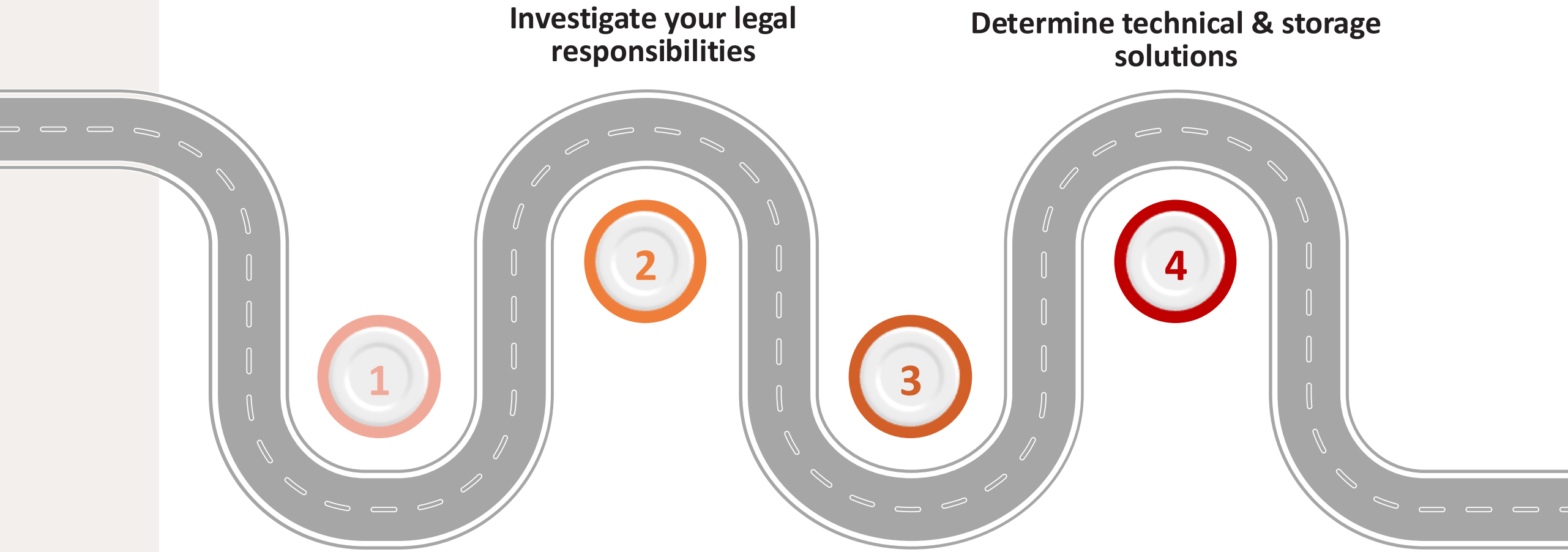
Research Data Management Onboarding

Your RDM Roadmap



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Explore Funding & Data

1

Funding

VU IXA-GO

- Identify and secure **external funding**
- Provides **workshops** and **trainings**
- Personalised **funding scans** from VU grants office
- **CV scan** to increase competetiveness in securing related grants

Research Connect

- Broad platform to find **external funding**
- Offers complementary services to **customise funding search**

Centre for Internation Cooperation (CIS)

- **Specialised grant advising** for projects with an international focus in:
  - Food and Nutrition and Sustainable Land Management
  - ICT for Development
  - Conflict Resolution and Mediation and Governance for Society (incl. Security & Rule of Law)

Resource: RISP

1

Pre-existing Datasets

VU Resources

LibSearch

VU Research Portal

PURE

Other data sources

Repositories

DataVerseNL

DANS: Data Stations

4TU.Research Data

B2SHARE

Zenodo

Re3data

Journals

Data Journals

Check supplements and references of research articles

Search Engine

DataCite

Google DataSet Search

Resource: Find Existing Data

2

Investigate your legal responsibilities

2

Knowledge Security

What is it

The undesirable transfer of **sensitive information** impacting **Netherlands' national security.**

Covert influencing of education and research **by dangerous state actors**

Collaboration with individuals and institutions **from countries** that **do not respect fundamental rights**

How does it impact you*

Primary responsible researcher **answers 6 framework** questions

One **yes = risk assessment needed** (contact faculty knowledge security officer for assistance)

If needed, they **contact the** VU knowledge security advisory group for advice

***If you're conducting international collaborations (formal, informal, hiring, visitors)**

See Knowledge Security for more information

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VU Knowledge Security Framework

Legal framework – what is not permitted, or under conditions

1. **Does the collaboration concern a sanctioned person, entity or body? Or is the combination of the technology and country sanctioned?** - *See EU sanctions list.*
2. **Is the Dual Use regime applicable to the research?** - *Contact the KS advisory team for advice.*

Risk management – what else should be considered

3. **Is, or has the partner been affiliated to a military organization outside the EU?** - *collaboration with military organisations outside EU is undesirable.*
4. **Does the collaboration involve sensitive research?**
5. **Do ethical dilemmas play a role?** - *check if the partner is based in county which scores 0.4 or less on the Academic Freedom Index.*
6. **Does unilateral external funding occur in the cooperation?** - *Check AFI*

No limitations – cooperation can take place

7. There are no obstacles for the collaboration from a knowledge security perspective

See Knowledge Security Framework for the full flowchart

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Legal Requirements

Valorisation & Impact

Contact IXA

- Helps with intellectual property by setting up patents and copyrights
- Assists in setting up contracts with third parties (e.g. consortium agreements)

Medical Research

If conducting medical research, determine:

- How your research is defined by Dutch law
- Whether any additional medical research laws apply

3

Register & Prepare

3

Pre-register

What?

Practice of documenting your **research plans** at the beginning of the study

- **Time-stamped**, **read-only**, **publicly** available

Why?

Improves **findability**, **transparency**, **reproducibility**, and **collaboration**

When?

After **you have a plan** for your study, but before **you get started**

How?

- First create an ORCiD (a unique, persistant identifier for you as a researcher)
- Create a pre-registration on OSF

Resource: How to use OSF in your research project

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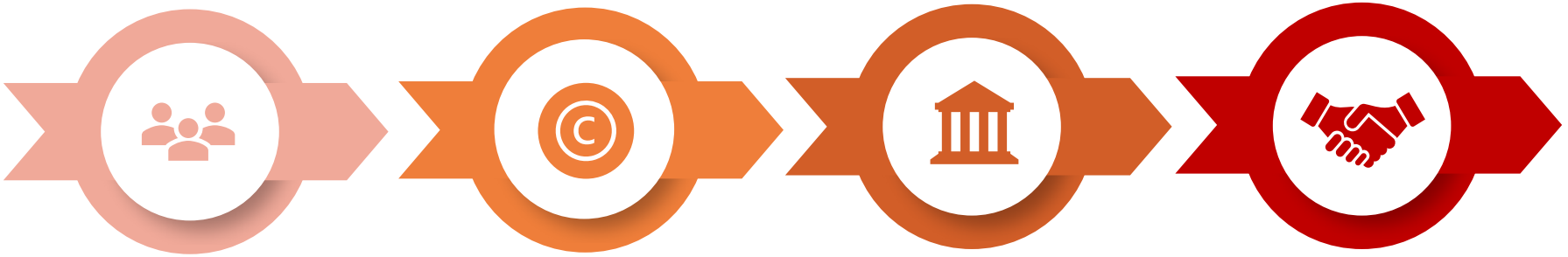
3

Data Classification

Factors that will impact the risk classification for your data:



Personal data

'Personal data' means **any information** relating to an identified or **identifiable natural person**

Commercial

Does your research contain **commercially sensitive** information?

e.g. competitive corporate information

Political

Does your research contain **politically sensitive** information?

e.g. state secrets

Availability & Integrity

Will **loss or corruption of data** result in major consequences?

e.g. patient data, biomedical research

For more information see: Data Classification

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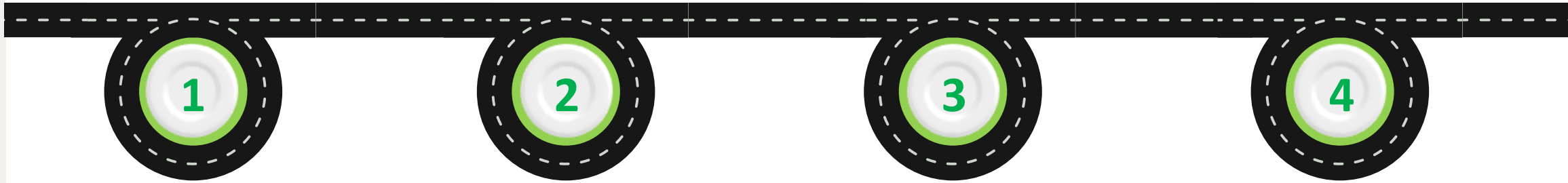
Personal Data Detour



Read up on policies

Consult the Privacy Five Step Plan

Read up on the GDPR, beginning with this GDPR primer

Assess your data's privacy risk level

Use the Data Classification Tool and follow the necessary measures for risk level

Learn about de-identification

Do your best to de-identify your participants' data.

(See this helpful guide from University of Groningen)

Write your ICF appropriately

Use the ICF generator tool to create a faculty approved form

Or check your faculty ethics page for ICF templates

Contact your faculty privacy champion for more information

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Forms you may need

Assessments

Data Protection Impact Assessment (DPIA)

Pre-DPIA

BIV

Legal Requirements

Privacy Statement

GDPR registration

Informed Consent Form

External Agreements

Joint Controllers Agreement

Data Processing Agreement (DPA)

Data Transfer Agreement (DTA)

Confidentiality agreement

Contact your faculty privacy champion for more information

4

Determine storage & technical solutions

4

Storage Solutions

Yoda

Good for:
large volumes of data that don't need frequent processing/analysing

Recommended for:
archiving

ResearchDrive

Good for:
large volumes of data that need regular access

Easy collaboration

Recommended for:
active stage

SciStor

Good for:
very large volumes of data that need regular access

Recommended for:
high-performance computing

Teams/Sharepoint

Good for:
collaboration

Recommended if:
no other option is possible and data is not high sensitivity

Use Storage Finder to choose an appropriate solution

See Collect & Store for more information

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ITvO: IT for Research

Services:

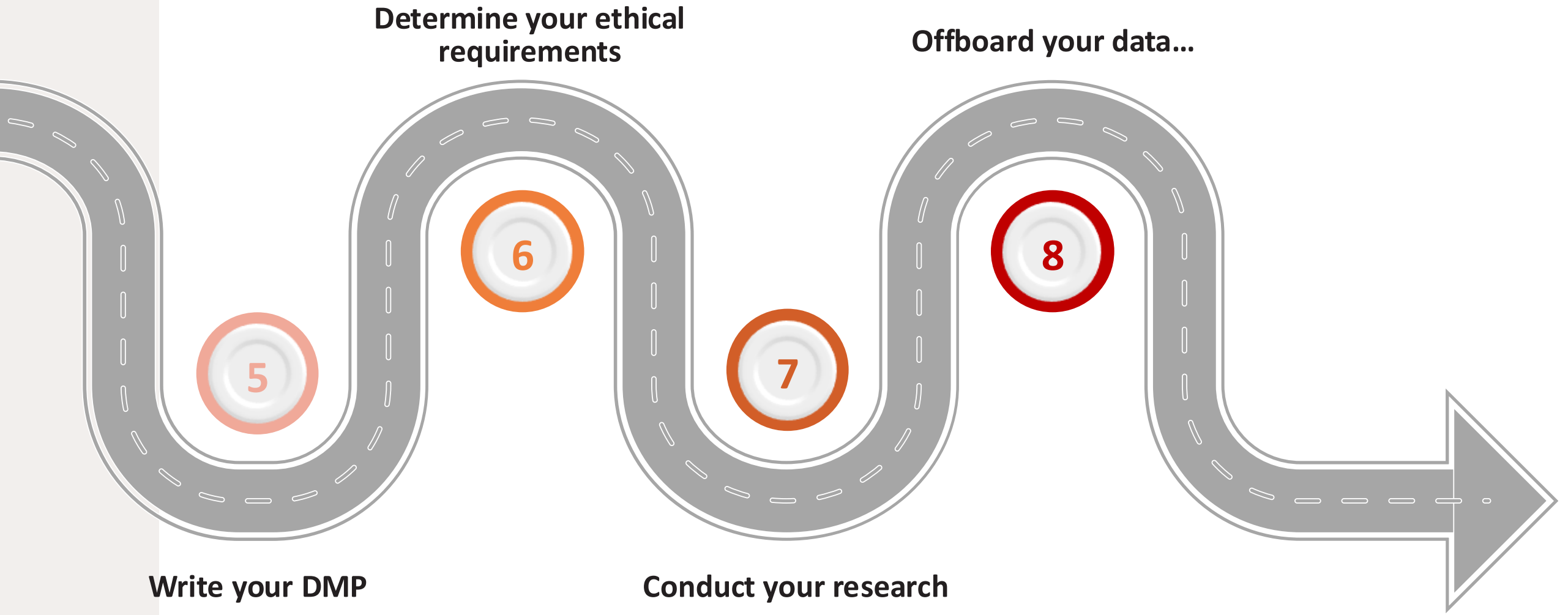
- SciStor: scientific storage service of VU
- SciCloud: flexible platform for virtual machine management
- Ada HPC: high performance computing cluster of VU
- Consultancy & technical support
- Advice on data management, security and analysis workflows

When to reach out (examples):

- Your research requires specific IT infrastructure
- You need to set up a public web application
- Your laptop is too slow to run your analysis
- Your lab instrument requires specialised software
- You're not sure if you'll need technical support

See IT for Research for more information

The Roadmap Cont.



5

Write a DMP

5

Write a DMP

What?

A document outlining how **research data will be handled** throughout the **research life cycle**

Why?

Identify challenges early, **receive support** while it's still possible, implement **FAIR** practices from the start, **reduce administrative overload** at the end of the project

When?

Begin after **you have a plan** for your study, but before **you get started**

- This is a **living document**: update with any changes as you go

How?

Use DMPonline to write your DMP

- tip: use the VU DMP Template as it's approved by most grant providers and automatically registers you with the GDPR if necessary

Resource: Data Management Plan (DMP)

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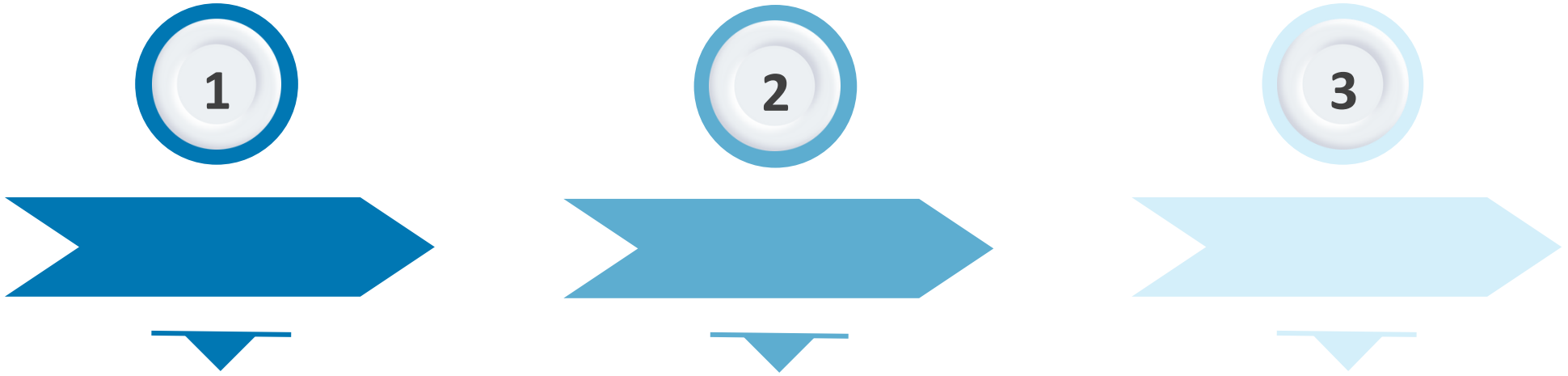
Determine your ethical requirements

6

Ethical Requirements



Investigate

Faculty requirements

NETHICS

WMO/METc

Prepare

The necessary documents as required by your faculty

e.g. DMP, GDPR registration, Privacy Statement

Submit

The required documents and ethics form as per your faculty procedure

e.g. Informed Consent Form, Participant Information Sheet

See Ethical Review to find your faculty specific review boards

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WMO/METc

Research falls under the WMO if the following two conditions are met:

- it concerns medical-scientific research; and
- people are subjected to procedures or are required to follow rules of behaviour

Some research may require a non-WMO declaration:

- You need a non-WMO statement/approval from a recognised METC, for example for publication.
- Non-WMO statement is not ethical approval, check with your faculty ethics committee if you need to undergo a full ethical review

Resource: WMO research – METC

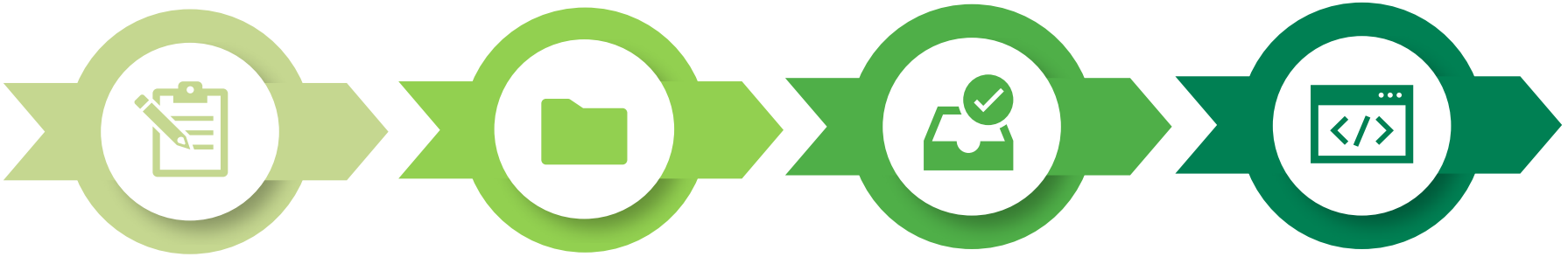
7

Conduct your research

7

Data Collection

Good practices to maintain throughout data collection:



Documentation

Keep up to date documentation on your research

e.g. codebook, e-lab journal, README file

Organisation

Maintain a clear file structure

See SURF's guideline for an example of good folder structuring

Data Quality

Follow field specific protocol and clean your data

Metadata

Provide metadata alongside your research. Be sure to follow domain standards if applicable

For more information see: Data Collection

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Collaboration

Roles & Responsibilities

Define the roles & responsibilities **early and clearly.**

Which data does the recipient have access to? What can they do with the data?

Agreements

Based of the role of the recipient, draw up the necessary agreements:

See the '**Forms you may need**' slide to find the kind of external agreements you may need.

Security measures

Determine the necessary security measures given the **privacy risk** of the data.

Does the recipient need MFA? Full-disk encryption?

Contact your faculty privacy champion before drawing up any contracts

8

Offboard your data

8

Archiving & Publishing

Data is properly archived when

- **Persistent identifier – DOI (Findable, linkable)**
- **Reuse License – Terms and Conditions**
- **Locked and unable to be modified – verification**

Data can be published as

- **Closed**
- **Restricted**
- **Open**

Yoda
research data management

See Data Archiving and Publishing for more information

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Provide with your research data

Standard metadata

See YODA metadata

Contact information for data access requests

(and long term, who should be contacted for data deletion after 10 years)

Is the project continuing at the VU, but you are leaving?

Then provide:

Project location data

i.e., where to find your data

Access to your data repositories

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Deleting your data

Delete your data from all non-archival repositories and software, including:

- Castor
- ResearchDrive
- Qualtrics
- Your local computer
- Any other software/tool/repository which the data can be stored and and is not where you will be archiving

For most of these tools, contact rdm@vu.nl to be put in contact with the functional manager for deletion

Prior to deletion ensure all data you plan to delete has been exported and archived to the proper repository

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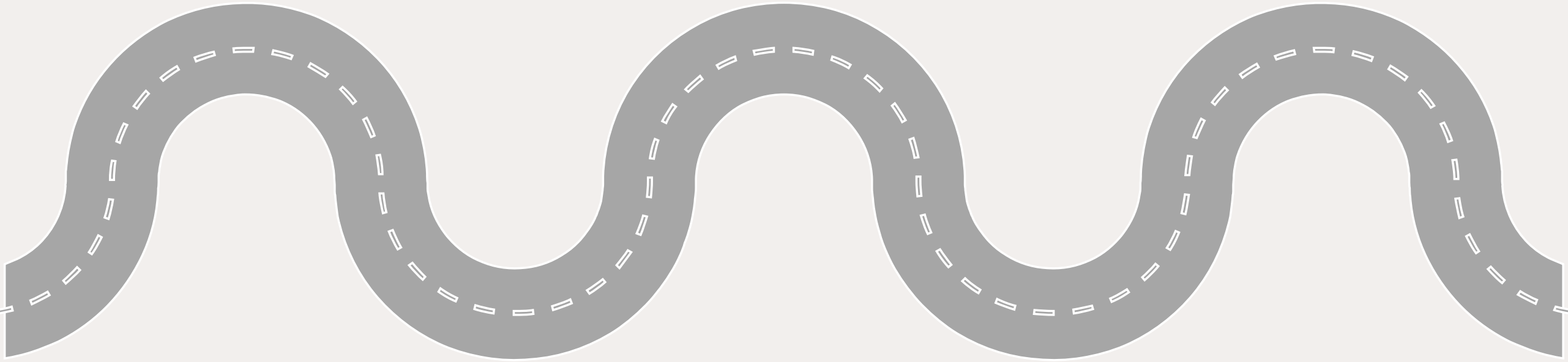
Roadmap Checklist



Have you…

- ☐ Explored your funding & data?
- ☐ Investigated your legal responsibilities?
- ☐ Registered and prepared for your research?
- ☐ Determined your technical & storage solutions?
- ☐ Written your DMP?
- ☐ Determined your ethical requirements?
- ☐ Conducted your research?
- ☐ Offboarded your data?

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Contact Information

General RDM support:
rdm@vu.nl

Faculty specific data stewards:
Contact your data steward

Faculty specific privacy champions:
Privacy champions