

Don't Let Your Data Manage You!



HARVARD MEDICAL SCHOOL | DATA MANAGEMENT WORKING GROUP | DATAMANAGEMENT.HMS.HARVARD.EDU

DMWG

The Harvard Medical School (HMS) Data Management Working Group (DMWG) was established in response to identified unmet needs in biomedical research in the HMS community.

The DMWG represents a variety of expertise: management of high-throughput screening and image data, information technology and research computing, educational programming, and library sciences.

Regular open community meetings are held the first Thursday of every month for Longwood Medical Area affiliates interested in research data management.

SUBGROUPS

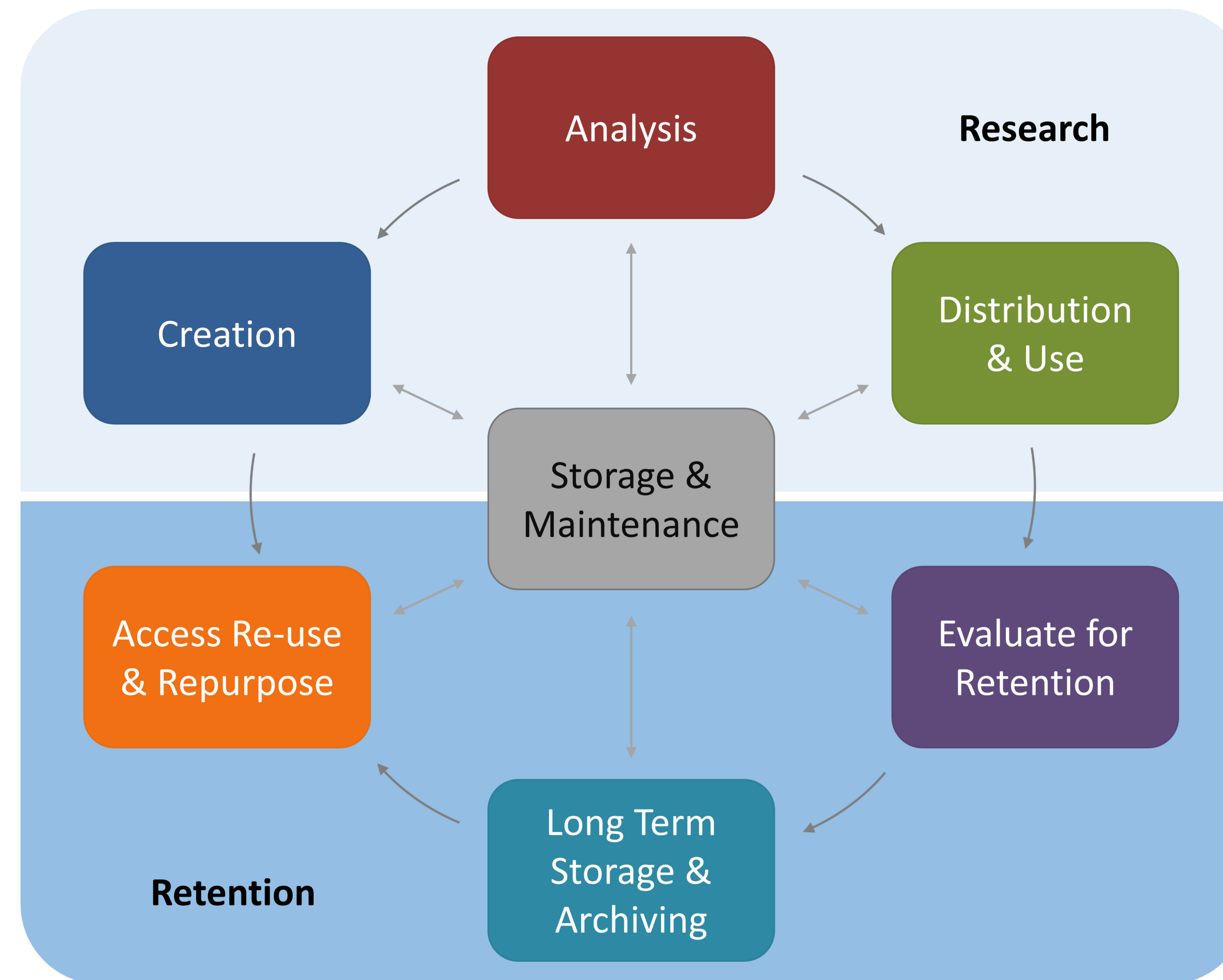
Subgroups tackle distinct projects and goals such as offering a variety of educational opportunities, developing resources reflecting current Research Data Management (RDM) approaches, aggregating resources, and providing a forum for questions and feedback from the research community.

Subgroups include:

- Data Management Plans Subgroup
- Electronic Lab Notebooks Subgroup
- Harvard Biomedical Data Management Website Subgroup
- Outreach and Training Subgroup
- Real World Applications of the Data Lifecycle and Metadata Integrations Subgroup



Worried About Your Data?



We Are Here to Help!



Visit our website: datamanagement.hms.harvard.edu

Sign up for our newsletter: bit.ly/dmwg-news

Email us: contact_dmwg@hms.harvard.edu

RELEVANT RESOURCES

The matrix table compares Electronic Lab Notebook (ELN) options, helping researchers identify appropriate solutions.

Features	Specifications																
	Benchling	Biovia	Confluence	DocuLab	ECL	ELDG	Evernote	Exemplar	Findings	Hivebench	IDS	LabArchives	LabCollector	LabWare	LabVantage	LabVantage	
Interoperability																	
Workflow Interface Design																	
Auto Metadata Harvest																	
Search Functionality (can search across file formats and beyond types)																	
Ability to manipulate files and images																	
Support for multiple open workflows																	
Ability to link out																	
Support for Researcher Documentation																	
Hyperlink support																	
Metadata Creation Prompts																	
Rights Management (Stratagem)																	
Product Integration																	
Adaptability to Lab workflows																	
Accounts/Permissions Levels																	
Import Data Strategy																	
Adaptability to a Variety of Workflows																	
Compatibility with existing tools																	
Windows Compatible																	
Macintosh Compatible																	
Linux Compatible																	
Android Compatible																	
iOS Compatible																	
Storage																	
Cloud Storage																	
Local Storage																	
Hybrid (Internal/Cloud) Storage																	
Versioning																	
File Redundancy																	
Creates stable URLs or persistent identifiers for access																	
Can compressed data across the data lifecycle																	
Storage Capacity - Users																	
Storage Capacity - Max File Size																	

The RDM Onboarding Checklist serves as a general guide for employee/trainees as they join a new lab or begin new projects. The RDM Offboarding Checklist is designed to guide the knowledge transfer process.

RESEARCH DATA MANAGEMENT OFFBOARDING CHECKLIST

Employee/Trainee Lab Offboarding

This document serves as a general, research data management-focused guide to employee/trainee lab offboarding and should be reviewed as an employee or trainee leaves a research group. We suggest utilizing this checklist in conjunction with the [RDM Onboarding Checklist](#), as offboarding procedures should be planned for early in the research process. Internal and external links have been provided throughout the document as supplementary resources, including a glossary of terms. For additional assistance with terminology, visit [Data Management Terminology](#). If viewing this document in a paper format, you can access the digital copy on the Harvard Biomedical Data Management website: <https://datamanagement.hms.harvard.edu/rdm-on-offboarding-checklist>.

Planning	1) Create, Refer to, and Update a Knowledge Transfer File:	External Knowledge Transfer File Resources:
	Having carried out biomedical research, you have produced and/or acquired reagents and datasets, developed and used experimental and data analysis methods, and accumulated other important research records. To ensure long-term accessibility and facilitate reuse of your reagents, data, and methods by colleagues, it is important to create a descriptive <i>Knowledge Transfer File</i> with relevant metadata. Refer to this document throughout the offboarding process. <ul style="list-style-type: none"> Your scientific advisor, lab manager or department administrator may 	<ul style="list-style-type: none"> • New York University • Central Washington University • University of Florida

TRAINING

Members of the Data Management Working Group offer events, classes, and workshops aimed at educating researchers in data management best practices.