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Effingerstrasse 15, PO Box
3001 Bern
www.swissuniversities.ch

Programme Open Science I, Phase B – ORD 2022–2024

B5.3 Establishment of a network for data stewardship

Project application form

Please complete one application form per project and submit it electronically, along with the completed project budget form, by **15 June 2023** to:

open-science@swissuniversities.ch.

The subject line of the e-mail must state the following: "Action line B5.3:" and the proposal's short title.

Only applications that comply strictly with the [application guidelines](#) and the PgB guidelines ([English](#) | [German](#) | [French](#)) will be considered.

1. General information

Project title: Swiss Research Data Support Network

Acronym* (short title) of the project: SRDSN
**max. 20 characters*

Submission deadline: 15 June 2023

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No.	Participating institution(s)
1	Applicant institution (= <i>leading house</i>) Universität Bern
2	Partner institution (if applicable) University of Basel
3	Partner institution (if applicable) University of Zürich
4	Partner institution (if applicable) Università della Svizzera italiana
5	Partner institution (if applicable) University of Applied Sciences and Arts of Southern Switzerland
n	Partner institution(s) (if applicable) Zurich University of Applied Sciences --- École polytechnique fédérale de Lausanne Swiss Institute of Bioinformatics Haute école pédagogique du canton Vaud Swiss National Data and Service Center for the Humanities Swiss Centre of Expertise in the Social Sciences

Total project costs (in CHF)

336'632

Total federal contributions requested (in CHF)

132'770

Distribution of the federal contributions by participating institution (in CHF)

Universität Bern	45'994
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University of Basel	31'776
University of Zürich	12'000
Università della Svizzera italiana	8'000
University of Applied Sciences and Arts of Southern Switzerland	13'000
Zurich University of Applied Sciences	22'000

Start date of project 01/01/2024

(1 December 2023 at the earliest)

End date of project 31/12/2024

(31 December 2024 at the latest)

Project management

First & last name: Dirk Verdicchio

Academic title: Dr.

Role: Head Open Science

Institution: University Library of Bern

Address: Hochschulstrasse

Postal code, location: 3012 Bern

Phone: +41 31 634 95 95

E-mail: dirk.verdicchio@unibe.ch

2. Information specific to the project

Project description (abstract), max. 2000 characters¹

With the support of 31 institutions, the Swiss Research Data Support Network (SRDSN) project aims to establish a robust and inclusive research data support community in Switzerland. It will facilitate collaboration, knowledge sharing, and best practice development among research data professionals from various disciplines and institutions, including libraries, IT services, core facilities, and research management offices. SRDSN builds on and expands an existing research data support network and the SwissDS-ENV project. It will serve as an organizational framework, facilitating the formation of specialized nodes that address specific areas of research data management starting with a node for Data Stewardship coordinators that will be established during the project.

¹ This abstract will be published on the public website of the Open Science Programme.

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Through regular meetings, both at the level of the overall network and the nodes, members will have a platform to discuss relevant topics and share expertise. In doing so it promotes professionalization and specialization of research data management support in Switzerland. To enhance visibility and external communication, SRDSN will establish a visual identity, a dedicated website, and a contact address. To organize efficient information exchange, knowledge sharing, and coordination among network members the technical tools will be provided.

The sustainability and the character of an inclusive community will be ensured by establishing a good governance, entailing rules for membership, an ethics code, and a memorandum of understanding. In addition, a sounding board will be established consisting of researchers and other stakeholders relevant to research data management. The sounding board will help to secure a strategic positioning with the national and international research data landscape.

The project will address the international alignment directly by establishing contact to international initiatives and organizations, inviting relevant persons to events, and promoting international cooperation.

Structure and content of the planned data stewardship network

Describe what the planned data stewardship network will look like.

FAIR and Open Research Data are crucial elements of Open Science practices. For this purpose, research institutions in Switzerland have established various forms of support for research data management on a local level. Different units within the institutions, such as libraries, IT services, core facilities, and research management offices, collaborate to provide effective support for robust research data management. To offer such research data management support, it is essential to consider the diverse perspectives and tasks not in isolation but through close coordination and collaboration. This applies to collaboration both within and across institutional boundaries. Only through cooperation and exchange can good practices and standards be developed to professionally support researchers with research data management. In response to the need for cooperation and knowledge exchange, an informal network for research data management supporters was initiated in 2019. The network convenes approximately twice a year and consists of over 100 professionals from various disciplines and institutions who are involved in supporting research data management in their professional capacities.

Given the opportunity presented by Call B5.3 "Network for Data Stewardship", with 31 institutions we propose the project "Swiss Research Data Support Network" (SRDSN) that builds on and expands the existing research data support network and the SWISSDS-ENV project. The SRDSN will be the organizational setting that promotes professionalization and specialization of research data management support. As a general network, the SRDSN provides the organizational framework and the necessary structure for specific sub-networks or nodes, while ensuring that there will be an exchange between these nodes, the overarching network, and national stakeholders. A specialized thematic network for Data Stewardship Coordinators is the 1st of such nodes that will be created within the SRDSN during the project. The experiences gained from the creation of this first node will ultimately inform the SRDSN about its approach regarding the establishment of future nodes.

The SRDSN aims to foster an inclusive and vibrant research data support community in Switzerland, where expertise is shared, challenges are addressed collaboratively, and best practices are developed and disseminated. By creating a strong network with effective communication and collaboration mechanisms, the network members can collectively work towards advancing research data management practices and promoting open science principles across the country.

The members of the overarching network and its nodes collaborate as a managed community, which means that participation is voluntary, based on openness, diversity, and cooperation. Regular meetings are held for both the overall network and the nodes. The meetings of the overall network serve as a platform for discussing various topics and reporting on the progress from the nodes. The nodes can take the form of working groups, focusing on specific issues and tasks. The 1st node will be focusing on data stewardship coordination. The Data Stewardship Coordination node provides a forum in which specific questions and requirements concerning the coordination of data stewards can be discussed and where they can exchange issues, knowledge, and resources in order to create synergies among HEIs in Switzerland.

To enhance visibility and external communication, a website and contact address will be established. Communication channels and infrastructure will be created to facilitate communication and collaboration within the network. These tools will enable efficient information exchange, knowledge sharing, and coordination among network members.

Describe the overall management of the proposed data stewardship network. What structures will be put in place to ensure that partners and users have an appropriate role in decision-making processes?

To ensure appropriate participation and decision-making processes within the proposed Swiss Research Data Support Network (SRDSN), several structures will be put in place to involve partners and users effectively:

- **Membership:** All research data professionals can join the Swiss Research Data Support Network (SRDSN). An affiliation with a Swiss higher education institution or research institute and a role in RDM is mandatory. Interested parties can contact the organization committee (OC) about membership. Anyone with a role in data stewards' coordination can simultaneously join the pilot node Data Stewards Coordinator node.
 - **Coordination:** The SRDSN will be coordinated by an organization committee (OC) consisting of 5 to 10 active members from the network and a representative from each node. Those interested in joining the OC can express their interest and motivation to the existing OC members, and admission will be determined by a vote. The prerequisite is that the necessary working time can be invested. The OC will aim for representation from different institution types, language regions, and stakeholder groups. The management of the first pilot node Data Stewards Coordinator Network will be determined during the project phase.
 - **Decision-Making:** Important decisions regarding the SRDSN's future and development will be made through a voting process with all members. The OC will establish voting procedures, and decisions will require a two-thirds majority vote. The decision-making processes will be worked out in detail during the course of the project.
 - In addition, a Sounding Board will be established to advise the OC on new node creation and strategies. The Sounding Board consists of researchers, research managers, and funding agencies. The exact composition will be determined in the project.
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- In addition to the overall network management, the SRDSN will establish specialized sub-networks or nodes. The first node will focus on data stewardship coordination. The specific structure and management of these nodes will be defined within the SRDSN framework, ensuring their alignment with the network's goals. The OC and network members will closely collaborate with the nodes, providing appropriate roles in decision-making processes at the network level.

How will the project achieve the objectives of Action line B5.3 of the [Swiss National ORD Strategy](#) and [Action Plan](#)?

The ORD strategy and action plan stress the need for knowledge exchange, networking, and collaboration between data stewards across institutions in Switzerland, as well as the need for international cooperation. To address these points, the SRDSN will bring together seasoned ORD and RDM specialists from different institutions with newcomers to the fields (esp. future data stewards) in order to provide opportunities for everyone to exchange good practices, to share or request expertise, and to collaborate. The SRDSN is open to all Swiss research institutions and HEIs. The possibility of creating new nodes also provides the chance of addressing specific topical needs.

Collaboration and alignment with existing similar networks of data professionals (e.g., NFDI in Germany, DCC- IN in the Netherlands) will be addressed in a specific work package of the project.

How will the planned network proactively establish and promote inter-institutional exchange on the topic of data stewardship?

The planned network will proactively establish and promote inter-institutional exchange on the topic of data stewardship through various mechanisms and activities. These initiatives will aim to foster collaboration, knowledge sharing, and the development of best practices among participating institutions. Here's how the network will achieve this:

- **Regular Meetings:** The network will organize regular meetings, both at the overall network level and within the specific nodes, including the Data Stewardship Coordination node. These meetings will provide a platform for representatives from different institutions to come together, share their experiences, discuss challenges, and exchange ideas related to data stewardship.
 - **Nodes:** The network establishes collaborative groups (nodes, sub-networks) focused on specific aspects of research data management and data stewardship. These nodes will consist of representatives from multiple institutions who have a shared interest or expertise in a particular area. By working together, these groups will develop and promote best practices, guidelines, and standards, fostering inter-institutional exchange and cooperation. Where applicable, the nodes will aim to collaborate with discipline-specific national and international initiatives and organizations. As mentioned before, the 1st node will be on data stewardship coordination.
 - **Communication and Information Sharing:** The network will establish communication channels and infrastructure to facilitate information sharing and collaboration among participating institutions. This will include a website, communication channels as chat and collaboration platform.
 - **Knowledge Exchange Events:** The network will organize workshops and training sessions focused on the different areas of research data management and data stewardship. By actively promoting these events and encouraging participation from different institutions, the network will facilitate inter-institutional exchange and create a community of practice for research data management.
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How will collaborations be initiated within the network as well as with other relevant actors in the field of data stewardship outside the network?

- As described above the overall network guarantees an institutionalized, continuous exchange between members on relevant topics.
- SRDSN will actively seek dialogue and partnerships on shared topics with other existing networks as the Swiss reproducibility network, Swiss Clinical Trial Organisation, Swiss Personal Health Network, Network ICT Services for Higher Education, EnhanceR by inviting them as guest speakers, organizing joint workshops and events.
- The network will also encourage participating in existing working groups (i.g. RDA) and actively seek exchange and transfer of knowledge between the SRDSN and the working groups.
- The Sounding Board helps to establish and maintain communication and collaboration with relevant external organizations in Switzerland.
- The website will guarantee that broad information about the SRDSN activities is publicly available and will provide contact information for anybody interested. The website will guarantee that broad information about the SRDSN activities is publicly available and will provide contact information for anybody interested.

How will the needs of different institutions, types of higher education institutions, and research communities be considered and included in the network?

The basic idea of SRDSN is a management community based on openness, diversity and inclusion, but also with the possibility to cover specific interests and needs. This is already shown by the application with its many and diverse partners and supporters.

Membership in the network will remain open to members of all HEIs and research institutions. Members are actively encouraged to report on their specific needs in the joint meetings. All SRDSN members are explicitly invited to participate in the program planning.

How will the network be made available to institutions in the research and higher education landscape as the competent body for questions regarding data stewardship?

The network will establish itself as a competent body on research data management support and data stewardship in the research and higher education landscape. It will provide the following resources:

- Website: The website will offer information, news, and resources on data stewardship.
 - Pool of Experts: The SRDSN consists of experts in the field of RMD support and can be contacted for advice and support.
 - Best Practices and Standards: The network, in particular the nodes, will promote and share best practices and standards.
 - Workshops and Training: Institutions can participate in workshops and training sessions.
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How will the new network integrate itself into the existing landscape in Switzerland?

The SRDSN is based upon and extends the pre-existing research data support network (established 2019) that so far has members from almost every HEI in Switzerland. During the preparation process of the project proposal, other national institutions such as DaSCH, FORS and SIB were added. Potential members from HEIs that are not yet represented in the network will be proactively approached to explore opportunities for participation (see above). Thus, the network will be an open platform for exchange and collaboration for all interested parties within the existing RDM and ORD landscape in Switzerland.

How will medium- and long-term international alignment be ensured?

In order to guarantee the mid- and long-term alignment and collaborations with international initiatives and organizations, we will do the following:

- Create a landscape analysis of existing international partnerships of CH institutions and ensure knowledge transfer.
- Identify relevant international research data support and data stewardship initiatives.
- Inform the members of SRDSN about the scope, the activities and the advantages of the international initiative and encourage participation in international initiatives and working groups, i.g. RDA.
- The SRDSN will also invite speakers of relevant international initiatives in order to establish dialogue and collaboration.

Describe the promotion and communications plan to ensure the future positioning of the network at the national and international level.

The SRDSN will actively position itself at the national and international level with the following measures:

- Branding: The SRDSN will create a distinctive logo and visual elements for the website. The logo will be consistently used across all communication channels to create a recognizable image.
- Website: A dedicated website will be created to serve as the primary online communication platform for the network. The website will provide comprehensive information about the network's mission, objectives, activities, and resources.
- Social Media: The network will be present on Mastodon and will share updates, promote network activities, and initiate discussions.
- Networking and Collaboration: The network will actively seek collaborations and partnerships with national and international organizations, institutions, and networks.
- Stakeholder Engagement: SRDSN will communicate with stakeholders (e.g., swissuniversities, Swiss Academies of Arts and Sciences, SNF, SLiNER, etc.). SRDSN will also seek feedback and input from the Sounding board and stakeholders to ensure their needs and perspectives are considered.
- Events and Workshops: SRDSN will organize workshops, webinars, and training events to promote knowledge sharing, capacity building, and networking. The network will actively participate in relevant conferences and symposiums to present its achievements and engage with the wider communities.

What are the expected benefits for the following target groups: swissuniversities members, their partners, the Swiss scientific community, and society at large?

- Swissuniversities members and their researchers will benefit from enhanced research data management support. SRDSN will provide a platform for sharing best practices, expertise, and resources among member institutions. It will facilitate collaboration and coordination, leading to more efficient and effective research data management processes.
- Swissuniversities as an organization will benefit by having a competent counterpart for questions regarding RDM, RDM support. SRDSN brings together the Swiss RDM support professionals and enables an alignment of standards and practices across institutions. This will support the implementation of the Swiss ORD strategy.
- The SRDSN and its activities are an important contribution to the implementation of good RDM practices, which in turn promote more transparent, more reproducible, and more impactful research that serves the public good. The network also serves society by efficiently pooling and coordinating knowledge across institutions which is a better and more responsible use of public funding.
- Due to the international cooperation of SRDSN, it will be guaranteed that Swiss research institutions are linked to the international developments in research data management and Open Science.

How will you promote gender and cultural diversity?

The SRDSN is designed to enable the inclusion and participation of members of many and diverse institutions and roles. This requires creating an environment that also adequately addresses gender and cultural diversity. With this in mind, we will formulate an appropriate code of ethics for collaboration in the network.

With knowledge of the CARE principles (<https://www.gida-global.org/care>) and the issues of diversity, sovereignty, and vulnerability inherent in research data, we will incorporate issues of gender and cultural diversity into the network's ethical code of participation and its program planning.

Please specify the strategic and financial sustainability of the data stewardship network and its further implementation after 2024, in accordance with the stated objectives.

As a network that seeks the broadest possible inclusion and participation, the barriers to membership should be as low as possible. Therefore, membership fees should be avoided. To ensure the strategic and financial sustainability without the need for continuous funding, the following considerations will be taken into account:

Strategical Sustainability:

- Collaboration and Partnerships: SRDSN establishes long-term partnerships and collaborations between the institutions that contribute to the sustainability of the network.
- Institutional integration: The SRDSN will seek institutional support and integration of the network within participating organizations through the signing of Memoranda of Understanding.

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- **Governance Structure:** The SRDSN establishes a governance structure that outlines decision-making processes, roles, and responsibilities. This structure should enable effective coordination and ensure the network's long-term sustainability beyond the project phase.

Financial Sustainability:

- **Resource Optimization:** In order to minimize the need for additional funding SRDSN will use the existing resources and expertise of network members in their respective roles. Additionally, the network will use free and open source solutions for the development of network infrastructures.
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Project organisation and plan

Describe the structure of the project (using a PERT diagram, if desired). Please explain how this project structure optimally achieves the objectives of the network.

The project Swiss Research Data Support Network (SRDSN) aims to establish a robust and inclusive research data support community in Switzerland. The project's organization and structure mirrors this goal. The project brings together research data professionals from 31 institutions, including data stewards and coordinators. All of them are either already involved in the existing networks, or will join the SRDSN.

With seven work packages implemented collaboratively, the basis will be set for a common and broad sustainable network.

1.) Project organization and roles

Project partners:

The project consists of 31 project partners, in addition to the Swiss HEIs, DaSCH, FORS and SIB also join in.

- **Project Applicants:** 11 institutions apply with the present proposal. 6 institutions contribute time and money and apply for a federal contribution, 5 institutions will contribute time and money without applying for federal contribution. The 11 applicants guarantee with their contribution the realization of the project's objectives.

- **Project supporter:** 20 institutions support the project with a Letter of Support and are willing to participate actively in the project.

With the goal of creating an open and inclusive network, all project partners are welcome to participate according to their means and capabilities.

Project lead:

- The University of Bern is leading the project.

Project management board:

- The project management board coordinates the overall project and will consist of members from the University of Basel, University of Bern and University of Zürich.
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- In addition to coordinating the overall project, they will meet regularly with the work package leaders to ensure smooth coordination between the work packages and to ensure that the various working steps, milestones and deliverables are well aligned. They will also keep all project partners informed of project progress and ensure the overall spirit of creating an inspiring community together.

Work package lead:

- Each work package is led by one institution.
- The work package leads are responsible for ensuring that the partners collaborate to achieve the objectives of each Work Package.
- They ensure collaboration and alignment of their work package with the progress of the other work packages.

Work package teams

- Each work package is carried out jointly by several institutions. In addition to the research data professionals of the applicant institutions, the affiliated project partners are involved in order to achieve the respective goals in the most collaborative way possible.
- All project partners are involved in key deliverables and decisions that affect the entire network

2.) Work packages

To reach the main objectives of the project, the project is divided into seven work packages:

WP 1: Project Lead & Coordination, UniBE (Lead), UniBAS, UZH

WP 2: Governance and sustainability, UniBE (Co-Lead), UniBAS (Co-Lead), UZH, USI, EPFL, FORS, SUPSI, DaSCH

WP 3: Coordination SRDS Network 2024 and website content, UniBE (Co-Lead), UniBAS (Co-Lead), SUPSI, USI, ZHAW, EPFL, UZH, HEPL, DaSCH, affiliated institutions: UniGe, BFH, UniL

WP 4: Node: Data Stewardship Coordination Network, UZH (Lead), UniBE, FORS, ZHAW, DaSCH, affiliated institutions: PHTG, PHBern, UniGE, UNIL

WP 5: Technical infrastructure: internal communication & collaboration, FORS (Lead), ZHAW, UniBas

WP 6: Technical infrastructure: website, ZHAW (Lead), UniBE

WP 7: International alignment, SIB (Lead), UniBAS, SUPSI, DaSCH, UniBe

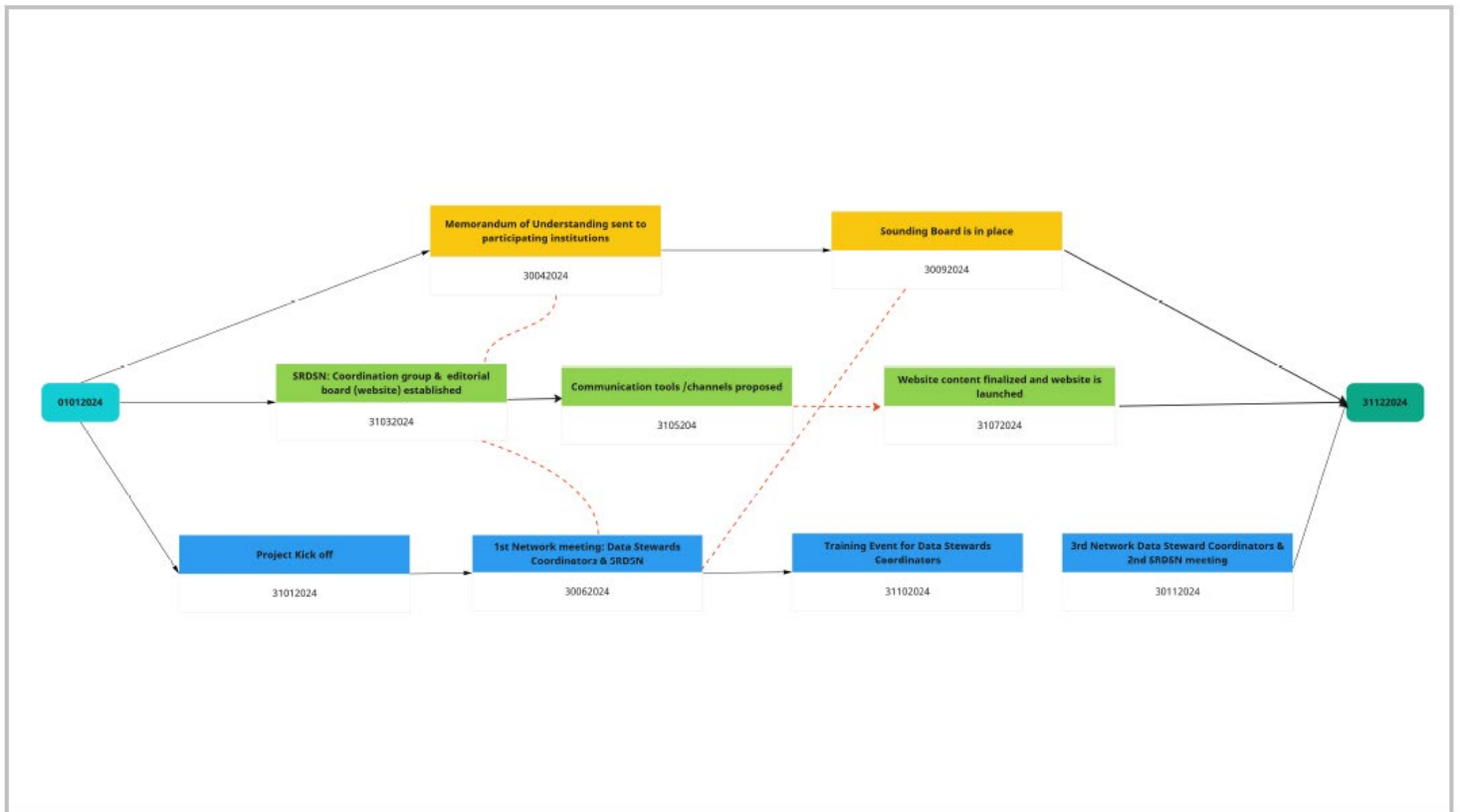
The work packages start in parallel and have only few dependencies.

Dependencies exist in two cases:

- 1.) The implementation of internal and external communication channels must be coordinated with the creation of web content and documentation plans regarding the networks internal materials.
- 2.) The results of WP 2 affect the network as a whole and they must be coordinated with all project partners.

To sum up:

Since we are already starting the project as a network, and have aligned the project results with the project duration, and will work collaboratively, in parallel, and in coordination with each other, it is ensured that we will be able to achieve the objectives of the network in 2024.



Please complete the following work packages. Only the work package “project coordination” is mandatory. Partner no. 1 (= the leading house in the project) is by default responsible for this work package.

Work package no. 1				
Title	Responsible partner	Effort (PM ²)	Start (month)	End (month)
Project coordination	Leading house	UniBE 2.0 UniBAS 0.5 UZH 0.4	M1	M12
Objectives and description of the tasks and roles of the partners for each task:				
The project management board will undertake the project management, including the coordination of the several work packages, the internal and external communication of the project and the alignment with related projects and initiatives.				

² PM means person/month, the unit of measurement for workload.

<p>Task 1: Coordination</p> <p>Administrative management of the project</p> <p>Meetings with the project management board, consisting of work packages leaders, bi-monthly</p> <p>Meetings with all project members, three times during the project year 2024</p> <p>Alignment of activities across the work packages to ensure the overall project deliverables</p> <p>Keep an overview of the project activities; monitor and mitigate potential risks</p> <p>Alignment with SwissDS-ENV</p> <p>Handover overall coordination to the SRSDN organization committee (OC) at the end of the project</p> <p>Task 2: Communication</p> <p>Develop and coordinate an overall communication plan for the entire project</p> <p>Continuous communication with all project members</p> <p>Continuous communication with program coordination swissuniversities</p> <p>Communication and dissemination to target groups (institutions running RDM services and data stewardship programs)</p> <p>Handover overall communication to the SRSDN OC at the end of the project</p> <p>Task 3: Reporting</p> <p>Final report and financial report at the end of the project</p>
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Work package no. 2				
Title	Responsible partner(s)	Effort (PM)	Start (month)	End (month)
Governance and sustainability	UniBE (Co-Lead)	1	M1	M12
	UniBAS (Co-Lead)	1		
	UZH	0.2		
	USI	0.9		
	EPFL	0.3		
	FORS	0.3		
	SUPSI	0.3		
	DaSCH	0.2		
<p>Objectives and description of the tasks and roles of the partners for each task:</p> <p>The objective of this work package is to establish structures and processes that ensure transparent coordination, growth and decision-making within SRDSN. It aims to develop policies that clarify membership, promote ethical behaviour and diversity. It will set up an organizational structure that enables the creation of future nodes. It will also collect feedback from an international expert. Furthermore, the work package will propose the creation of a sounding board that helps to ensure long-term sustainability and strategic positioning of the SRDSN.</p> <p>Task 1: Membership, inclusion and sustainability: Set up processes for the inclusion of new members and institutions, in coordination with WP 3</p>				

Define the role, composition and admission modalities of the organization committee (OC) and define roles within the OC, together with WP3
 Define roles of network members, together with WP3
 Developing an ethics code and a memorandum of understanding for participating in the network
 Evaluation and feedback on the network with an international expert on data stewardship and RDM networks, e.g. Marta Teperek (TU Delft) and discussion with all project members during the 2nd meeting.
 Setting up a sounding board, including researchers and different stakeholders relevant to research data management support as SNSF, swissuniversities, Swiss Academies of Arts and Sciences
 Establish collaboration of SRDSN and Sounding Board, together with WP3

Task 2: Developing future nodes:
 Setting up procedures for the creation of new nodes in collaboration with WP4
 Drafting objectives and deliverables of future nodes and their relation to SRDSN as a whole
 Setting up a shared communication and documentation plan for SRDSN and nodes, together with WP 3, 4, 5, 6 Establish and prioritize a backlog of potential future nodes

Work package no. 3					
Title	Responsible partner(s)	Effort (PM)	Start (month)	End (month)	
Coordination SRDSN network 2024 and website content	UniBE (Co-Lead)	1.5	M1	M12	
	UniBAS (Co-Lead)	1			
	SUPSI	0.3			
	USI	0.9			
	ZHAW	0.75			
	EPFL	0.3			
	UZH	0.3			
	HEPL	0.6			
	DaSCH	0.2			
	Affiliated institutions:				
	UniGe				
BFH					
UniL					
<p>Objectives and description of the tasks and roles of the partners for each task:</p> <p>Since 2019, there has been a network run by the Swiss RDM community for the exchange of information and cooperation. This bottom-up initiative welcomes participants from numerous HEIs, who voluntarily join in and benefit from the exchange. The SRDSN will be a follow-up and improvement of the former network.</p> <p>This WP will clarify roles and procedures in the network to facilitate the coordination and communication and will provide content for the external communication and visibility of the SRDSN. SRDSN will continue to be run by the community and will embrace the RD Support Network CH with its numerous HEI members already collaborating and benefiting from the network.</p> <p>Task 1: Coordination of SRDSN during 2024</p>					

Evaluate existing memberships and actively communicate and approach potential interested parties, particularly addressing all kind of data professionals
Work with WP5 to identify relevant communication tools and processes. Migrate resources to agreed communication infrastructure.
Manage the shared internal resources (document storage & internal communication channel) built by WP5
Manage membership of SRDSN: manage member list / communication (together with WP 4, 5 & 6)
Organise two CH-wide hybrid (online & in-person) events, i.e., meeting of the Swiss RDM community, including nodes of SRDSN; international guest speaker (online) can be invited (in coordination with WP 4 & 7)
Plan the organisation of Knowledge Exchange Events with data steward and RDM support initiatives in other countries (together with WP4 & 7)

Task 2: Establish editorial board and website content
Establishment of an editorial board
Development of the structure and design of the website (incl. the option of adding future nodes) (together with WP 6 & 4 as a pilot node)
Development of content for the website and potentially other information channels
Create a logo (external mandate)
Create graphic appearance of the webpage (together with WP 6, external mandate)

Work package no. 4				
Title	Responsible partner(s)	Effort (PM)	Start (month)	End (month)
Node: Data Stewardship Coordination Network	UZH (Lead)	1.5	M1	M12
	UniBE	0.3		
	FORS	0.5		
	ZHAW	1		
	DaSCH	0.2		
	Affiliated institutions:			
	PHTG PHBern UniGE UNIL			
Objectives and description of the tasks and roles of the partners for each task:				
As local data stewardship networks are being established at different Swiss HEIs, data steward coordinators are taking on the challenging role of establishing these new networks and addressing research data management issues from a variety of disciplines. The proposed data stewardship coordination network is a node of the SRDSN and aims to support data steward coordinators in their roles, tasks and challenges. It allows data steward coordinators to profit from each other's experiences and expertise and offers space for the discussion of relevant topics and the sharing of resources.				
Task 1: Governance and sustainability of WP Administrative management of the node Coordinate contact with data steward coordinators of Swiss HEIs Create a concept for the network in close coordination with WP2 Assign and discuss responsibilities				

Contribute to content for SRDSN (e.g. contact list of coordinators, website) in coordination with WP3

Align the network of data steward coordinators with the SDSNet of data stewards set up in the SDSNet project led by UNIL (in coordination with WP1)

Organize a maximum of three meetings in 2024 for data steward coordinators

Task 2: Organizing info events for data stewards

Organize information or training events for data stewards on a national level if requested by the local data steward networks. Each coordinator is responsible for determining if local data stewards are interested in meeting nationally and which topics they would like to discuss. This task closely aligns with Action 3 in the SDSNet project by UNIL - which focuses on the role and tasks of data stewards rather than their coordinators.

Task 3: Create and share resources

Contribute and share resources (e.g. presentation slides, support protocols, etc.) that are used (successfully) by local data steward coordinators to create and enable the local data stewardship networks. All coordinators have access to these shared resources (in coordination with WP5 see below).

work with WP 3 and WP5 to identify relevant communication tools and processes for SRDSN and nodes. Migrate resources to agreed communication infrastructure.

manage the shared internal resources (document storage & internal communication channel) built by WP5.

Task 4: International alignment:

contact international networks that focus on data stewardship and data stewardship coordination (in coordination with WP7)

organize input sessions for the national network on topics related to the coordinator role

The Data Stewards Coordinator Network differs from the network proposed in the SDSNet project by UNIL: The Data Stewards Coordinator Network of the current application focuses on the role, tasks and challenges of the coordinators who need to set up a local data stewardship networks and who have to coordinate and meet the demands of various disciplines. The data stewards network envisioned in the SDSNet project led by UNIL focuses instead on the data stewards and its goal is to create sustainable synergies between the data stewards through the exchange of good practices, experiences and know-how. The Data Stewards Coordinator Network will be a necessary step towards establishing contact between data stewards on a national level as it will be able to first determine the needs of the data stewards locally, then organize and coordinate events nationally for data stewards, and possibly also coordinate training events as seen fit. Hence, one aim of this proposed work package is to incorporate the SDSNet data stewards network into the concept for the Data Stewards Coordinator Network and to enable collaboration of data stewards, data stewards coordinators with all kind of data professionals in the context of the SRDSN.

Work package no. 5				
Title	Responsible partner(s)	Effort (PM)	Start (month)	End (month)
Technical infrastructure: internal communication & collaboration	FORS (Lead)	2	M1	M12
	ZHAW	0.5		
	UniBAS	0.5		

Objectives and description of the tasks and roles of the partners for each task:

A key element of a knowledge exchange network is ensuring adequate and appropriate communication flow including the necessary tools and processes that are easily accessible and easy to use. In this project, we want to facilitate communication within and between the overall network existing members (WP3, SRDSN) and the pilot node that will be established in WP4 (DS Coordination Node). To do this, the objective of this work package is to agree on internal communication and collaboration tools and processes for the network, and to propose a plan for sustainable communication following project funding. WP 3 & 4 will be involved in this WP as we will work closely with them to understand their needs and relevant options for internal communication tools and processes. This WP will also ensure connection and exchange with the directly related WP6 (website infrastructure). We will aim for already available / open-source solutions to keep financial needs to a minimum.

Task 1: Identify needs and relevant options for internal communication tools / channels that can be used in the network by collecting input from WP 3 & 4

Identify communication needs, including inventory of existing materials and tools
Collect ideas / options for communication tools to answer the needs

Task 2: Identify processes to ensure appropriate information flow and knowledge sharing in the network

Coordinate with WP3 & 4 regarding their communication flow within the groups and discuss how to connect the SRDSN and DS Coordination Node (and eventual new nodes)
Propose and agree on a communication process / flow to ensure information exchange

Task 3: Test and agree on preferred communication options (tools and processes) with WP3 & 4

Set-up and configuration of tool
Test preferred communication tools and processes with the groups
Collect feedback
Reconfigure as necessary according to the feedback
Agree with the groups on communication tool(s) and process(es) to implement, considering continuity of use

Task 4: Migrate resources from existing SRDSN and incorporate the resources into the agreed infrastructure for all nodes. This will be in collaboration with WP3, 4 and likely 6.

Task 5: Develop and agree on a plan for maintaining the communication infrastructure(s) in collaboration with WP3 & 4.

Handover the maintenance plan to WP 3 & 4 to be integrated into their overall plan for communication and knowledge exchange for 2025+

Work package no. 6				
Title	Responsible partner(s)	Effort (PM)	Start (month)	End (month)
Technical infrastructure: website	ZHAW (lead) UniBE	2.75 0.5	M1	M12
Objectives and description of the tasks and roles of the partners for each task:				
To foster the development and growth of the network, it will be vital to communicate with the external target audience (i.e. Swiss researchers, interested in joining the network, or				

interested in improving data stewardship practices). In this work package, we aim to create a website, where we provide an overview of the overarching network and its nodes, present the objectives of the network, and provide a platform for publication of news, planned events/workshops, etc for both the overarching network, as well as the nodes.

To achieve this, we aim to:

- 1) identify the needs of the overarching network and nodes for communication with an external audience,
- 2) develop the technical structure for the website, and
- 3) foster frequent, consistent, and long-term publication of content and news concerning the network and its activities.

Task 1: Development of conceptual website structure

Identify and understand the needs of external communication for the overarching network (in collaboration with WP 2 and WP 3).

Discuss with the nodes how to connect communication methods, providing a way for nodes to communicate to the overarching network/ communicate on the platform of the overarching network. Create subspaces for the nodes, where they can publish directly. This will be done in collaboration with WP3, 4 & 5.

Identify and understand the needs to link with international networks (In collaboration with WP 7).

Develop conceptual website structure, incorporating the previously identified needs, following the inputs from WP 2, 3, 4, and 7. This includes description of the network, and structure of the network (nodes), link to international community, and spaces to publish past and upcoming events, news, etc. Important is to ensure that the website is organized in such a way, that facilitates long-term (i.e. past the funding period) external communication of both overarching network and nodes on the website (i.e. provide ways in which information can easily be published now and in the future). This long-term maintenance will be ensured by gradually transferring publication responsibilities to the editorial board (see WP 3).

Task 2: Development of technical website structure

Determine technical needs (i.e. will the website be used only for external communication, or also internal/collaboration (WP3,4 & 5)). Based on these decisions, determine needs for security/storage capacity, etc and determine website development platform.

Following input from the editorial board (see WP 3), a visual/graphical aspect of website will be designed. This includes general graphic layout (through internal ZHAW services, or outsourced), and design of logos (UniBe, WP3).

Technical implementation of website structure, to create website draft (including purchasing domain name and hosting of website).

Evaluation of website draft (with WP 1,2, 3, 4 ,7) and subsequent update of website structure.

If necessary, translation of website to different Swiss national languages, and English (ZHAW internal services)

Task 3: Publication of website content

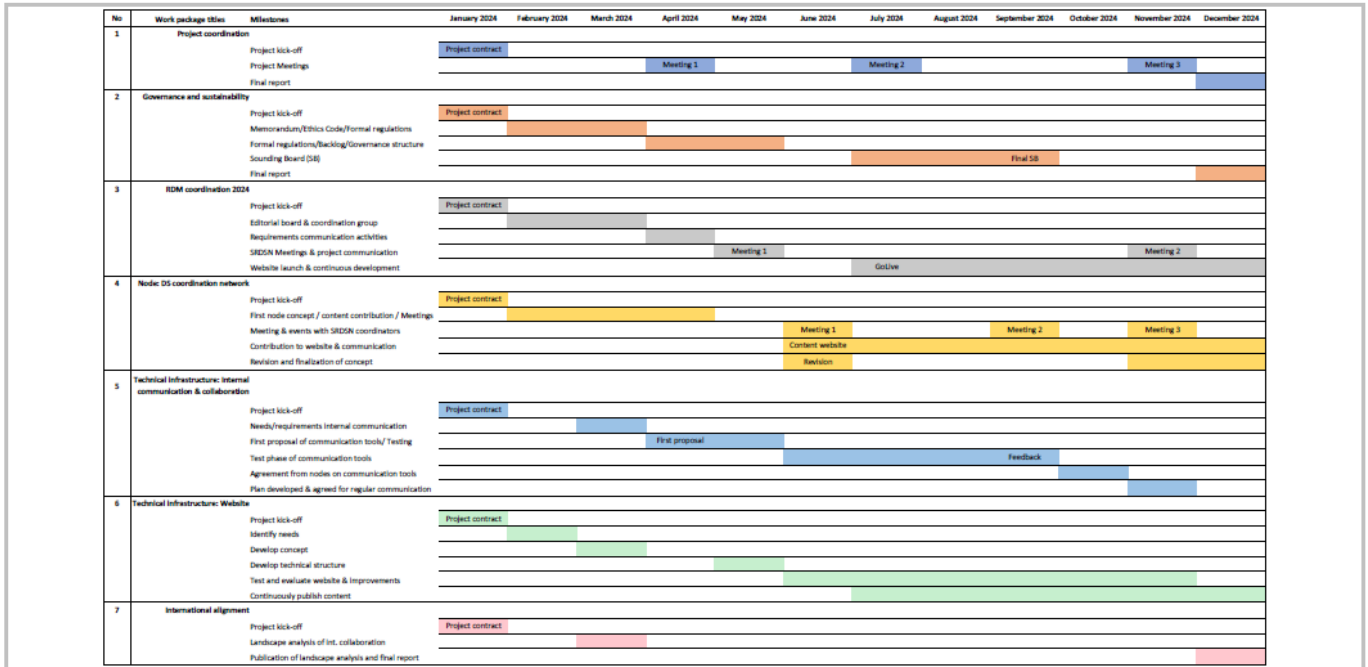
Publish developed content (WP 2, 3, 4, 7) on website. Assign responsible person/people for updates to website content, and arrange access to said person, to allow regular updates to the website (transfer of duties to editorial board, see WP 3).

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Work package no. 7				
Title	Responsible partner(s)	Effort (PM)	Start (month)	End (month)
International alignment	SIB (Lead)	1.0	M1	M12
	UniBAS	0.5		
	SUPSI	0.7		
	DaSCH	0.5		
	UniBe	0.5		
<p>Objectives and description of the tasks and roles of the partners for each task: Numerous international institutions and organisations, such as RDA, forschungsdaten.info, ELIXIR, OPERAS, DARIAH, GoFAIR, EOSC, EGU/AGU, JRC, have been actively promoting open research, research data management (RDM), data management (DM), and data stewardship (DS) practices. Additionally, national networks of data stewardship (DS) have emerged in countries like the Netherlands and Germany, with others potentially being established. Remarkably, several partners of the SRDSN project are affiliated with or are members of these international organisations, placing them in an excellent position to collaborate and engage with them. This work package (WP) aims to strengthen existing connections and establish new ones, serving as a conduit between international and Swiss organisations to facilitate the exchange of experiences, knowledge, information, and best practices. By fostering the sharing of practices and experiences, our objective is to inspire Swiss researchers to actively participate, identify the opportunities, and reap the benefits these consortia can offer.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1) exchange knowledge and experiences with international and national organisations, 2) guarantee international compatibility in the medium- and long- term 3) prepare and enable Swiss institutions to participate in international initiatives in the medium term and become involved in the steering of them in the long run. <p>Task 1: Create landscape of existing and necessary international alignment with RDM initiatives</p> <ul style="list-style-type: none"> - Make a landscape analysis to identify the primary and key international organisations in a variety of scientific domains from whom the SRDSN partners will learn from, and thus guarantee international compatibility, and can contribute to, including an overview of existing collaborations and partnerships of SWISS HEI and institutions with international initiatives <p>Task 2: Contact international collaborations</p> <ul style="list-style-type: none"> - Engage with key international institutions to exchange knowledge and experiences on Open Research, RDM, DM and DS to collect best practices. - Work with WPs to identify relevant international networks. <p>Task 3: Prepare mid term involvement</p> <ul style="list-style-type: none"> - Create a continuation plan for the international engagements this network will foster, in coordination with WP2, and ensure the practices implemented in Switzerland are well aligned with international ones. 				

Click this [link to access additional work package table templates](#) if more are required. Additional tables are to be submitted as an attachment to the proposal.

If you wish, you may insert a graphical representation of your work plan here (e.g. in the form of a Gantt chart).



Please complete the following table for milestone:

Milestones	
Date (month)	Milestone
M1	Project kick-off
M3	Editorial Board and Coordination group established Needs / requirements for internal and external communication identified Conceptual website structure developed Landscape analysis of useful international collaborations performed
M4	Memorandum of Understanding sent to participating institutions
M5	Communication tools / channels proposed Technical website structure developed
M6	1st Network Meeting with Data Stewards Coordinators & SRDSN (including project report) Revisions of concept for data steward network
M7	Website content established and launched
M9	Sounding Board is in place 2nd Network Meeting with Data Stewards Coordinators

M10	Training event for data stewards (coordinators) Agreement from WP 3 & 4 on communication tools / channels and processes.
M11	3rd Network Meeting with Data Stewards Coordinators & 2nd SRDSN meeting (including project report) Migration of resources from SRDSN (WP3) to the agreed communication infrastructure. Handover the maintenance plan for the communication infrastructures to the organization committee

Please complete the table for deliverables. Three statuses are possible: public (accessible and distributed in open access), restricted (accessible to the experts appointed for the follow-up of the project and the members of the Open Science Delegation), and internal (accessible only to the project partners themselves).

Deliverables		
Date	Description	Status
M1	Project contract between swissuniversities and the leading house	Restricted
M3	Memorandum of understanding Ethics code and code of integrity Formal regulations for the inclusion of new members and institutions	Public
M5	Formal regulations for the creation of new nodes Establish and prioritise a backlog of potential future nodes Governance structure (SRDSN)	Public
M7	Website	Public
M9	Sounding Board	Public
M10	Internal & external communication tools are established	Public
M11	Plan developed for regular communication and knowledge exchange (2025+)	Public
M12	List of all members List of participating coordinators (accessible via website) Summary of results Concept Data Stewards Coordination Network Publication landscape analysis of international RDM initiatives and Swiss collaborations	Public
M12	Pool of shared resources	Internal
Yearly	Annual reports	Restricted
Last month	Final report	Restricted

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Please complete the following risk management table. Three levels of risk are possible: low, moderate, proven.

Risk management			
Description of risk	Possible mitigation	Probable consequence	Level
The large number of project partners can lead to difficulties in finding consensus and coherent bundling of results.	The various interests and questions must be addressed and documented in multiple individual and plenary discussions. If consensus cannot be reached, voting on suggestions, made by the project management board, will take place.	A greater need for coordination will tie up more time resources.	Moderate
Insufficient initiatives to develop future nodes	The SRDSN meetings are used to identify the most common problems which need to be addressed in a node. If helpful to get the node started, members of the coordination group might initiate 1st meetings and further coordination of the node can be done in rotation by the participants of the node.	The coordination group has to explicitly moderate different organisational tasks.	Moderate
Organisation of in-person events due to pandemic or other unforeseen factors and restrictions	Online organisation or host institution will organise a hybrid meeting / workshop	No meeting in-person, travel expenses and resources involved	Moderate
Differences of data stewards coordinators' portfolios depending on diversity of local organizational structure of HEIs (decentral/central; linked to research programs (NCCRs), services (Science IT, Data Curation etc.) or «individual» researchers	This is not actually a risk but will enrich the concept for this network immensely.	Different needs due to different background (IT, Library)	Moderate

Lack of time and resources as data stewards coordinators are already bound locally	In concept: no obligations, everyone contributes what they can, share resources wherever possible	More input and effort required on the part of the leading house	Moderate
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3. Project budget

Budget form (separate form)

Please select and complete one of the Excel forms and attach it to your application.

- [Budget Form PgB Individual Institution](#) or
- [Budget Form PgB Multiple Institutions](#)

Federal contributions

Project funds must be used by the end date of the project. A project extension may be granted by the programme coordination, with no modification of the federal contributions granted. However, the project must end in all cases on 31 December 2024 at the latest. Any unused balance must be returned to SERI.

Own contribution

Eligible higher education institutions are required to cover at least 50 percent of the total project costs from their own resources. Own contributions may take the form of financial and in-kind contributions. The own (financial) contribution in real money must amount to at least 50 percent of the federal contribution.

Real money contributions refer to the financing of costs incurred by participation in the project in addition to ordinary running expenses. These include:

- Staff costs, including social security payments
- Material costs such as devices and equipment, operating resources already in place, rental of premises specifically allocated to the project, costs for conferences and travel

In-kind contributions (virtual money) refer to existing personnel resources, equipment, and devices as well as operating resources already in place insofar as they are clearly earmarked and accounted for in the project. The services of employees funded by a national funding programme (e.g. SNSF) are considered as in-kind contributions.

Please refer to Guidelines for the 2021–2024 PgB programmes managed by swissuniversities ([German](#) | [French](#) | [English](#)).

Budget details

Please explain the budget with regard to

a) Staff costs

SRDSN requests federal funding for the personnel costs (8.05 PM), own real/virtual money (13.45 PM) and other contributions of project partners without entitlement to funding (4.4 PM). In total, 25.9 PM.

Federal funding: 8.05 PM

UniBE: (2.65 PM for WP1, WP2, WP3, WP4, WP6, WP7). WP1- SRDSN project coordination and communication, project management reporting (1 PM); WP2 – establishing processes, policies and code of ethics and integrity to ensure transparent coordination within SRDSN (0.5 PM); WP3 - Coordination of the SRDSN during 2024 (0.75 PM); WP4 - Contribute in data stewardship node network coordination (0.15 PM); WP6 - Contribute to SRDSN website design (0.25 PM)

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UniBas: (1.75 PM for WP1, WP2, WP3, WP5, WP7). WP1 - Overall project coordination & communication (0.25 PM), WP2 - develop ethics code and Memorandum of Understanding, create organisational structure for interplay of SRDSN network as a whole and its nodes (0.5 PM); WP3 - Organize network events, onboard new members to the network (0.5 PM); WP5 - Contribution to develop technical infrastructure for communication and collaboration within the network (0.25 PM); WP7 Participate in landscape analysis, creating an overview of existing and additional needed collaborations with international initiatives, identify relevant engage with key international institutions, create a plan for collaboration and participation in international governance (0.25 PM).

ZHAW: (2.1 PM for WP3, WP4, WP5, WP6). WP3 - Contribution to harmonize content development with publishing on website (0.35 PM); WP4 - Collaboration to integrate DS-Env Node with the overarching network (0.5PM); WP5: Contribution to develop technical infrastructure for communication and collaboration within the network (0.62 PM); WP6: Coordination, and work on developing technical infrastructure for website, as well as overseeing publication of content (0.63 PM).

SUPSI: (0.65 PM for WP2, WP3, WP7). WP2 - contribution to membership, inclusion and sustainability and in developing future nodes (0.2 PM); WP3- participation in the coordination of SRDSN (0.3 PM); WP7: participation in landscape analysis, engage with key international institutions, create a continuation plan (0.15 PM)

USI: (0.9 PM for WP2 and WP3). WP2 - Contribution to the development of proceedings for the inclusion of new members, drafting of the memorandum of understanding, and development of future nodes (0.9 PM); WP3: participation in the coordination tasks of SRDSN and development of webpage structure/content (0.9 PM).

Own real/virtual money contributions: 13.45 PM

UniBE: (3.15 PM for WP1-WP4, WP6, WP7). WP1- Lead in project management and coordination (1PM); WP2 - Establish governance, ethics code and code of conduct for SRDSN (0.5 PM); WP3 - Organising networking events, SRDSN communication and webpage content (0.75 PM); WP4 - Contribution to Data Steward node development within existing network (0.15 PM); WP6 - SRDSN webpage continuous updates (0.25 PM); WP7- Contribute in landscape analysis at the international level+ virtual (overhead costs 25% UniBE) (0.5 PM).

UniBas: (1.75 PM for WP1, WP2, WP3, WP5, WP7). WP1 - Overall project coordination & communication (0.25 PM), WP2 - contribute to developing of ethics code and Memorandum of Understanding, create organisational structure for interplay of SRDSN network as a whole and its nodes (0.5 PM); WP3 - Organize network events, create content for webpage, onboard new members to the network (0.5 PM); WP5 - Contribution to develop technical infrastructure for communication and collaboration within the network (0.25 PM); WP7 Participate in landscape analysis, creating an overview of existing and additional needed collaborations with international initiatives, identify relevant engage with key international institutions, create a plan for collaboration and participation in international governance (0.25 PM).

UZH: (2.4 PM for WP1, WP2, WP3, WP4). WP1 - Overall project coordination & communication (0.4PM); WP2 - Contribution to harmonize sustainability and governance with WP4 (0.2PM); WP3 - Contribution to website content & communication (0.3PM); WP4 - WP coordination & governance/sustainability, organizing meetings & events, contribute to the creation and sharing of resources, coordinate international alignment in accordance with WP7 (1.5PM).

ZHAW: (2.9 PM for WP3, WP4, WP5, WP6). WP3 - Contribution to harmonize content development with publishing on website (0.75 PM); WP4 - Collaboration to integrate DS-Env Node with the overarching network (1 PM); WP5: Contribution to develop technical

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infrastructure for communication and collaboration within the network (0.4 PM); WP6: Co-ordination, and work on developing technical infrastructure for website, as well as overseeing publication of content (0.75 PM).

SUPSI (0.65 PM for WP2, WP3, WP7). WP2 - contribution to membership, inclusion and sustainability and in developing future nodes (0.2 PM); WP3- participation in the coordination of SRDSN (0.3 PM); WP7: participation in landscape analysis, engage with key international institutions, create a continuation plan (0.15 PM)

USI (0.9 PM for WP2, WP3). Expenditures for existing staff, including overhead costs for both WPs, including overhead costs (25%).

HEPL (0.6 PM for WP3). Participation in the coordination of SRDSN, contribution to creation of webpage content

DaSCH will provide virtual money for staff costs funded via SNSF program (1.1 PM for WP2, WP3, WP4, WP7) for WP2 contribute to sustainability (0.2 PM); WP3 participate in the coordination of SRDSN, organise event (0.2 PM); WP4 contribute to data steward node within existing network (0.2 PM) and WP 7 participate in landscape analysis, connect with DARIAH working group RDM and other institutions developing curricula for data stewards (0.5 PM).

Other contributions of project partners without entitlement to funding: 4.4 PM

SIB: (1 PM for WP7) will lead and contribute to creating a landscape analysis of existing and necessary international initiatives with an RDM component, engaging with international initiatives, and creating a mid-term involvement plan. Additionally, will be affiliated to contribute to WP3 and WP4.

FORS: (2.8 PM for WP2, WP4, WP5). WP2 - Contribution to membership, inclusion and sustainability and in developing future node (0.3 PM); WP4: Contribution to the establishment of the DS Coordination node and related communication activities (0.5 PM); WP5: Lead to develop technical infrastructure for communication and collaboration within the network (2 PM)

EPFL: (0.6 PM for WP2, WP3). WP2: contribution to membership, inclusion and sustainability and in developing future nodes (0.3 PM); WP3 (0.3 PM): participation in the coordination of SRDSN, create content for webpage.

b) Material costs for devices and equipment

UniBas: Virtual money for expenditures for existing resources.

c) Other material costs

Federal Funding:

UniBE: WP3 - Two network ice break events for socialising, webpage graphics, posters, webpage content translation, project logo design, FLYs, graphics

UniBas: WP2 - travel expensis for the invited trainers; WP5 - Costs related to setting up chat, document infrastructure

UZH: WP4 - Costs related to printing, travel, meetings & events, invited speakers/trainers, licensing.

ZHAW: WP6 - Costs related to domain name registration, website hosting, etc.

Federal Funding and Real money:

SUPSI: WP2 and WP3 - Cost related to travels for the participation in the networks;
WP7 - Costs related to participation to events to connect and exchange practice

4. Bibliography

Please list all bibliographic references for the preceding sections.

5. Signatures

Project acronym: SRDSN

Signature of the project manager

Name: Dirk Verdicchio

Location, date:

Signature:

Signature(s) of the rector, president, or director of the higher education Institution(s)

Leading house

Name, location, date: Universität Bern
Signature:

Partner institution 1

(in the case of cooperation)

University of Basel

Name, location, date:
Signature:

Partner institution 2

(in the case of cooperation)

University of Zürich

Name, location, date:
Signature:

Partner institution 3

(in the case of cooperation)

Università della Svizzera italiana

Name, location, date:
Signature:

Partner institution 4

(in the case of cooperation)

University of Applied Sciences and Arts of Southern Switzerland

Name, location, date:
Signature:
