



# BREAK-OUT SESSION: RESEARCH DATA MANAGEMENT

LW Research Day 09/09/2019 - Frederic Lamsens (Faculty IT Department) and Lien Vanmarsnille (Faculty Library)



### **OUTLINE**

- Introduction
- Research Data in the Humanities
- Data Management Planning
- Data Management @Ghent University
- Data Storage
- Writing a DMP





# INTRODUCTION



### HAVE YOU EVER BEEN IN THIS SITUATION?



#### THE FOUR STAGES OF DATA LOSS DEALING WITH ACCIDENTAL DELETION OF MONTHS OF HARD-EARNED DATA









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### "FINAL".doc







FINAL.doc!

FINAL\_rev. 2. doc







FINAL\_rev.6.COMMENTS.doc

FINAL\_rev.8.comments5. CORRECTIONS.doc







FINAL\_rev.18.comments7. corrections9.MORE.30.doc

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### WHAT IS RESEARCH DATA MANAGEMENT?

Data management refers to activities and practices that support **long term preservation**, **access**, and **(re)use** of data:

- Collecting
- Organising
- Formatting
- Documenting
- Controlling access
- Storing and sharing
- Anonymizing
- $\rightarrow$  Goal: Findable Accessible Interoperable Reusable research data





### Challenges:

"Conceptualising something as data is itself a scholarly act." 1

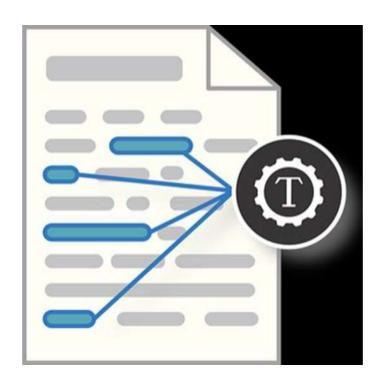
- Humanist researchers don't always think of their sources/outputs as 'data'
- Huge variety between and within disciplines
- Non-digital material



12     110,6     109     13,7     0,7     0,01       12     120,5     107     15,1     0,7     0,01       12     143,6     103     16,3     1,2     0,08       15     439,8     106     14,5     0,4     0,00       18     284,7     106     14,3     0,1     0,1       10     11,8     0,1     0	10,1
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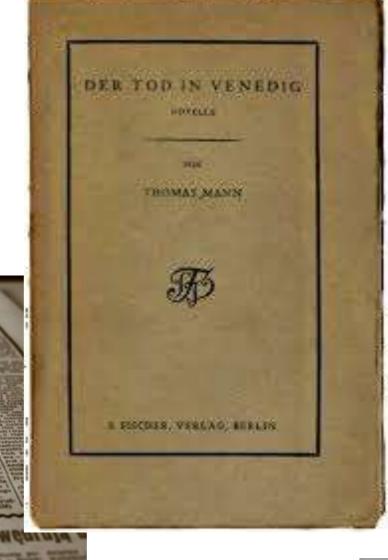


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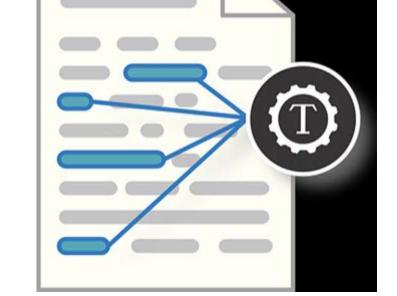




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Thomas Mann: Der Tod in Venedig. Novelle. [1] Berlin: S. Fischer 1913; Wikimedia: Foto H.-P.Haac





67     120.5     120     15,1     1,8     0,01       22     143.6     107     16,3     1,8     0,08       25     439,8     103     14,5     1,2     0,00       5     439,8     106     14,3     0,4     0,00       8     284,7     119     11,8     0,1     0,13       8     0,1     0,00     0,00	1,93
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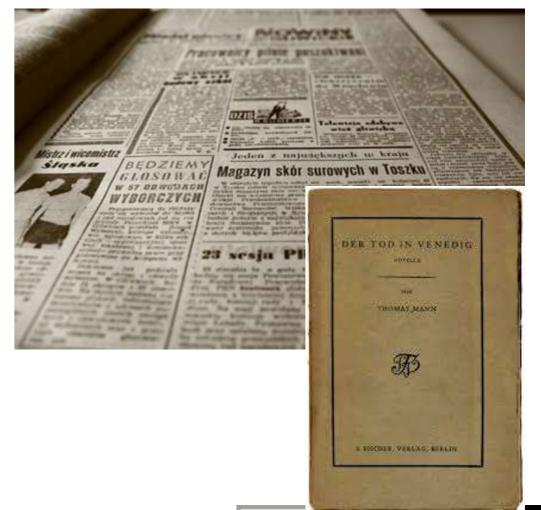






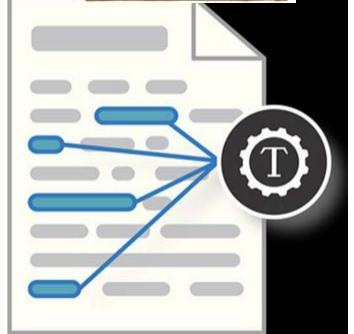
67     120.5     120     15.1     1,8     0,01       2     143.6     103     16.3     1,2     0,08       25     439.8     106     14.5     0,4     0,00       8     284,7     119     14.8     0,1     0,1       8     0,1     0,0     0,0	1,93
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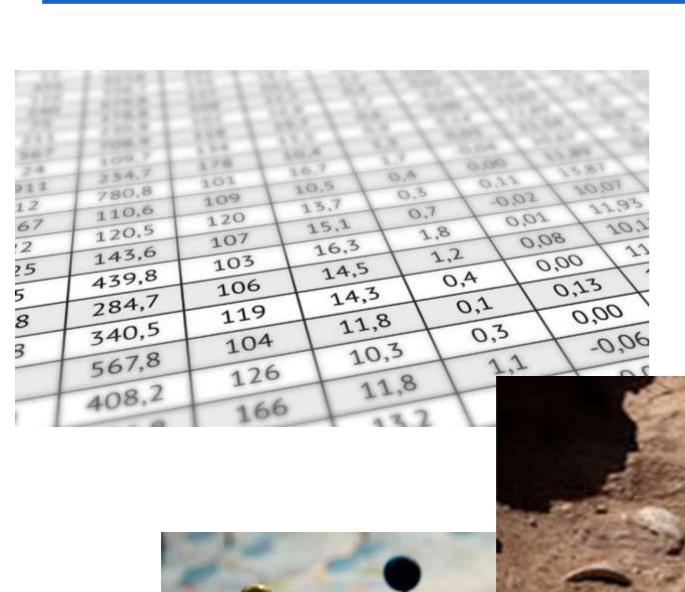








Van Eyck, J. Groeninge Museum, image provided by Lukas, Art in Flanders





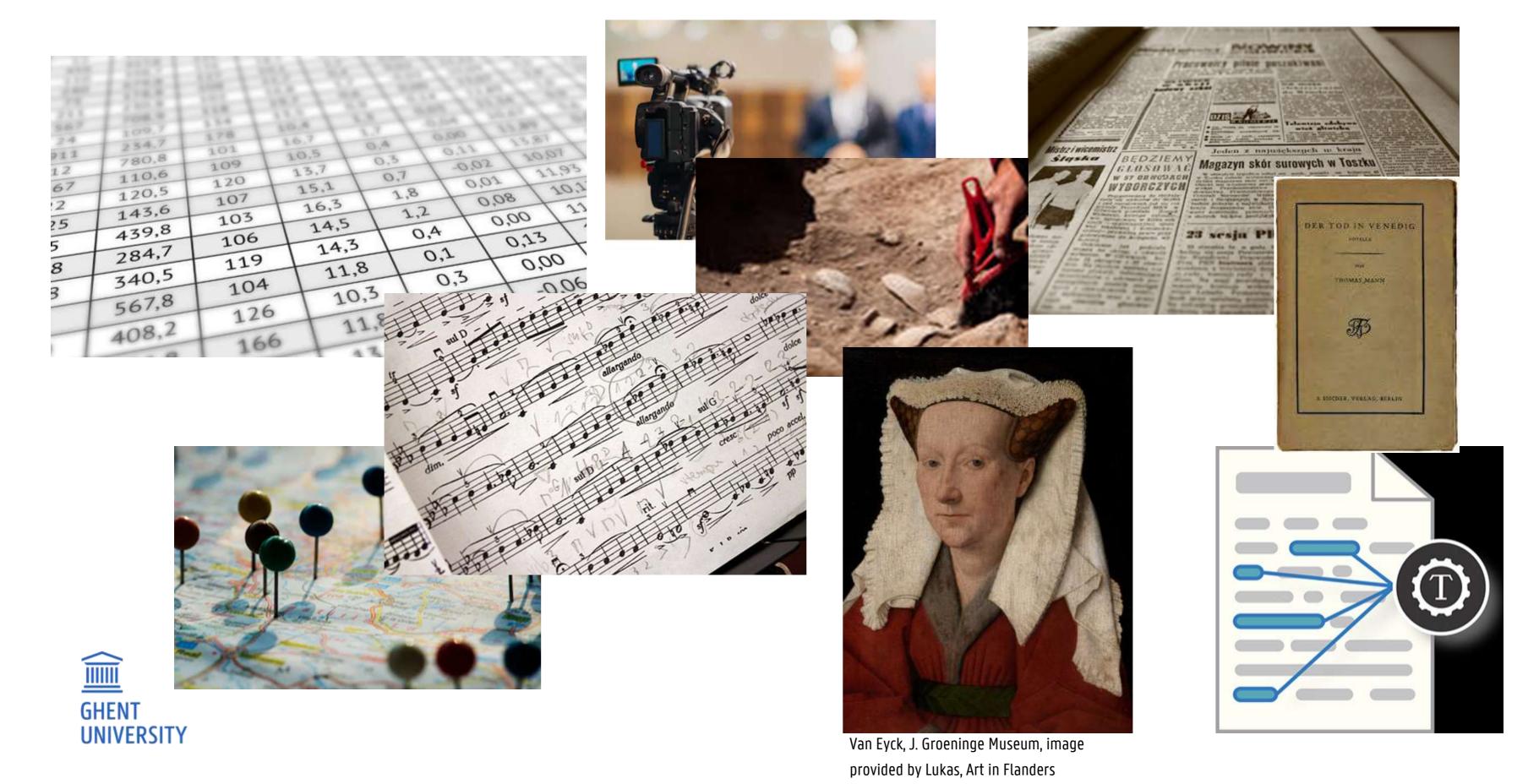


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Van Eyck, J. Groeninge Museum, image provided by Lukas, Art in Flanders











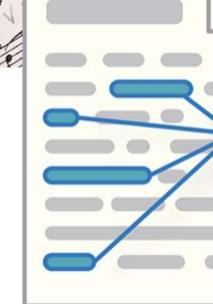


**GHENT** 

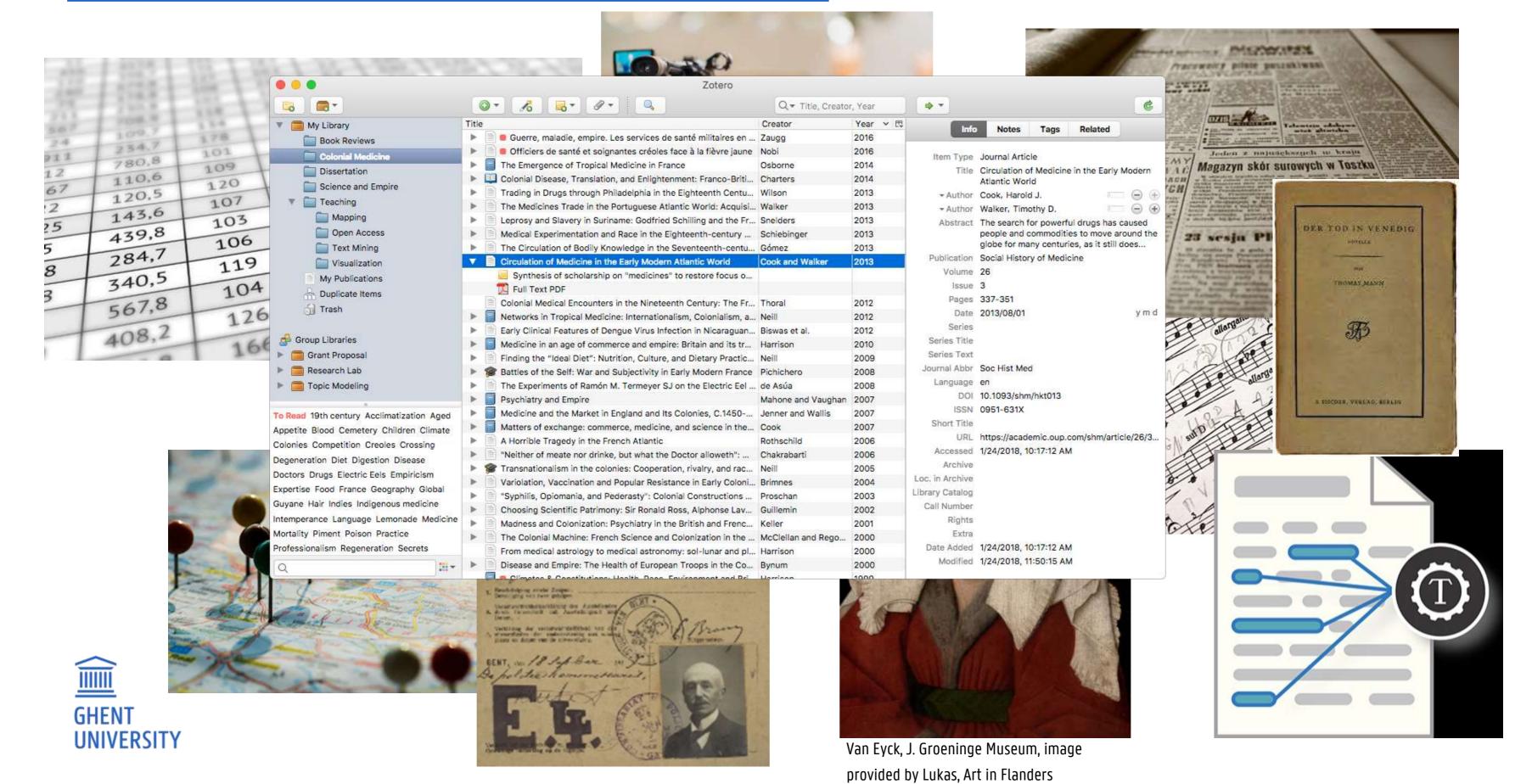
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Van Eyck, J. Groeninge Museum, image provided by Lukas, Art in Flanders



### **RESEARCH DATA TYPES**

- Content: numerical, textual, audio-visual, multimedia... data
- Data formats: spreadsheets, databases, marked-up text, images, audiovisual recordings, maps...
- Mode of data collection: experimental, observational, derived/compiled...
- Primary versus secondary: original data created in context of research project vs reuse of existing data
- Digital vs non-digital (digital-born versus digitised vs analogue data)
- Level of processing: raw, processed or analysed data



# DATA MANAGEMENT PLANNING



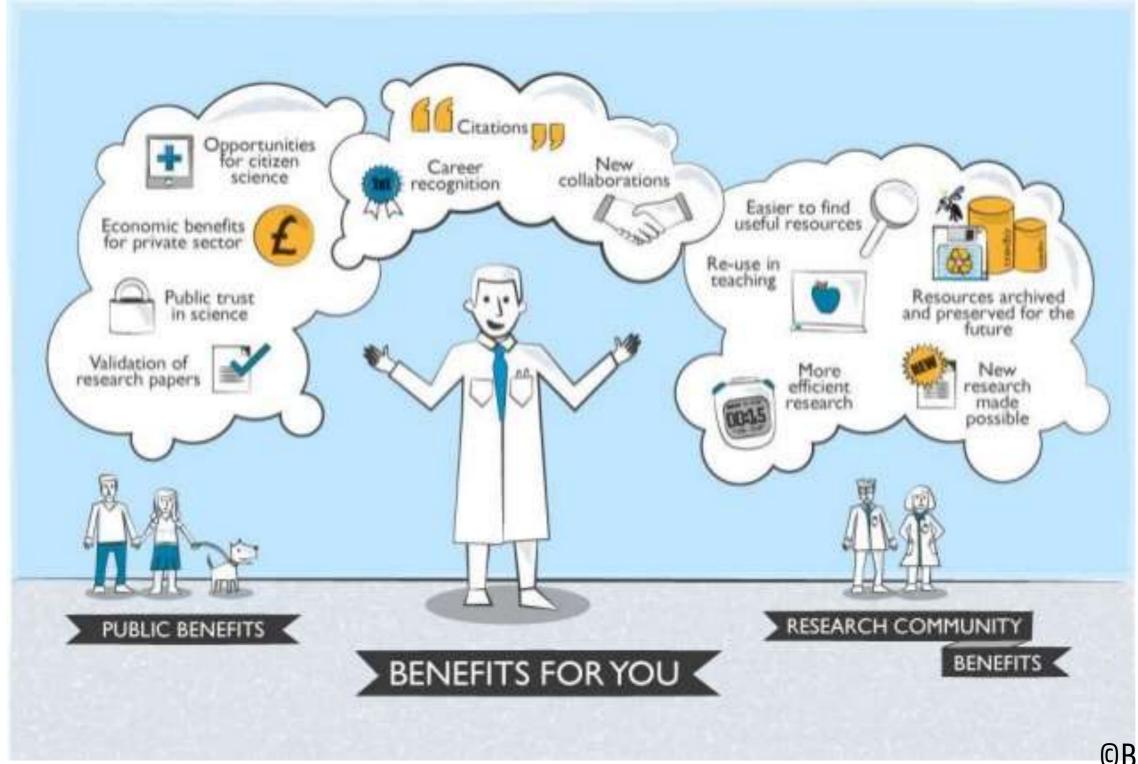
### WHY?

# **Planning** takes time and effort upfront, BUT

- Saves time and headaches (e.g. data loss) in the long run
- Allows secondary analysis, replication and reuse for future research
- Formalizes expectations, roles and responsibilities
- Stimulates transparency, openness and research integrity
- Increases visibility and impact of your work
- Is required by an increasing number of funding agencies
- → It helps you to do better research



### BENEFITS FOR MANAGING AND SHARING RESEARCH DATA

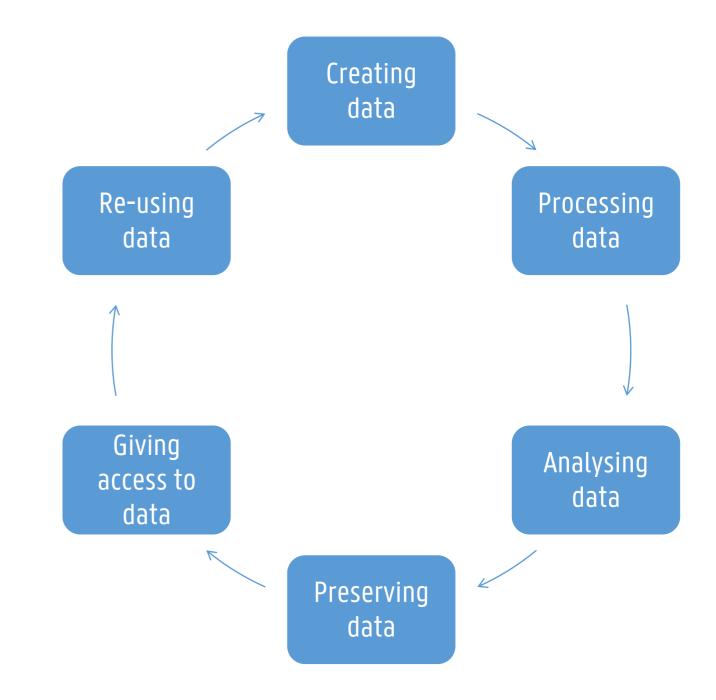




@Brian Hole
www.ubiquitypress.com

### WHEN?

- Implement and review RDM throughout your research
- Research data life cycle: describes
   the steps to be taken at the
   different stages of the research
   cycle



Adapted from UK Data Archive



### HOW?

### Write a data management plan (DMP):

→ A 'living' document which outlines how research data will be handled during and after a project



# DATA MANAGEMENT @ GHENT UNIVERSITY



### **GHENT UNIVERSITY RDM POLICY**

- Since 2016: adoption of institutional <u>RDM policy framework</u>

  This policy framework aims to develop and promote a solid management of research data, in order to increase the efficiency, quality, integrity and transparency of scientific research, as well as to facilitate the development of new knowledge, and to ensure compliance with relevant laws and regulations, ethical and contractual obligations, and provisions of external research funders.
- DMP: not required yet, but encouraged
- For each research project: obligation to preserve relevant data for min. 5 years
- 2019: UGent has been recruiting 6 data stewards to start in Sept./ Oct.



Source: <a href="https://www.ugent.be/en/research/datamanagement">https://www.ugent.be/en/research/datamanagement</a>

### FWO RDM REQUIREMENTS

### — Gradual implementation:

Application round 2018: project supervisors only (fundamental and strategic basic research)

Application round 2020: + pre/postdoctoral fellows

### — Requirements:

Write a DMP

Preserve data for min. 5 years after end of research



### FWO DMP

### 1. Proposal stage

- Answer 5 questions in DMP-section of the FWO application form
- 2. Post-award (all projects started on or after 01/01/2019)
- Develop a full DMP via FWO template in <u>DMPonline.be</u>
- Submit to host institution no later than 6 months after start project (for Ghent University: Research Co-ordination Office: <a href="mailto:vlaams-federaal@ugent.be">vlaams-federaal@ugent.be</a>)
- 3. Upon completion project
- Submit final DMP to FWO along with report on completed research



### **WORKING WITH PERSONAL DATA**

What if your project involves research with personal data?

#### 2 scenario's:

- 1. If you have to prepare a full DMP:
- → Register your processing activities at the same time as drafting your FWO DMP in <u>DMPonline.be</u>
- 2. If you are not writing a full DMP <u>or</u> if you already created your FWO DMP before 01/04/2019:
- → Use the specific UGent template "GDPR record" in <u>DMPonline.be</u>. This only contains the GDPR questions and will appear when you indicate that you will process personal data.
- → Each GDPR record/ DMP with GDPR questions is also automatically shared with Hanne Elsen, UGent's Data Protection Officer.



# DATA STORAGE @ GHENT UNIVERSITY



### STORING YOUR DATA – DURING YOUR RESEARCH

- Storing data during a research project has to be a flexible process.
- Data should be easy accessible but at the same time safe and robust.

### Local storage

- Local storage = hard drives, external drives, memory sticks ...
- Fast, easy access, cheap, portable, expandable
- Risky!
  - in terms of data loss
  - in terms of privacy protection
- Only use local storage if you have an effective backup strategy



### STORING YOUR DATA – DURING YOUR RESEARCH

### Network storage ('shares')

- Storage available as a network drive
- Fast, reliable, safe (snapshots, backups on tape, integrity checks)
- Online application form (50GB? 2TB? Just ask!)
- Data can be shared (with UGent members only)
- Preferably, use a network share as your primary workplace
- If using a network drive is not an option, keep a synchronized copy of your local data on a network drive



### STORING YOUR DATA – DURING YOUR RESEARCH

### OneDrive for Business

- 1 Terabyte personal cloud storage
- Local data is synced to the cloud
- Data is offline available (sensitive data should be encrypted)
- Data can be shared (with UGent members only)

### Cloud services (other than OneDrive for Business)

- Dropbox, Google Drive, Box ...
- Should be avoided according to the UGent information security policy



### <u>STORING YOUR DATA – AFTER YOUR RESEARCH</u>

After a project is finalised, data should be stored long-term

#### What data?

- Ideally, data is preserved in its rawest possible form, documented in such a way that the data is understandable and reported results are reproducible.

### Where to store your data?

- Copy your data to a network share
- Deposit your datasets to a (public) data repository
  - ensures that your data is discoverable, accessible and preserved
  - ensures that people can refer to (the correct version of) your data
  - good starting point: Registry of Research Data Repositories (Re3Data.org)



### **DATA ENCRYPTION**

### What?

Making data unreadable so that only people with the correct key or password can access the data.

### When?

For personal or sensitive data

When stored on local storage

When stored in the cloud

When transmitted over the internet (transmission)

No key, no data!

For a how-to (in Dutch): <a href="https://helpdesk.ugent.be/security/encryptietools.php">https://helpdesk.ugent.be/security/encryptietools.php</a>



# WRITING A DMP



## **DMPONLINE.BE**

- Contains DMP templates and guidance (from funders such as FWO, or institutional)
- Log in at <a href="https://dmponline.be/">https://dmponline.be/</a> with your UGent username and password (or with your ORCID Id)





Home

About

Help

#### Welcome

We can help you write and maintain data management plans for your research.

This instance of DMPonline is provided by the DMPbelgium Consortium, which was founded in 2017 by:

Instituut voor Natuur- en Bosonderzoek
Université Libre de Bruxelles
Universiteit Antwerpen
Universiteit Gent
Universiteit Hasselt
Vrije Universiteit Brussel
Wetenschappelijk Instituut Volksgezondheid – Institut Scientifique de Santé
Publique (Sciensano)

In 2018 they were joined by:

Université Catholique de Louvain
Université de Liège
Université de Mons
Université de Namur
Vlaamse Instelling voor Technologisch Onderzoek

Interested in joining the Consortium?

# Sign in

with your institutional account

Sign in with Sciensano

Sign in with UAntwerp

Sign in with UCLouvain

Sign in with UGent

Sign in with UHasselt

Sign in with ULB

Sign in with ULiège

Sign in with UMons

Sign in with UNamur

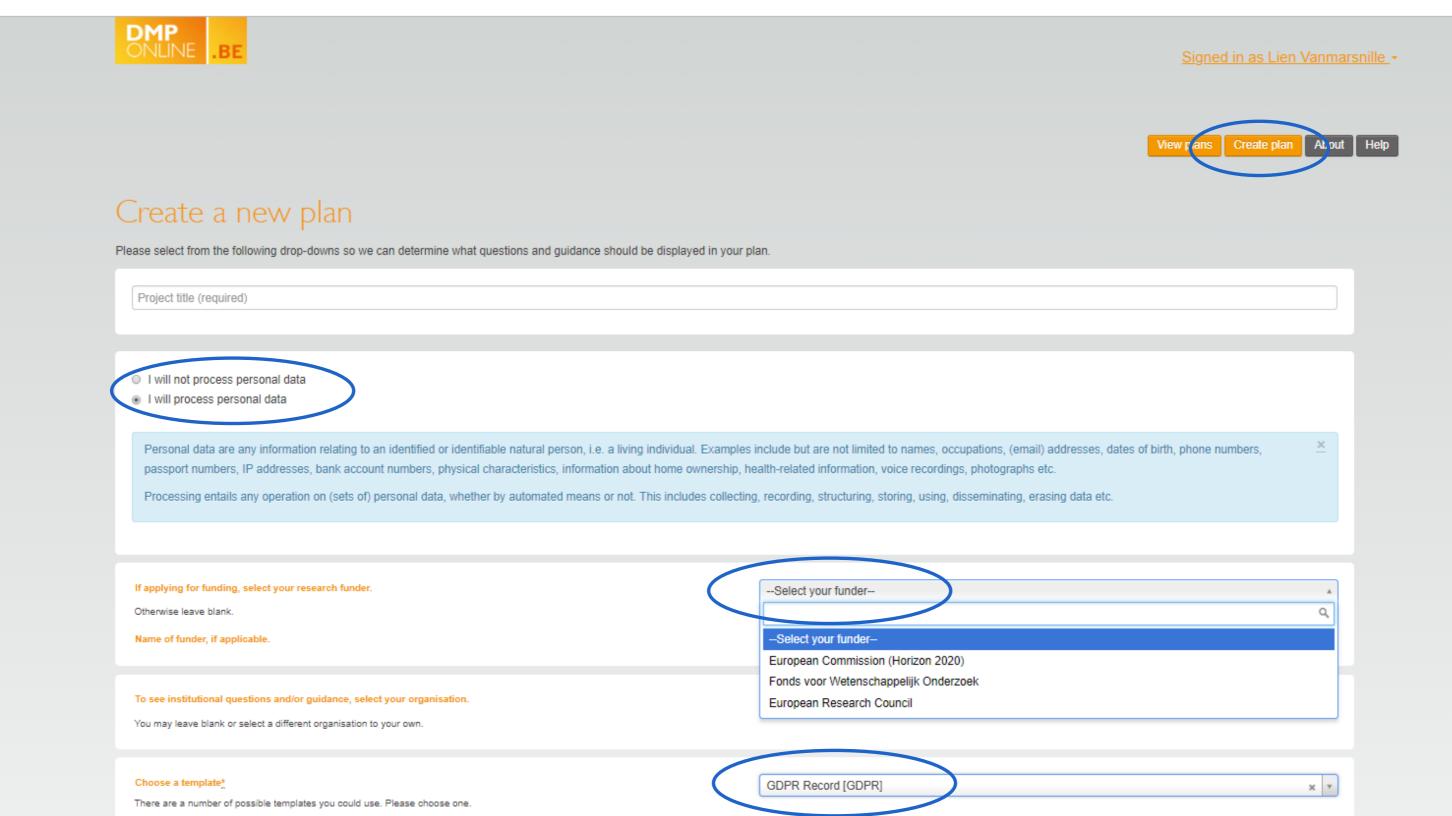
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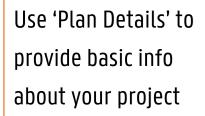
or with your ORCID iD

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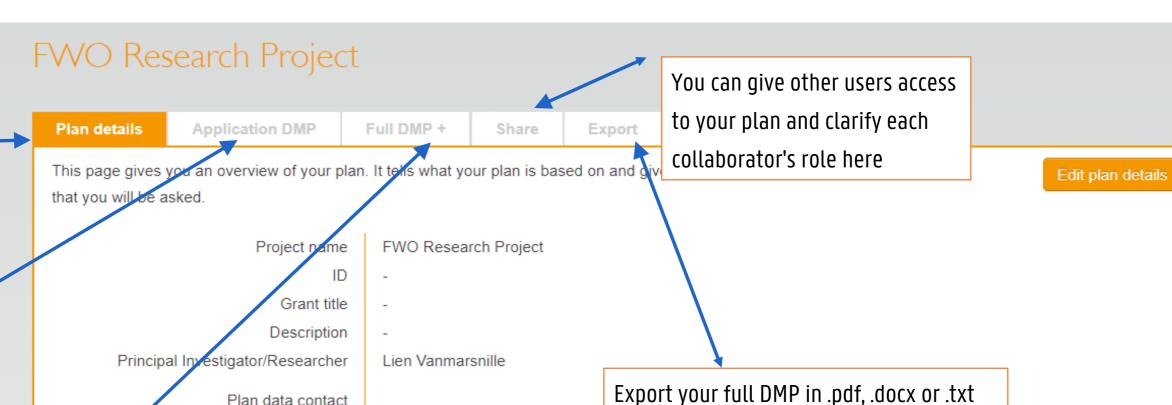






'Application DMP' tab covers the 5 RDM questions of your FWO application form

Set of questions for the full DMP appears.



#### lan is based on:

Plan data contact

Fonds voor Wetenschappelijk Onderzoek Funder **Ghent University** Institution

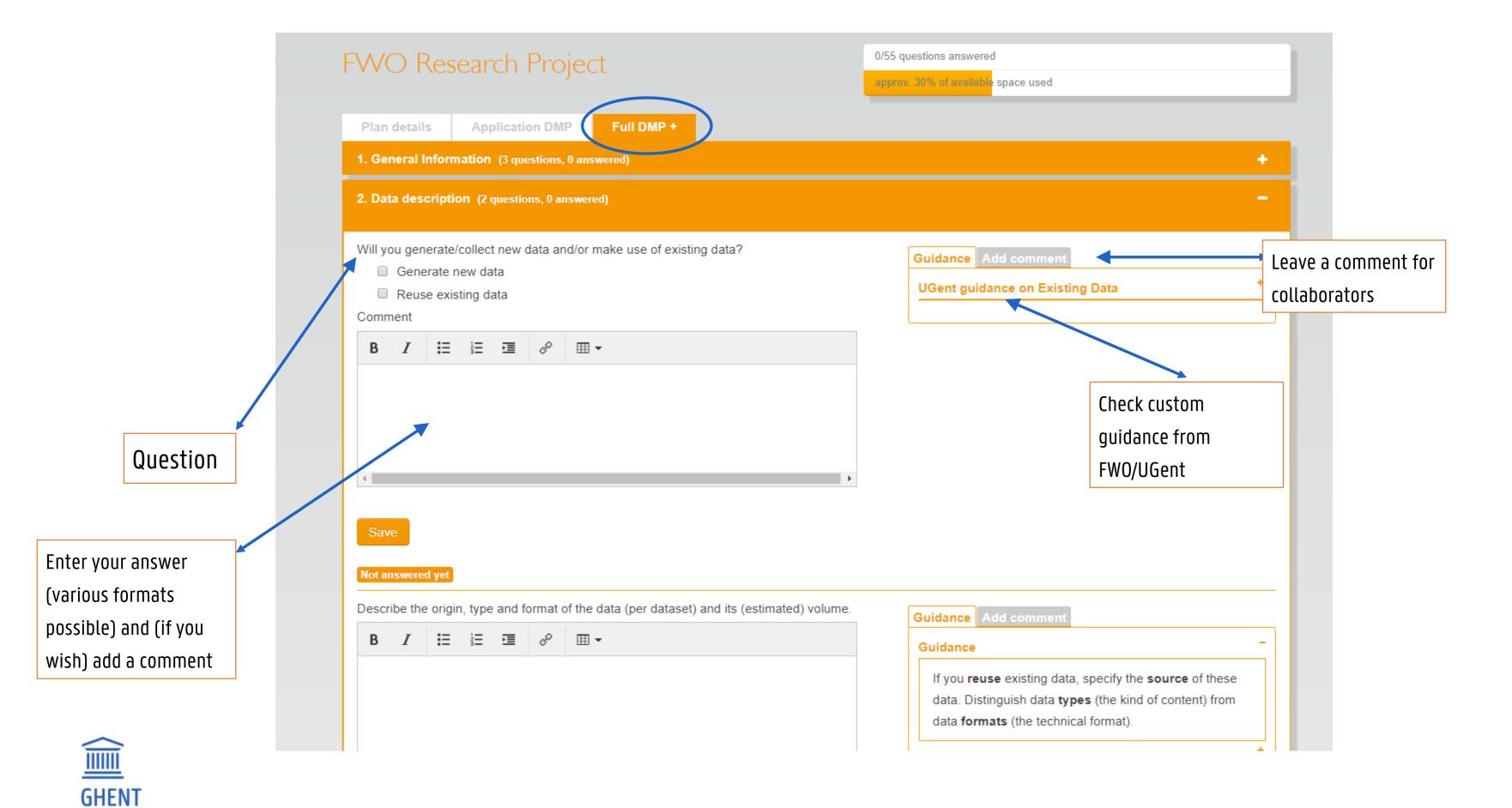
Template for FWO-funded research, based on the FWO Data Management Plan guidelines (available online: www.fwo.be/en/the-fwo/organisation/datamanagement-plan).

As of 2018, the FWO has made Research Data Management (RDM) a key element of its policy for all support channels. This entails new requirements for researchers, e.g. regarding data management planning. Supervisors of fundamental and strategic basic research projects (from the application round 2018) and PhD/postdoctoral fellows (from the application round 2020) are expected to:

- · complete a short "Data Management Plan (DMP)" section in the FWO electronic application form
- submit a full DMP no later than 6 months after the start of the research project or the PhD/postdoctoral fellowship
- . append a final DMP, which may have been updated since the first version of the full DMP, to the final report on the completed research



Application DMP



UNIVERSITY

## WHAT TO COVER IN YOUR DMP?

- Full DMP covers 7 sections:
  - 1. Data description
  - 2. Ethical & legal issues
  - 3. Documentation & metadata
  - 4. Data storage & backup during the FWO project
  - 5. Data preservation after the end of the FWO project
  - 6. Data Sharing and reuse
  - 7. Responsibilities
- + (if applicable): GDPR section



## **TIPS**

- It is a living document. If you don not know the answer yet, just say so (and update later). When plans change, adapt it.
- It is not always about right/wrong, but justify your decisions (in the 'comments' box).
- Check applicable policies (UGent, FWO, H2020, contracts).
- Have a look at example DMPs and follow best practices in your field.



### GHENT UNIVERSITY RDM SUPPORT

- RDM website: <a href="https://www.ugent.be/en/research/datamanagement">https://www.ugent.be/en/research/datamanagement</a>
- Funder requirements: <a href="https://www.ugent.be/en/research/datamanagement/datamanagementplan/external-funders.htm">https://www.ugent.be/en/research/datamanagement/datamanagementplan/external-funders.htm</a>
- (RE)SEARCH TIP: "How do I complete the DMP section in my FWO application?" <a href="https://onderzoektips.ugent.be/en/tips/00001681/">https://onderzoektips.ugent.be/en/tips/00001681/</a>
- (RE)SEARCH TIP: "DMPonline.be: how do I write a Data Management Plan?" <a href="https://onderzoektips.ugent.be/en/tips/00001281/">https://onderzoektips.ugent.be/en/tips/00001281/</a>
- (RE)SEARCH TIP: "How do I register personal data processing activities?" <a href="https://onderzoektips.ugent.be/en/tips/000017">https://onderzoektips.ugent.be/en/tips/000017</a>
- General questions: <u>rdm.support@ugent.be</u>
- New data stewards will soon set up an RDM support team that will provide training and feedback
- Questions about the new legislation and GDPR register: <u>privacy@ugent.be</u>



## **AT OUR FACULTY**

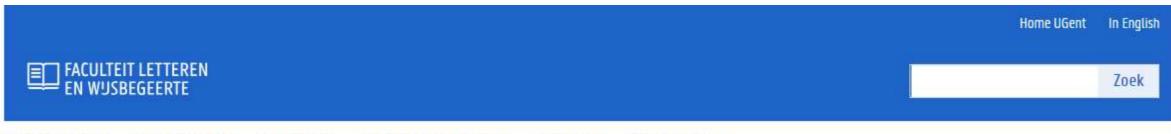
Starting a new project? A good place to get started:
 Intranet: Data Management Toolbox (currently only in Dutch):
 <a href="https://www.ugent.be/lw/nl/medewerkers/onderzoek/dmtoolbox.htm">https://www.ugent.be/lw/nl/medewerkers/onderzoek/dmtoolbox.htm</a>

- Technical support, questions about storage? <u>helpdesk.flw@ugent.be</u>
- Feedback or guidance while writing your DMP?
   <u>lien.vanmarsnille@ugent.be</u> (Faculty library)



### DATA MANAGEMENT: TOOLBOX





OPLEIDINGEN ONDERZOEK DIENSTEN OVER DE FACULTEIT CONTACT INFO VOOR >

Home > Informatie voor medewerkers > Onderzoek > Datamanagement: toolbox

#### Op deze pagina

- → Ten geleide: een stappenplan ...
- → Data Management Plan (DMP)
- → Data Storage Fact Sheet (DSFS)
- → Datadeponering
- → Dataopslag
- → Ethische Commissie
- → Informed Consent
- → Non Disclosure Agreement (NDA)
- → Persoonsgegevens (AVG/GDPR)
- → Uitdiensttreding

Info Je bent aangemeld. Info op jouw maat vind je op de studentensite of op het intranet voor personeel.

#### Datamanagement: toolbox

pagina in opbouw

#### Ten geleide: een stappenplan ...

#### Bij de start van je onderzoeksproject

- → ga na of je een advies van een ethische commissie nodig hebt (verplicht)
- → ga na of je persoonsgegevens verzamelt (verplicht)
- → maak een Data Management Plan (verplicht bij sommige financiers)

#### Tijdens je onderzoeksproject

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#### **SOURCES & FURTHER READING**

- Borgman, Christine L. Big Data, Little Data, No Data: Scholarship in the Networked World. Cambridge (Mass.): MIT press, 2015.
- Corti, Louise, et al. *Managing and Sharing Research Data: a Guide to Good Practice.* London: Sage, 2014.
- COURSERA: <u>Research Data Management & Sharing</u> (MOOC)
   (The university of North Carolina at Chapel Hill, The University of Edinburgh)
- www.data-archive.ac.uk
- Digital Curation Centre (for example DMPs and guidance): <a href="http://www.dcc.ac.uk/resources/data-management-plans/guidance-examples">http://www.dcc.ac.uk/resources/data-management-plans/guidance-examples</a>
- MANTRA: <u>Research Data Management Training</u> (EDINA, The University of Edinburgh)
- Research Data Management Toolkit (JISC)
- RDNL: <u>Essentials 4 Data Support</u> (Research Data Netherlands)



# Thank you for listening!

(But in case you haven't been, here is where you can find a copy of the presentation:

https://www.lwresearchday.ugent.be/





Lien Vanmarsnille FLW Library: Instruction & Support

Frederic Lamsens FLW IT

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www.ugent.be

**f** Ghent University

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in Ghent University

