

# Research Data Management – CHEAT SHEET

Text with a (P) is part of the Radboud University RDM policy



## Planning Research

### GENERAL

Read your institute's RDM policy.

### DATA MANAGEMENT PLAN (DMP)

Writing a DMP is highly recommended and obligatory at some institutes. (P)

You can make use of the DMP tool in RIS ([ris.ru.nl](https://ris.ru.nl/)):

- You can request feedback from your institute's data steward
- Institute-specific formats included
- Most formats are approved by NWO and ZonMw

### EXISTING DATA

When using existing data:

- Read and comply with the licence or Data Use Agreement that accompanies the data
- Cite the dataset in your own work

## During Research

### STORAGE

Store research data in a facility that is adequate in terms of availability, integrity and confidentiality. (P)

### DOCUMENTATION

Document your used methods, concepts, variables, values, code, scripts and transformations of your data. Make use of codebooks, labjournals, annotations and/or a readme.

## End of Research

### ARCHIVING AND PUBLISHING

Research data are archived as open as possible, as closed as necessary. (P)

Make data Findable and Accessible (FAIR). (P)

Preserve or archive data for minimally 10 years after publication. (P)

Add documentation to your dataset to describe the context, quality and condition, and characteristics of your data.

Radboud University has its own archive: the Radboud Data Repository (RDR). Check whether you can use the RDR to archive and/or publish your data at [data.ru.nl](https://data.ru.nl/).

### PHD REGULATIONS

Write an RDM section in your dissertation in which you address the method of processing, storing and making available of the research data. Contact your data steward for details.

## Personal Data

Any information relating to an identified or identifiable natural person.

### ETHICAL

When you collect personal data, get ethical approval from an ethics committee.

Include RDM topics in your informed consent form, such as sharing, archiving and publishing. The ethics committee might have informed consent form templates.

### PLANNING RESEARCH

Data minimisation: do not collect more personal data than required for your project.

### DURING RESEARCH

Store and share personal data in a safe and Radboud University-approved location. (P)

Minimisation of use: the fewer people who have access, the better. Make clear arrangements in case you need to share personal data during research. Decide on the rights of the collaborators towards the data (read only, read and write).

Anonymise or pseudonymise your data to the extent possible without losing the scientific value of the data.

Remove administrative data as soon as you no longer need them.

### END OF RESEARCH

Publish data as pseudonymised or anonymised as possible and only if you have obtained consent to do so.

Always use a trusted repository and choose an access level and licence or Data Use Agreement that suit the level of sensitivity of the data.

## Contact

### RESEARCH DATA MANAGEMENT

Data stewards:

[www.ru.nl/datastewards](https://www.ru.nl/datastewards)

Digital Competence Centre

[dcc@ru.nl](mailto:dcc@ru.nl)

### PRIVACY

Privacy officers:

<https://www.ru.nl/en/contact/privacy-officers>