

# Introduction questionnaire data stewardship

## **Rationale**

Good Research Data Management (RDM) is a necessary pre-requisite for FAIR Data and Open Science. For that reason many research institutions provide tools, infrastructure and support to facilitate RDM, although there is no uniform approach. RDM support tends to be provided by employees with a range of different skills and profiles. Consensus about a fitting "job profile" for RDM support staff is lacking. In fact, similar positions even have different names: data stewards, data librarians, data managers, data officers, data consultants, data coordinators, etc. Standardization and professionalization of data support positions in research institutions is an issue that needs to be dealt with. It is important that Institutions employ competent people with the right set of skills, or help existing staff develop these skills.

To tackle the issues mentioned above, the National Coordination Point Research Data Management (LCRDM) has initiated a nationwide survey to gain insight in what Dutch research institutions require, currently implement and what they are developing in the field of research data support. This survey aims to provide a better understanding of the current status quo and the data skills needed to professionalize the role and function of people working in data management. For the purpose of this survey, the range of different tasks in the data support field has been collected under the umbrella concept of data stewardship.

## **Scope**

The survey targets both data support specialists – who assist with data management and supervisors of data support specialists. The survey must be filled-in and returned before [XX-XX-XXXX]. All answers will be anonymized before publishing.

## **About LCRDM**

The National Coordination Point Research Data Management (LCRDM) is a national network of experts in the field of research data management (RDM). The LCRDM forms the link between policy and solutions. Within LCRDM, experts work together to put RDM subjects on the agenda that are too big for one institute to tackle and therefore necessitate a national plan of action. To that end, LCRDM brings together research support services, policy makers, ICT specialists, managers of diverse research institutes and research funding organizations. More information about LCRDM can be found on the website: <https://www.lcrdm.nl/>.

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You are about to begin the survey. It consists of 18 questions (closed, multiple choice, and open-ended questions). Completing the survey takes approximately [XX] minutes. To form an impression of the diversity that exists among data professionals, we kindly ask you to fill in your job title and place of employment as well as answering some personal questions. To draw meaningful conclusions from this questionnaire, we need as many respondents as possible. Therefore we ask you to put forward the names of other colleagues we could approach to broaden and enhance our survey.

After answering all the questions please click 'send' to submit your answers. The anonymized results of the survey will be made available on the LCRDM platform.

We kindly thank you for your response!

On behalf of the task group Data Stewardship

## Questionnaire Data stewardship

What are the current needs of Dutch research institutes in the field of research data management support?

Questions 1 through 16 are concerned with research data management support and the **organization** where you work.

1. According to your knowledge, which of the following research data management support tasks are currently available /being implemented in your organization?  
*(tick the appropriate boxes in column 1 /multiple answers are possible)*
2. In your opinion, which of the following research data management support tasks **should be available/implemented** in your organization?  
*(tick the appropriate boxes in column 2 /multiple answers are possible)*

	Support with:	1. Currently available	2. <b>Should be made available</b>
1.	Writing a DMP		
2.	Data identification		
3.	Data creation		
4.	Data retrieval		
5.	Data access		
6.	Data curation		
7.	Data preservation		
8.	Data validation		
9.	Data integration		
10.	Data standardization		
11.	Data management		
12.	Meta data		
13.	Data cleaning		
14.	Data storage		
15.	Assigning persistent identifier (PI)		
16.	Data archiving		
17.	Data processing		
18.	Making data findable		
19.	Data engineering (scripts)		
20.	Data sharing		
21.	Checking legal requirements		
22.	Checking ethical requirements		

23.	Checking requirements of research funders		
24.	Protecting scientific integrity		
25.	Other, namely: .....		
26.	Other, namely: .....		
27.	Other, namely: .....		
28.	Other, namely: .....		

3. a. **According to you**, which of the following qualities, responsibilities and skills should a person with the role 'data steward' possess?

*(tick the appropriate boxes /multiple answers are possible)*

1=totally disagree, 2=disagree, 3=neutral, 4=agree, 5=fully agree	1	2	3	4	5
Propagates Open Science					
Propagates FAIR data					
Builds custom software and apps					
Builds databases and data warehouses					
Adjusts research workflow tools					
Facilitates data collection					
Defines data and metadata					
Produces data					
Uses and analyses data					
Takes care of data control					
Takes care of data cleaning					
Develops and/or provides training about data management					
Supports researchers					
Can act as a consultant on data (management)					
Is responsible for data					
Is accountable for data					
Is in control of (specific) data flow					
Collaborates with other organizations and departments throughout the research					
Uses available expertise and recommended infrastructure					

b. Other, namely:.....

4. Is 'data steward' a specific function in your organization?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

- a. If so: In which departments of your institution are data stewards active or are data stewardship tasks taken up?

*(tick the appropriate boxes/multiple answers possible)*

<input type="checkbox"/>	Department for research data support
<input type="checkbox"/>	Library

	ICT department
	Other central department
	Per faculty/department
	Per project/programme
	Other (proceed to question 4b)
	None
	Unknown

b. Other, namely: .....

5. Has your institution posted vacancies for the position of data steward during the past 12 months?

	Yes
	No

6. Has your institution posted vacancies during the past 12 months in which research data management support tasks – as mentioned under question 1 and 2 – were part of the job description?

	Yes
	No

a. If so: what were the functions in question?

1	
2	
3	
4	

- b. May we contact you to gain insight in the job description text for the vacancy?  
If you consent, please mail your particulars to the LCRDM email address specified after question 18.

7. In your institute which departments have data support tasks?  
(tick the appropriate boxes/multiple answers possible)

At central departments:

	Department for research support or research data support
	Library
	ICT department
	Other central department
	Other
	None
	Unknown

Other, namely: .....

At central departments:

<input type="checkbox"/>	Per faculty/department
<input type="checkbox"/>	Per project/programme
<input type="checkbox"/>	Other
<input type="checkbox"/>	None
<input type="checkbox"/>	Unknown

Other, namely: .....

8. Is there a central point of contact within your institution for questions about data stewardship? For example, this might be a central department, a desk or network.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

a. If so, which? .....

9. How is research data management support financed within your organization? *(tick the appropriate boxes / multiple answers possible)*

<input type="checkbox"/>	Centrally, through the institution/organization
<input type="checkbox"/>	Per faculty/department
<input type="checkbox"/>	Per project/programme
<input type="checkbox"/>	Other
<input type="checkbox"/>	None
<input type="checkbox"/>	Unknown

Other, namely: .....

10. Is there a defined policy for research data? *(tick the appropriate boxes / multiple answers possible)*

<input type="checkbox"/>	Centrally, through the institution/organization
<input type="checkbox"/>	Per faculty/department
<input type="checkbox"/>	Per project/programme
<input type="checkbox"/>	Other
<input type="checkbox"/>	None
<input type="checkbox"/>	Unknown

Other, namely: .....

11. Have procedures been defined for research data? *(tick the appropriate boxes / multiple answers possible)*

<input type="checkbox"/>	Centrally, through the institution/organization
<input type="checkbox"/>	Per faculty/department
<input type="checkbox"/>	Per project/programme
<input type="checkbox"/>	Other
<input type="checkbox"/>	None
<input type="checkbox"/>	Unknown

Other, namely: .....

12. Have roles and responsibilities been defined for research data? *(tick the appropriate boxes/multiple answers possible)*

<input type="checkbox"/>	Centrally through the institution/organization
<input type="checkbox"/>	Per faculty/department
<input type="checkbox"/>	Per project/programme
<input type="checkbox"/>	Other
<input type="checkbox"/>	None
<input type="checkbox"/>	Unknown

Other, namely: .....

13. Have quality requirements been formulated for research data? *(tick the appropriate boxes / multiple answers possible)*

<input type="checkbox"/>	Centrally through the institution/organization
<input type="checkbox"/>	Via a faculty/department
<input type="checkbox"/>	Per project/programme
<input type="checkbox"/>	Other
<input type="checkbox"/>	None
<input type="checkbox"/>	Unknown

Other, namely: .....

14. Have quality requirements been formulated for staff who offer research data management support? *(tick the appropriate boxes/ multiple answers possible)*

<input type="checkbox"/>	Centrally through the institution/organization
<input type="checkbox"/>	Via a faculty/department
<input type="checkbox"/>	Per project/programme
<input type="checkbox"/>	Other
<input type="checkbox"/>	None
<input type="checkbox"/>	Unknown

Other, namely: .....

15. Are there any developments in the field of research data management currently taking place in your institution/organization?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

- a. If so: which developments?

.....

16. Are there topics not mentioned here that you would like to see raised in this questionnaire about data stewardship and research data management support?

.....

Questions 17 and 18 concern your personal situation.

17. Which description best describes your role?

<input type="checkbox"/>	Research (data) support coordinator
<input type="checkbox"/>	Research (data) support employee
<input type="checkbox"/>	Researcher
<input type="checkbox"/>	Other

18. For which institute do you work?

	AMC
	Avans Hogeschool
	Breda University of Applied Sciences
	Business School Notenboom
	Capabel Hogeschool
	Christelijke Hogeschool Ede
	DANS
	De Haagse Hogeschool
	Erasmus MC
	Erasmus Universiteit
	Eurocollege Hogeschool (Amsterdam, Rotterdam, Utrecht, Eindhoven)
	Fontys Hogescholen Zuid Holland
	Hanzehogeschool Groningen
	HAS Hogeschool (Den Bosch, Venlo)
	HBO Drechtsteden
	Hogeschool Dirksen
	Hogeschool HBO Neerland
	Hogeschool Inholland
	Hogeschool Leiden
	Hogeschool Luzac
	Hogeschool NCOI_HBO-opleidingen voor werkend Nederland
	Hogeschool NOVI
	Hogeschool NTI
	Hogeschool Rotterdam
	Hogeschool Tio
	Hogeschool Utrecht
	Hogeschool van Amsterdam
	Hogeschool van Arnhem en Nijmegen (HAN)
	Hogeschool Windesheim (Flevoland, Zwolle)
	HZ University of Applied Sciences
	Inter College Business School
	ISBW
	KNAW Royal Netherlands Academy of Arts and Sciences (KNAW)
	LOI Hogeschool
	LUMC
	Maastricht UMC+
	Maastricht University -
	New School for Information Services
	NFU Netherlands Federation of University
	NHL Stenden Hogeschool



	NWO Netherlands Organisation for Scientific Research (NWO)
	NWO: Funding for general research
	Open Universiteit
	Open Universiteit
	Radboud UMC
	Radboud Universiteit
	Rijksuniversiteit Groningen
	Saxion Hogescholen
	Schoevers
	SIG Werkgroep Veilige Datakoppeling SURF
	Tilburg University
	TNO Netherlands Organisation for applied scientific research (TNO)
	TU Delft
	TU Eindhoven
	UKB: Cooperative University Libraries and National Library of the Netherlands
	UMC Groningen
	UMC Utrecht
	Universiteit Utrecht
	Universiteit van Amsterdam
	Universiteit van Twente
	Universiteit voor Humanistiek
	Van Hall Larenstein
	VH Netherlands Association of Universities of Applied Sciences (VH)
	Vrije Universiteit
	VSNU Association of Universities in the Netherlands (VSNU)
	VUmc
	Wageningen University & Research
	YoungCapital Academy
	ZonMW: Funding for health research
	Zuyd Hogeschool (Maastricht, Heerlen, Sittard)
	anders

This was the last question. Thank you for completing the questionnaire!

Are you available for a more in depth interview (max 1 hour at your institution or by phone) or request the job description text used for posting a vacancy - please send an email to [ingeborg.verheul@surfsara.nl](mailto:ingeborg.verheul@surfsara.nl)?

If you have (a) colleague(s) who are also interested in filling in the questionnaire, please send the link to these person(s).

To submit your answers, don't forget to press 'sent'.