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DATA MANAGEMENT PLAN

HOW TO FILL YOUR DMP FOR THE SNF?

Researchdata-info@unige.ch

March 2018

LIBRARY

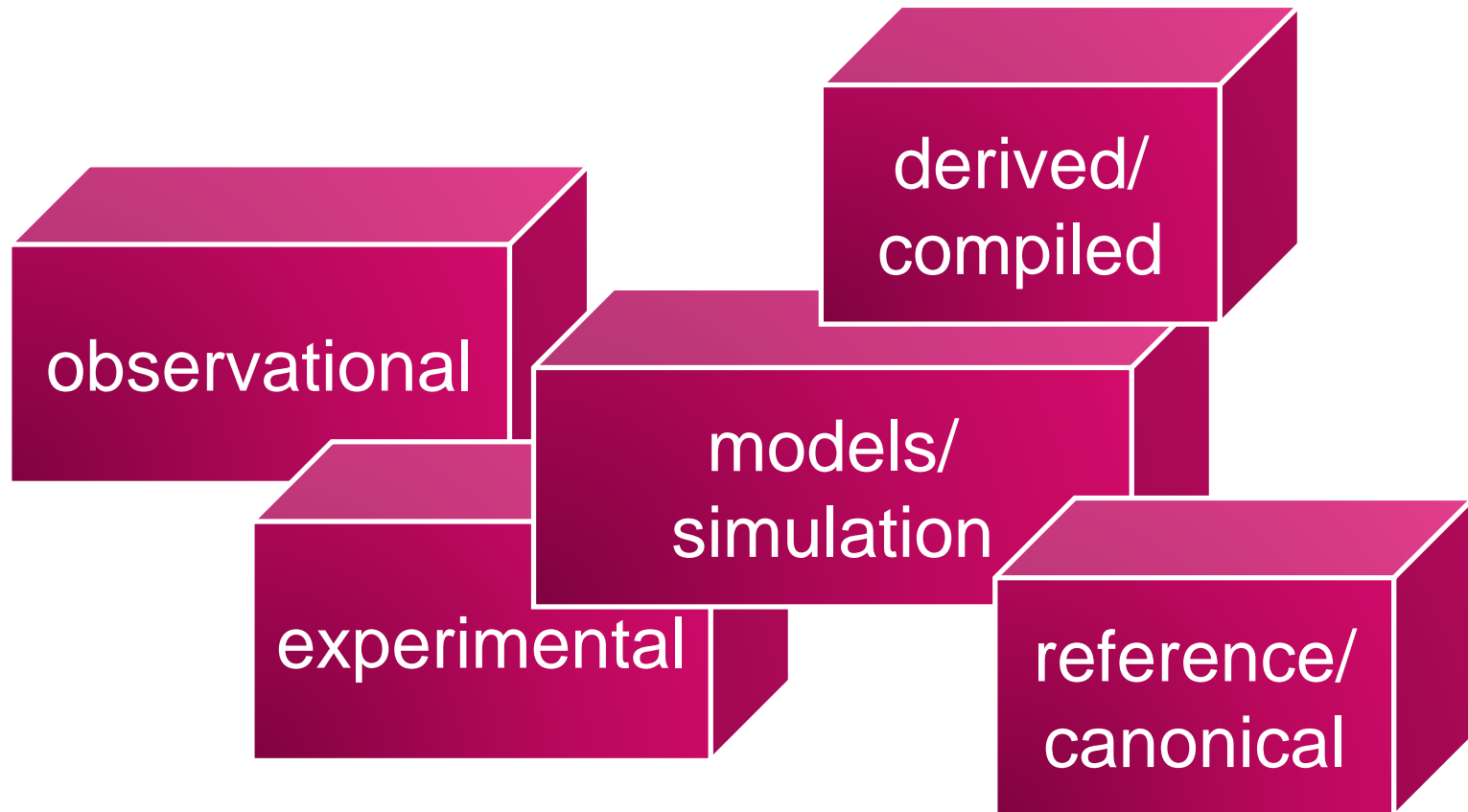


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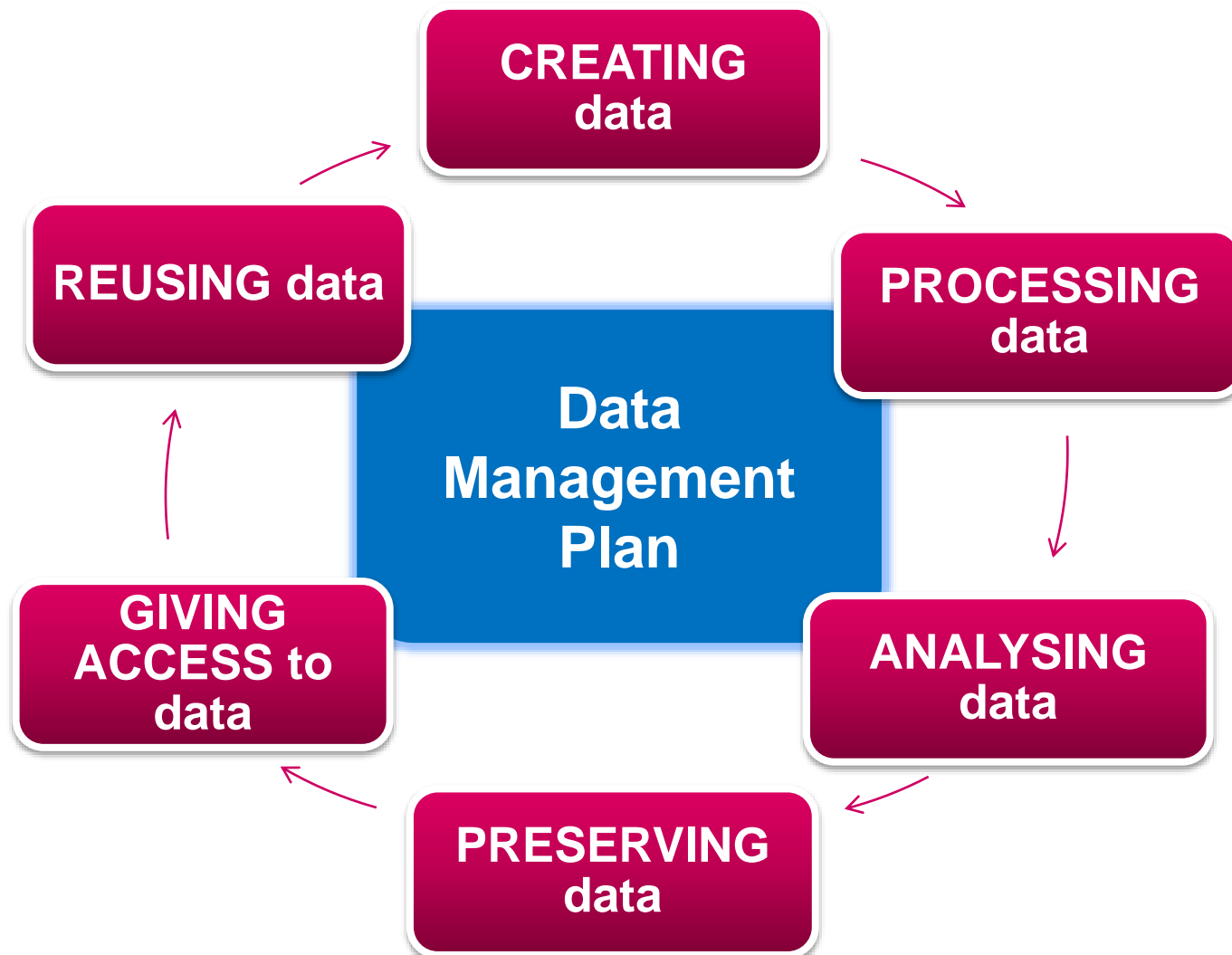
AGENDA

1. General principles about Research Data
2. Requirements from SNF
3. How to fill a Data Management Plan?
4. Conclusion

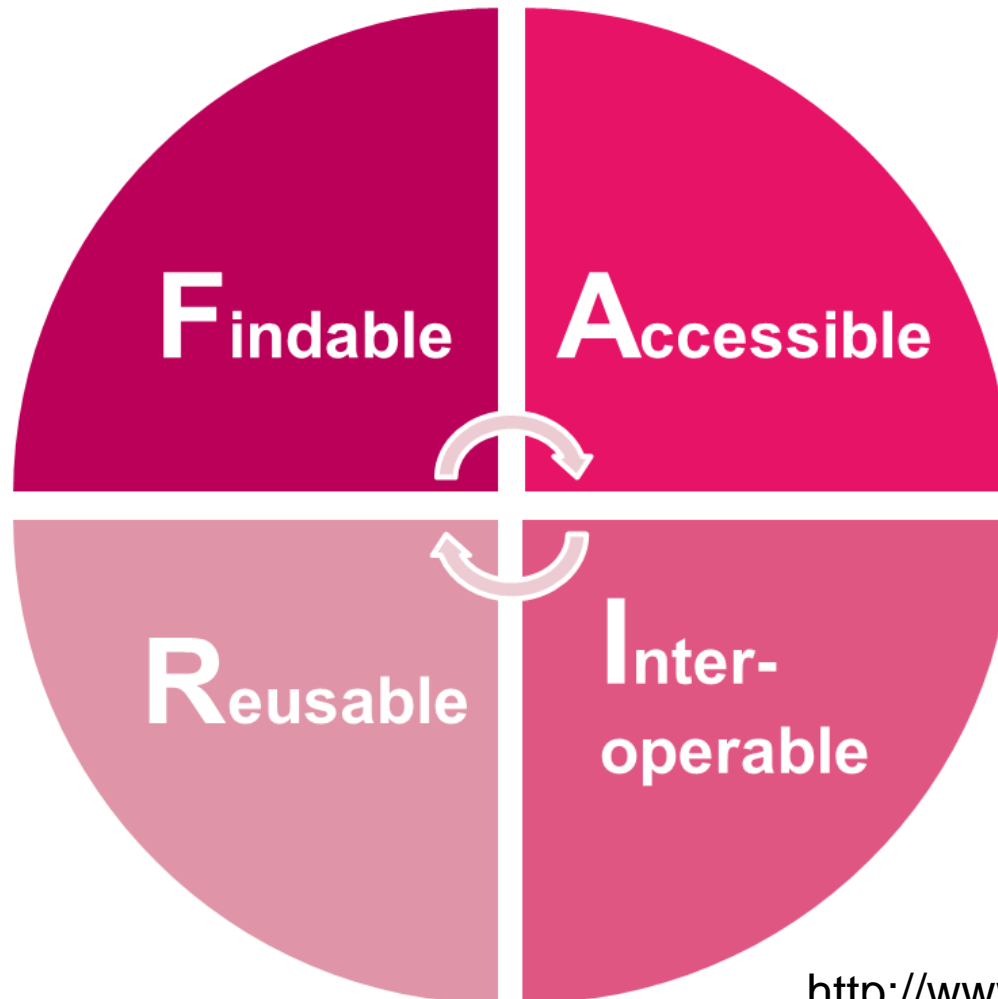
CLASSIFICATION OF RESEARCH DATA



DATA LIFE CYCLE AND THE DMP



MAKE YOUR DATA FAIR



<http://www.datafairport.org/>

WHY MANAGING YOUR RESEARCH DATA ?



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) :

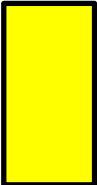
- ✓ Map the content to the four question-blocks from FNS by applying different colors. (i.e. block « **Data collection and documentation** »)
- ✓ Detail the exact question (i.e. 4.1)
- ✓ Find missing elements

☐ 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?

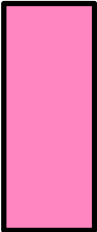
2. Ethics, legal and security issues

- 
- ☐ 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?
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Cancel

Return

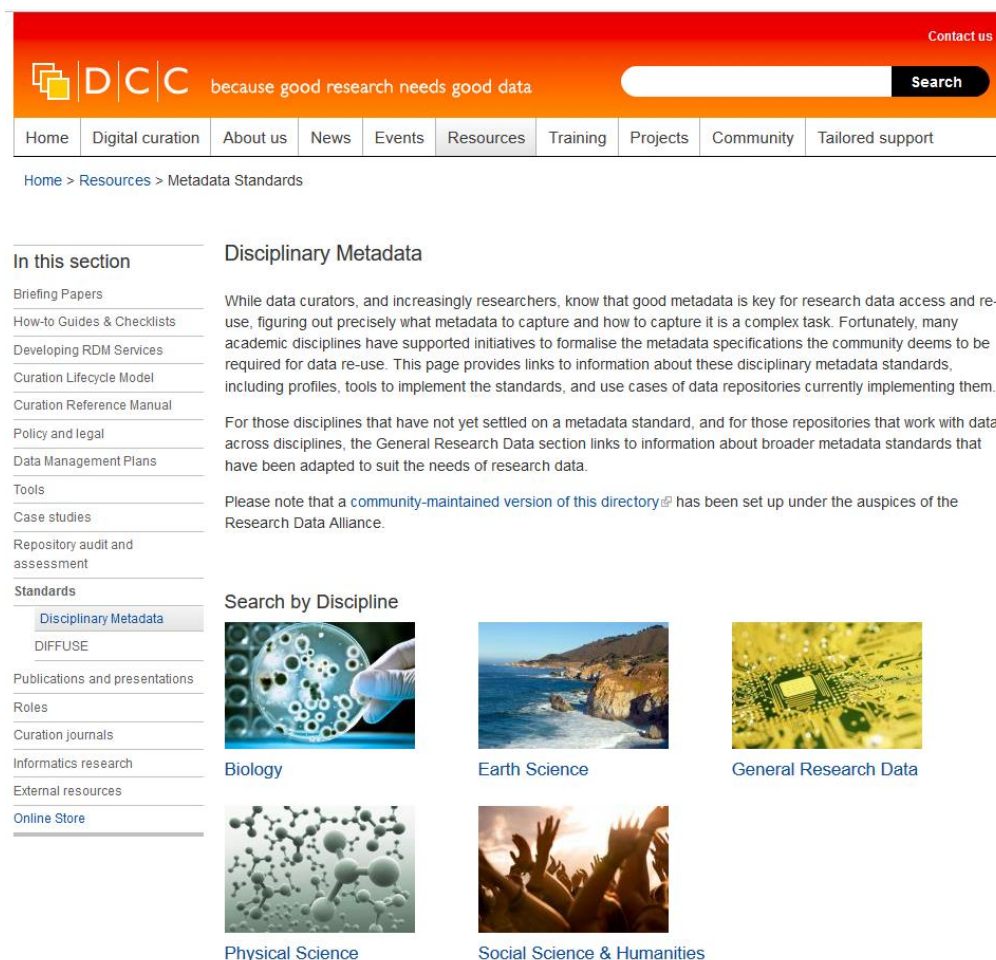
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METADATA

- Use existing metadata standards whenever possible
- Document your metadata schema as early as possible



The screenshot shows the DCC (Digital Curation Centre) website. The header features the DCC logo and the tagline "because good research needs good data". A navigation menu includes links for Home, Digital curation, About us, News, Events, Resources, Training, Projects, Community, and Tailored support. A search bar is located in the top right corner.

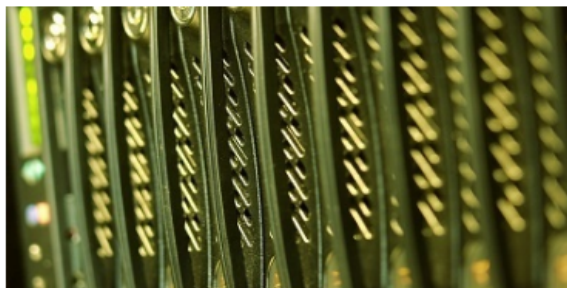
The main content area is titled "Metadata Standards" and is divided into two columns. The left column, "In this section", lists various resources such as Briefing Papers, How-to Guides & Checklists, Developing RDM Services, Curation Lifecycle Model, Curation Reference Manual, Policy and legal, Data Management Plans, Tools, Case studies, Repository audit and assessment, Standards, Publications and presentations, Roles, Curation journals, Informatics research, External resources, and Online Store. The right column, "Disciplinary Metadata", provides an overview of the importance of metadata for research data access and re-use, and links to information about disciplinary metadata standards. It also includes a "Search by Discipline" section with images and links for Biology, Earth Science, General Research Data, Physical Science, and Social Science & Humanities.

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

RESEARCH DATA

[Home](#)[Make a Plan](#)[Store your Data](#)[Share your Data](#)[Trainings & Resources](#)[News](#)[Help and Support](#)

STORE YOUR DATA

**GET STORAGE AT UNIGE****GOOD PRACTICE FOR
STORAGE****CREATING METADATA**

Why and when documenting your data?

**NAMING AND ORGANIZING
YOUR FILES****FILE FORMATS**

Choose the appropriate file formats

RESEARCH DATA

[Home](#)

[Make a Plan](#)

[Store your Data](#)

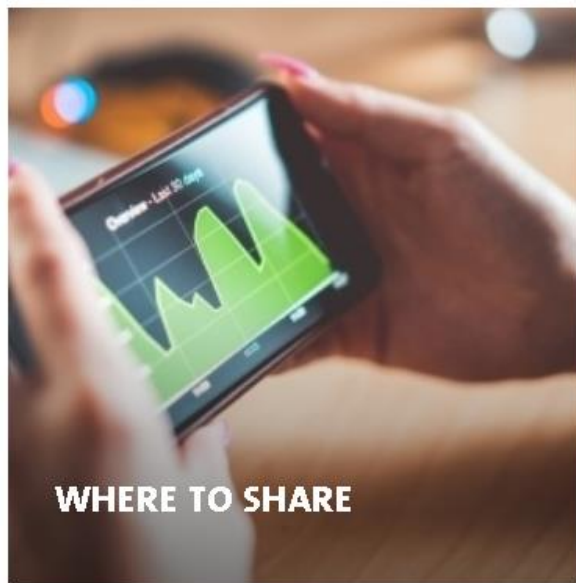
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SHARE YOUR DATA



GET A DOI

**CONFIDENTIALITY AND
ANONYMIZATION**

RIGHTS & LICENCES

About the copyright

DATA CITATION

UNIGE GUIDELINES

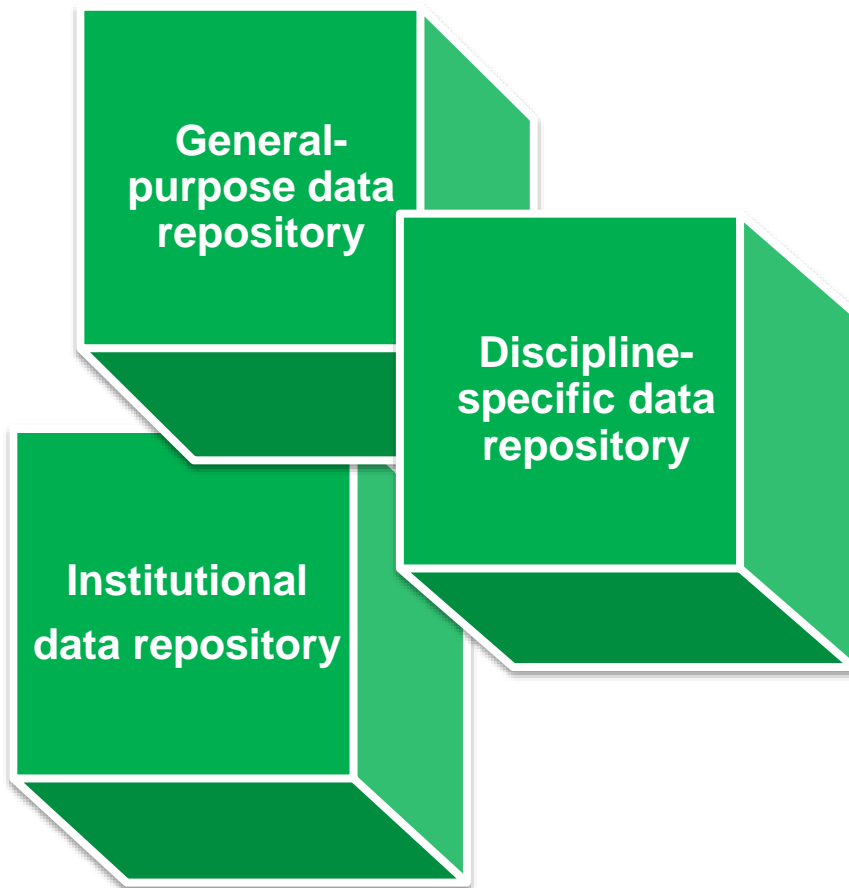
- General ethical charter (<https://www.unige.ch/ethique/charter/>)
 - c) Each individual engaged in research is responsible for ensuring integrity in his or her quest for knowledge and in the interpretation of results.
- Directive sur l'intégrité de la recherche (<https://memento.unige.ch/doc/0003>)
 - 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?



IS MY REPOSITORY FAIR?

- Dryad 
- EUDAT 
- Harvard Dataverse 
- Zenodo 
- For the other repositories, check:

re3data.org
 REGISTRY OF RESEARCH DATA REPOSITORIES

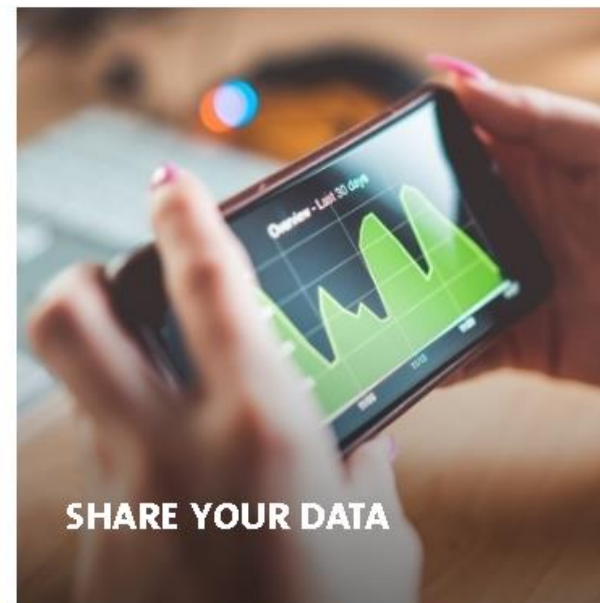


WWW.UNIGE.CH/RESEARCHDATA

Portal | 🔍 | FR EN |

RESEARCH DATA

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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?

MIDIS DE L'INFO SCIENTIFIQUE
Open to all - No prerequisite
Free - No registration

Research data's naming and organizing
Tips & tricks for efficient organization



CC BY-NC-SA, <http://digital.univie.ac.at>

6 November 2017
12:15 – 13:00

In English if needed

Bibliothèque Schmidheiny, site Uni Arve (Sciences 2)

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TAKE HOME MESSAGE



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- 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.

THANK YOU VERY MUCH!



Researchdata-info@unige.ch

<http://www.unige.ch/researchdata>



Bibliothèque de l'UNIGE, 2018

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