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DATA MANAGEMENT PLAN
HOW TO FILL YOUR DMP FOR THE SNF?

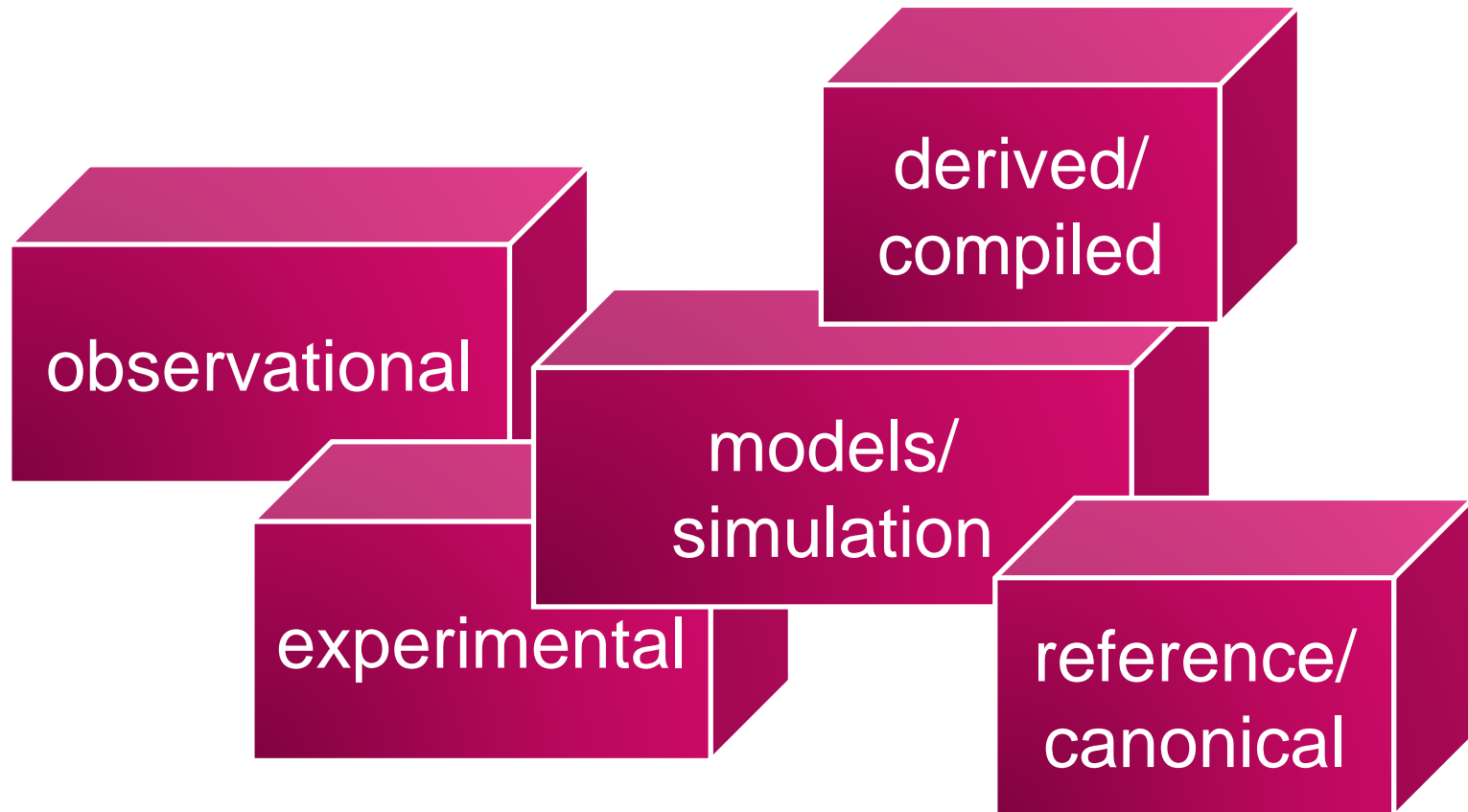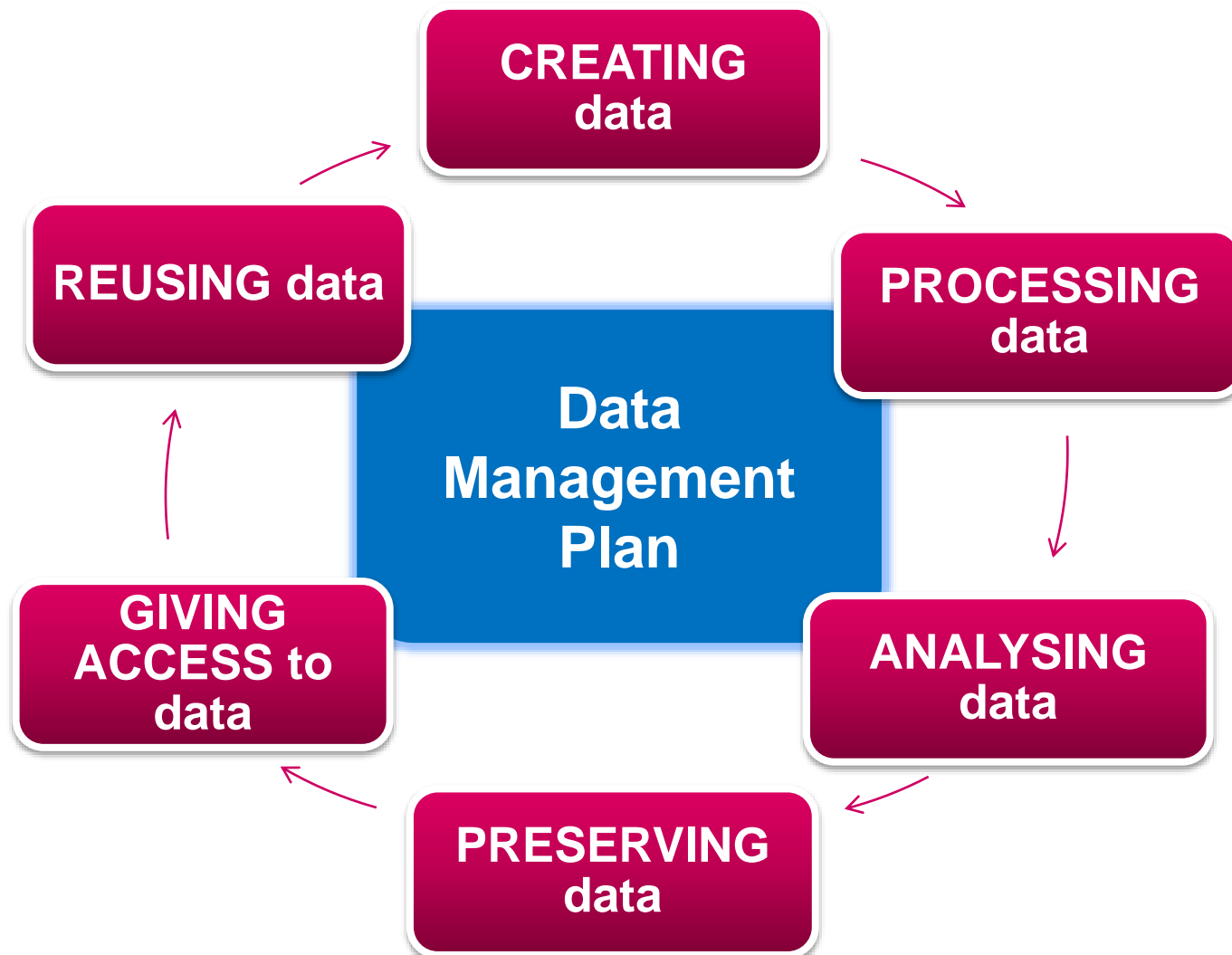Researchdata-info@unige.ch

March 2018

UNIVERSITÉ DE GENÈVE

AGENDA

1. General principles about Research Data

2. Requirements from SNF

3. How to fill a Data Management Plan?
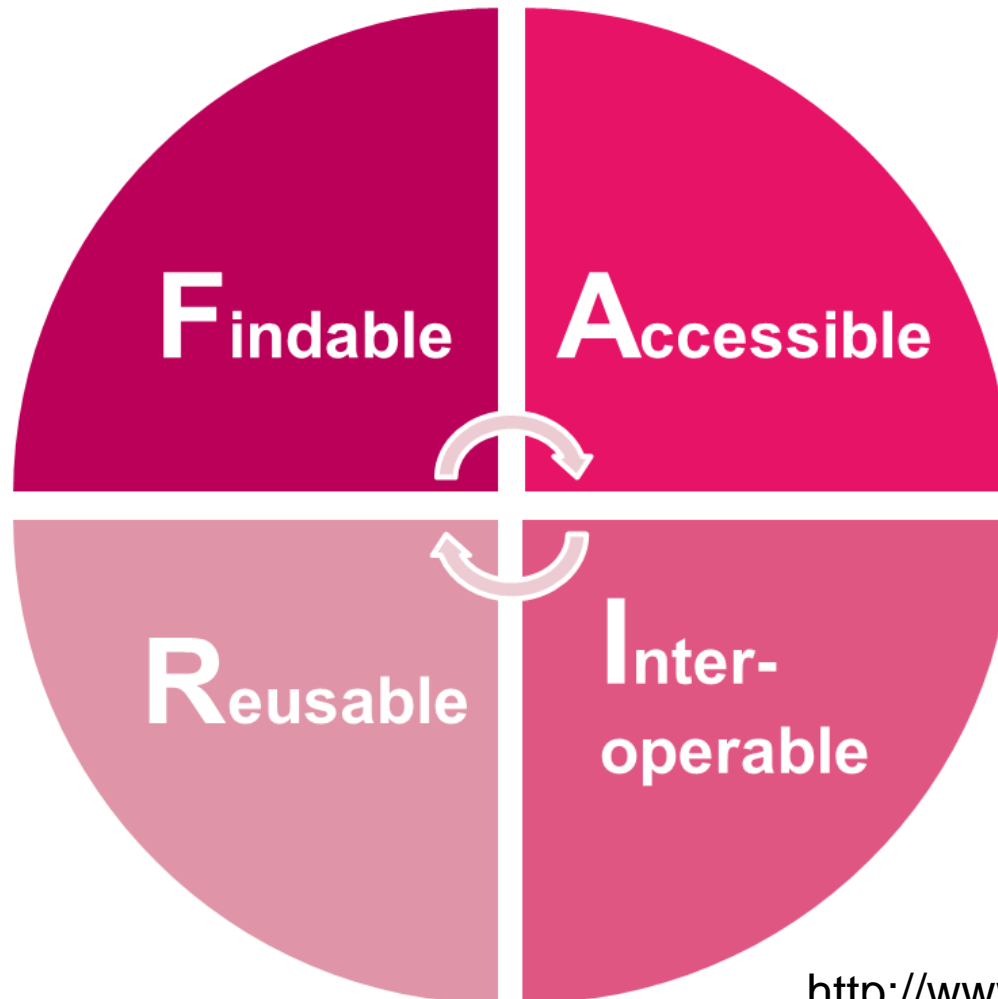
4. Conclusion

CLASSIFICATION OF RESEARCH DATA

DATA LIFE CYCLE AND THE DMP

MAKE YOUR DATA FAIR

http://www.datafairport.org/

WHY MANAGING YOUR RESEARCH DATA ?

www.digitalbevaring.dk

REQUIREMENTS FROM SNF

2. Application Data

#	No./Title	Status
2.1	Basic data I	In preparation
2.2	Basic data II	In preparation
2.3	Use-inspired project	
2.4	Re-submission	
2.5	Continuation of	
2.6	Link to other SNSF projects	
2.7	Further requested and available funds (not from	
2.8	University or research institution	
2.9	Requested funding	
2.10	Data management plan (DMP)	
2.11	Research requiring authorisation or notification	
2.12	Exclusion of external reviewers	
2.13	General remarks on the project	

.. Données relatives à la requête

#	No/titre
2.1	Données de base I
2.2	Données de base II
2.3	Projet orienté vers l'application
2.4	Resoumission
2.5	Continuation
2.6	Relation avec d'autres projets FNS
2.7	Autres moyens demandés et disponibles (qui ne sont pas du FNS)
2.8	Haute école
2.9	Besoin financier
2.10	Plan de gestion des données (DMP)
2.11	Recherche exigeant des autorisations ou des annonces

☐ I do not submit a DMP for the following reason:

1. Data collection and documentation

☐ 1.1 What data will you collect, generate or reuse?

☐ 1.2 How will the data be collected, observed or generated?

☐ 1.3 What documentation and metadata will you provide with the data?

2. Ethics, legal and security issues

☐ 2.1 How will ethical issues be addressed and handled?

☐ 2.2 How will data access and security be managed?

☐ 2.3 How will you handle copyright and Intellectual Property Rights issues?

3. Data storage and preservation

☐ 3.1 How will your data be stored and backed-up during the research?

☐ 3.2 What is your data preservation plan?

4. Data sharing and reuse

☐ 4.1 How and where will the data be shared?

☐ 4.2 Are there any necessary limitations to protect sensitive data?

☐ 4.3 I will choose digital repositories that are conform to the FAIR Data Principles

☐ 4.4 I will choose digital repositories maintained by a non-profit organisation.

Cancel   Return   Save   Print   Continue

1. DATA COLLECTION AND DOCUMENTATION

- 1.1 What data will you collect, observe, generate or reuse?
- 1.2 How will the data be collected, observed or generated?
- 1.3 What documentation and metadata will you provide with the data?

2. Ethics, legal and security issues

- 2.1 How will ethical issues be addressed and handled?
- 2.2 How will data access and security be managed?
- 2.3 How will you handle copyright and Intellectual Property Rights issues?

3. DATA STORAGE AND PRESERVATION

▼ ☐ 3.1 How will your data be stored and backed-up during the research?

▼ ☐ 3.2 What is your data preservation plan?

4. DATA SHARING AND REUSE

- 4.1 How and where will the data be shared?
- 4.2 Are there any necessary limitations to protect sensitive data?
- 4.3 All digital repositories I will choose are conform to the FAIR Data Principles.
- 4.4 I will choose digital repositories maintained by a non-profit organisation.

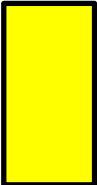# It's your turn

HOW TO FILL IN A DMP?

Work with your neighbour(s) :

✓ Map the content to the four question-blocks from FNS by applying different colors. (i.e. block « Data collection and documentation »)

✓ Detail the exact question (i.e. 4.1)

✓ Find missing elements

☐ I do not submit a DMP for the following reason:

1. Data collection and documentation

▼ ☐ 1.1 What data will you collect, generate or reuse?

▼ ☐ 1.2 How will the data be collected, observed or generated?

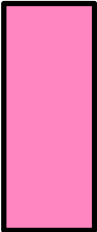▼ ☐ 1.3 What documentation and metadata will you provide with the data?

2. Ethics, legal and security issues

▼ ☐ 2.1 How will ethical issues be addressed and handled?

▼ ☐ 2.2 How will data access and security be managed?

▼ ☐ 2.3 How will you handle copyright and Intellectual Property Rights issues?

3. Data storage and preservation

▼ ☐ 3.1 How will your data be stored and backed-up during the research?

▼ ☐ 3.2 What is your data preservation plan?

4. Data sharing and reuse

▼ ☐ 4.1 How and where will the data be shared?

▼ ☐ 4.2 Are there any necessary limitations to protect sensitive data?

▼ ☐ 4.3 I will choose digital repositories that are conform to the FAIR Data Principles

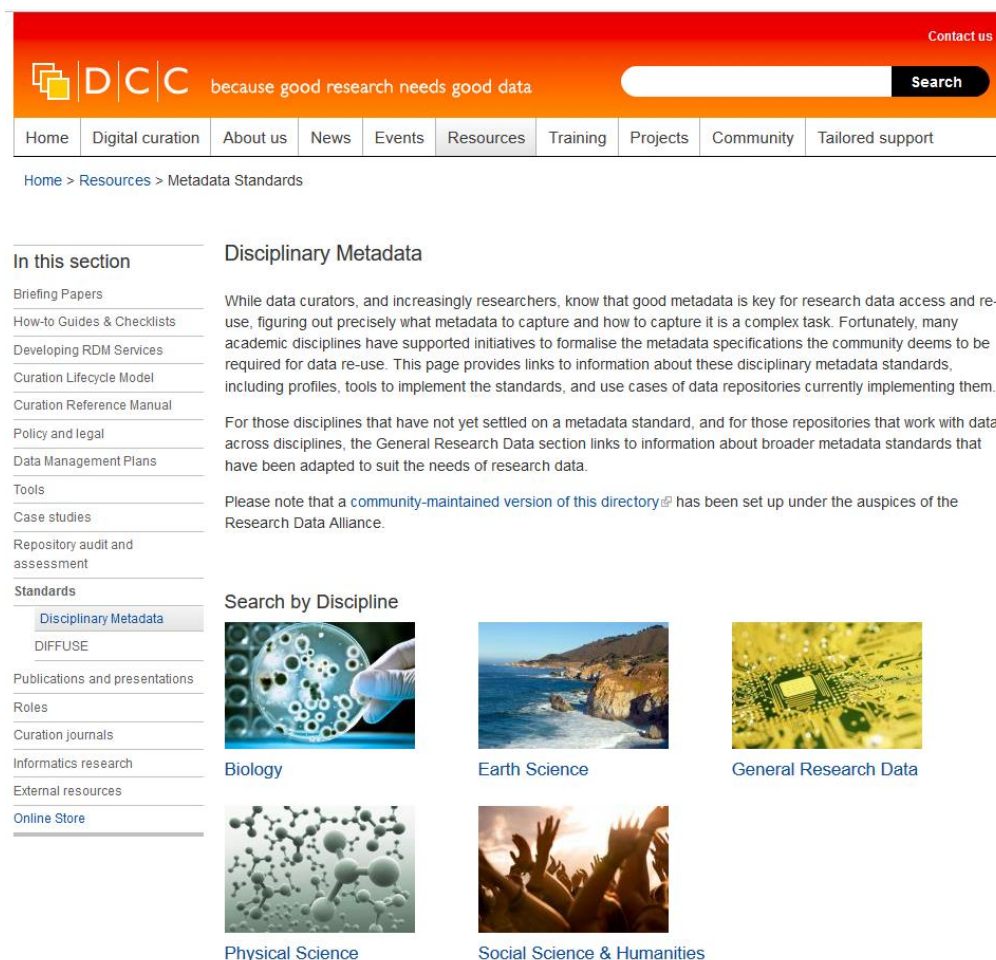▼ ☐ 4.4 I will choose digital repositories maintained by a non-profit organisation.

[Cancel] [Return] [Save] [Print] [Continue]

METADATA

- Use existing metadata standards whenever possible

- Document your metadata schema as early as possible

http://www.dcc.ac.uk/resources/metadata-standards

RESEARCH DATA

STORE YOUR DATA

GOOD PRACTICE FOR STORAGE

CREATING METADATA

Why and when documenting your data?

GET STORAGE AT UNIGE

NAMING AND ORGANIZING YOUR FILES

FILE FORMATS

Choose the appropriate file formats

RESEARCH DATA

SHARE YOUR DATA

WHERE TO SHARE
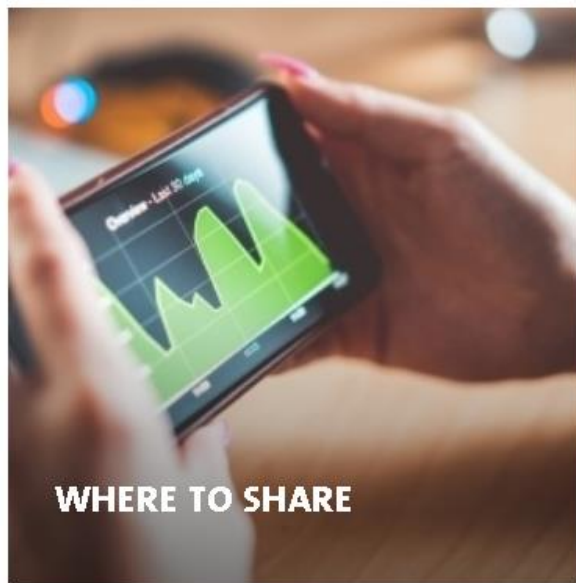
GET A DOI

CONFIDENTIALITY AND ANONYMIZATION

RIGHTS & LICENCES

About the copyright

DATA CITATION

UNIGE GUIDELINES

- General ethical charter (https://www.unige.ch/ethique/charter/)
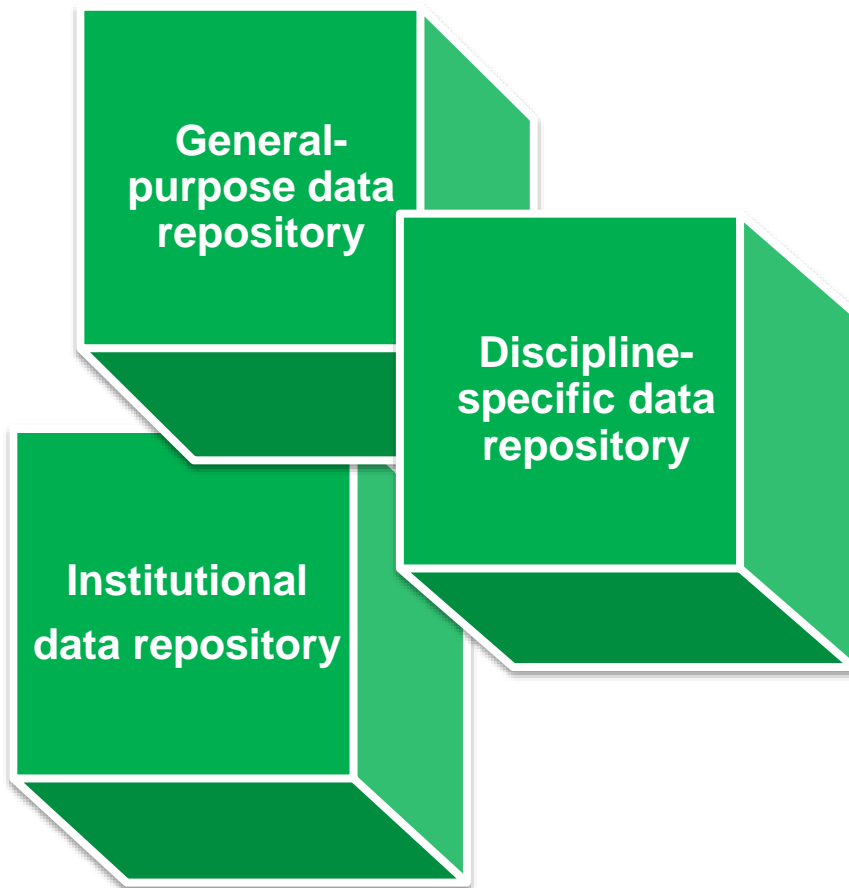 - c) Each individual engaged in research is responsible for ensuring integrity in his or her quest for knowledge and in the interpretation of results.
- Directive sur l'intégrité de la recherche (https://memento.unige.ch/doc/0003)
  - Le responsable de projet doit veiller à ce que les données de base soient conservées en sécurité pendant cinq ans au moins après le terme de la recherche.
- Disciplinary guidelines, for example in FPSE (https://www.unige.ch/fapse/faculte/organisation/commissions/commission-ethique/)

BACK-UPS AND ARCHIVES

You should **store three copies** of your data:

1. The original

2. A copy kept on a local external device

3. A copy kept on an external device at a different location

WHAT KIND OF DATA REPOSITORIES?

General-purpose data repository

Discipline-specific data repository

Institutional data repository

Journal supplementary material service

Departmental, project or personal web page

IS MY REPOSITORY FAIR?

- Dryad ✅
- EUDAT ✅

- Harvard Dataverse ✅
- Zenodo ✅

- For the other repositories, check:
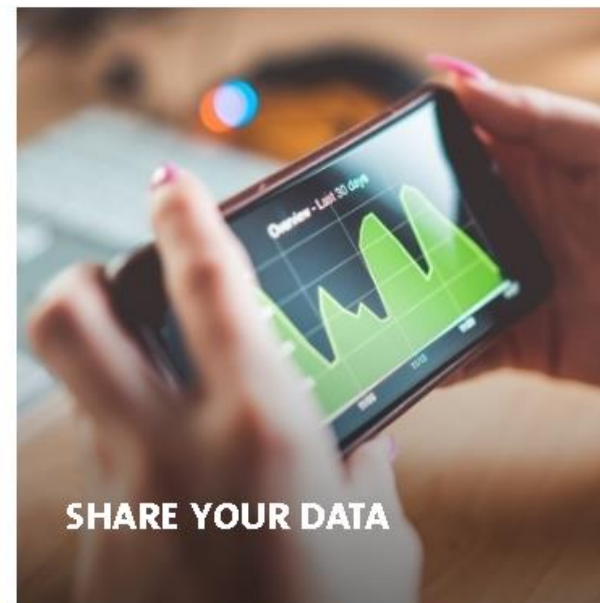
re3data.org
REGISTRY OF RESEARCH DATA REPOSITORIES

Information	Access	Licenses	Persistent Identifier	Certificates and Standards	Policy	Reviewed
i	🔓	©	doi	◉	§	✅
	🔒		urn			❌
	🔒		ark			

WWW.UNIGE.CH/RESEARCHDATA

UNIGE SERVICES

- Get support for your DMP
  - Contact: researchdata-info@unige.ch or https://www.unige.ch/researchdata/en/support/
- Get support for publishing your articles and data in Archive ouverte UNIGE
  - Contact: Jean-Blaise Claivaz, or https://archive-ouverte.unige.ch/
- Get support for preserving your data
  - Contact: Hugues Cazeaux, www.dlcm.ch
- Get data storage at UNIGE
  - https://catalogue-si.unige.ch/stockage-recherche

LIBRARY SERVICES

- Trainings on:
  - Data Management Plan
  - Repositories
  - Data papers
  - Data organization…
  - Any other wishes?

TAKE HOME MESSAGE

• A "plausible" DMP is a condition for the release of the funds.

• DMPs are editable. Researchers have the possibility to update the content of their DMP at any time during the funding period of the research project.

• Once SNSF funding has ended and the final scientific report has been approved, the DMP cannot be modified anymore.

• The DMP is shared on P3 (SNSF's public database) at the end of a project.

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THANK YOU VERY MUCH!

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http://www.unige.ch/researchdata

LIBRARY

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