European experts who are - on a daily basis - busy ensuring long-term access to valuable social science datasets, available for discovery and reuse at one of the 15 CESSDA social science data archives. With this guide and training events throughout Europe, we want to accompany and inspire you in your travels through the research data lifecycle.' At the bottom of the page, there is a green button for 'Full table of contents', a search box with the text 'Search this guide', a 'Search' button, and a 'CESSDA Training' button with an upward arrow.

Ulf Jakobsson (SND)

RDM Expert Tour Guide:

Train the Trainers

12-13 April 2018, Ljubljana



# First a few questions:

How many of you...

- » Have read chapter one of the tour?
- » 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?

# Agreement.

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

# 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



# 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



# 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

[« Previous](#) [Next »](#)

Search this guide

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 six '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 it](#) (CESSDA, 2017) and keep it as a reference while you are studying the contents of this guide.

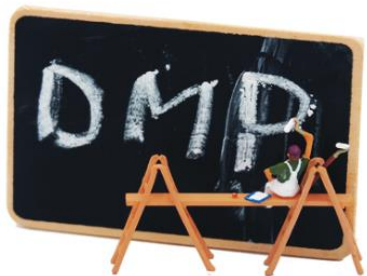
+ Title of the project
+ Date and version of this plan
+ Description of the project
+ Origin of the data
+ Principal and collaborating researchers
+ Funder (if applicable)
+ Data producer
+ Project data contact
+ Data owner(s)
+ Roles
+ Costs

# Downloadable DMP checklist

cessda  
Consortium of European  
Social Sciences Data Archives

## 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 (2017) 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/DMGuide>

PLAN



### Overview

Title of the project

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?

Data producer

- Which organisation has the administrative responsibility for the data?

Project data contact

- Who can be contacted about the project 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

- 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 for (preparing the data for) archiving covered?

cessda eric

# Discussion

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

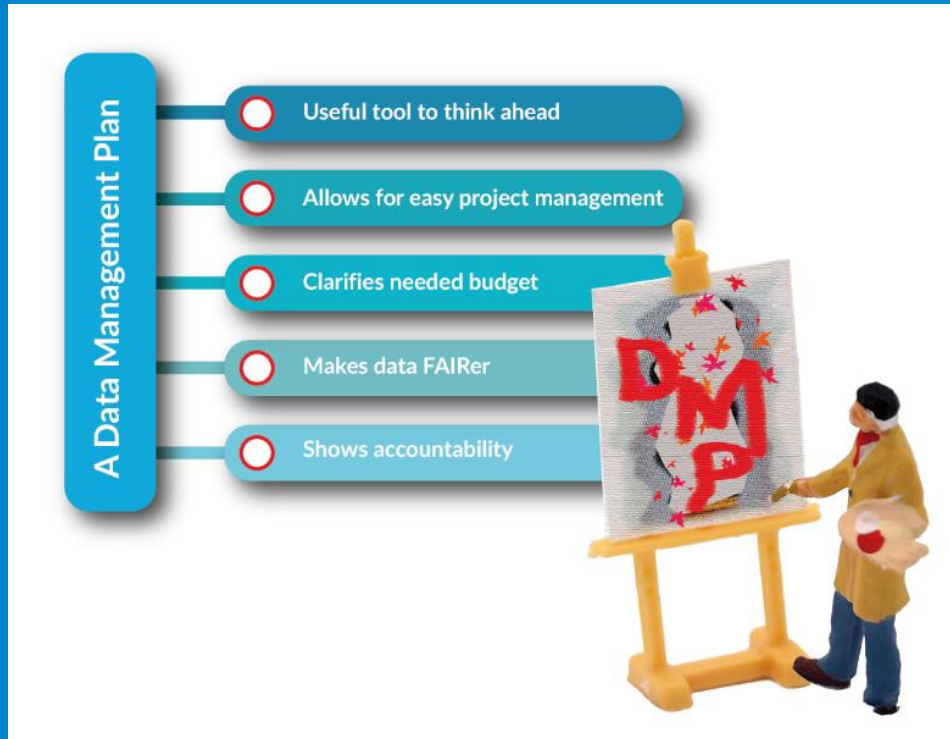
- Why write a DMP?
- Added Value?



# 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

# 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