



Managing digital research data

Basics, tips & tricks

Team Research Data Management

last updated: August 2024

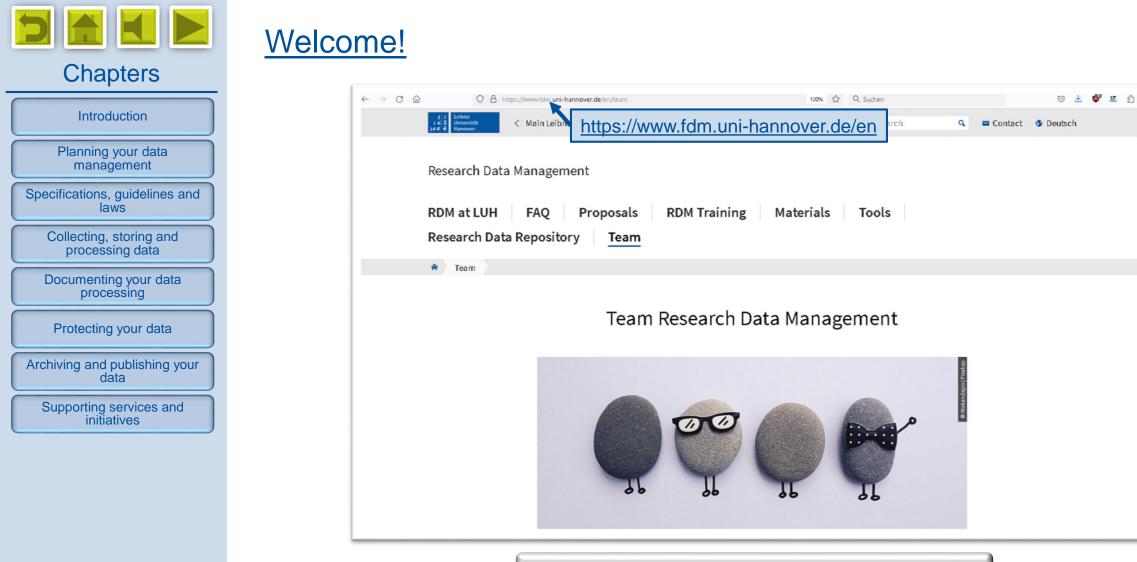
DOI: 10.5281/zenodo.13305129



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visit the website of the Research Data Support Team

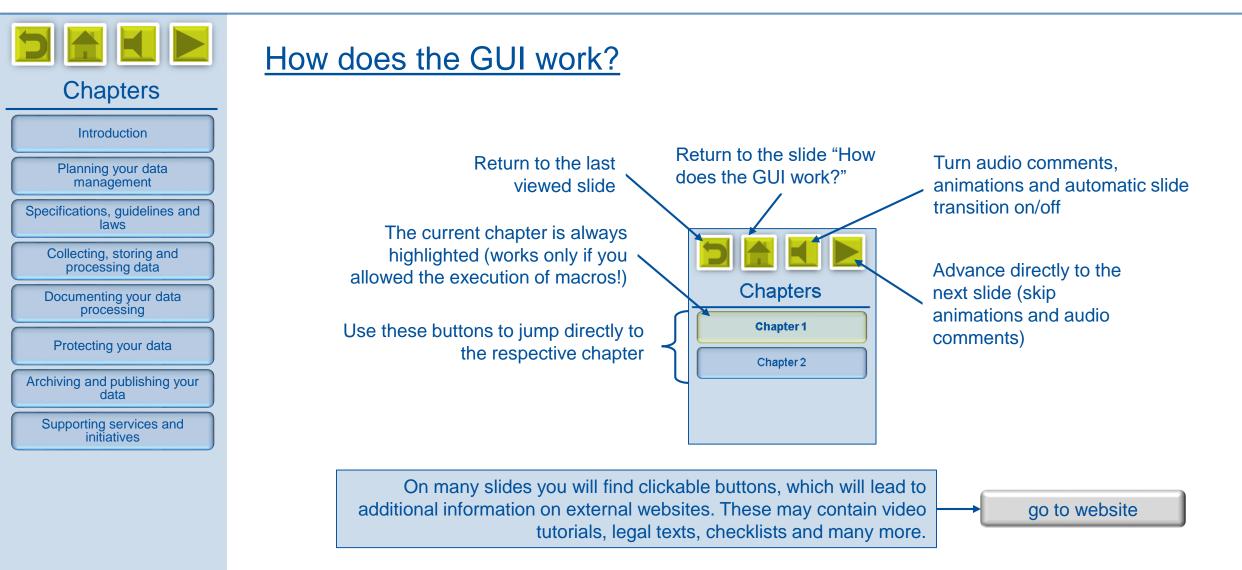
Managing digital research data - Basics, tips & tricks



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Planning your data management

Specifications, guidelines and laws

Collecting, storing and processing data

Documenting your data processing

Protecting your data

Archiving and publishing your data

Supporting services and initiatives

Contents and aspiration of this course

Introduction

Planning your data management

Specifications, guidelines and laws

Collecting, storing and processing data Documenting your data processing

Protecting your data

Archiving and publishing your data

Supporting services and initiatives

<u>Aspiration of this course:</u> Giving an introducing overview over the most important aspects of the handling of digital research data. Addresses persons with little prior knowledge.

go to the advanced courses



Image by Menno de Jong: https://pixabay.com/de/photos/lemur-neugierig-halfaap-guck-guck-3295891

Managing digital research data - Basics, tips & tricks









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Planning your data management

Specifications, guidelines and laws

Collecting, storing and processing data

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Archiving and publishing your data

Supporting services and initiatives

<u>Introduction</u>

What are research data?

What is research data management (RDM)?

Why is data management important?

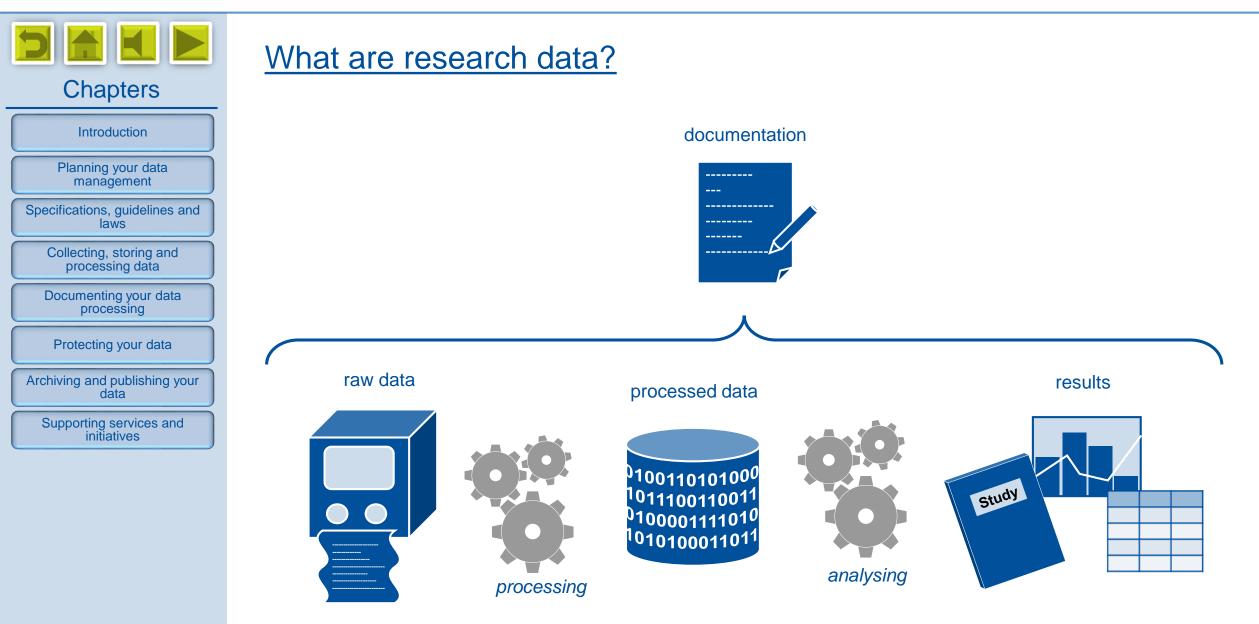


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Managing digital research data - Basics, tips & tricks







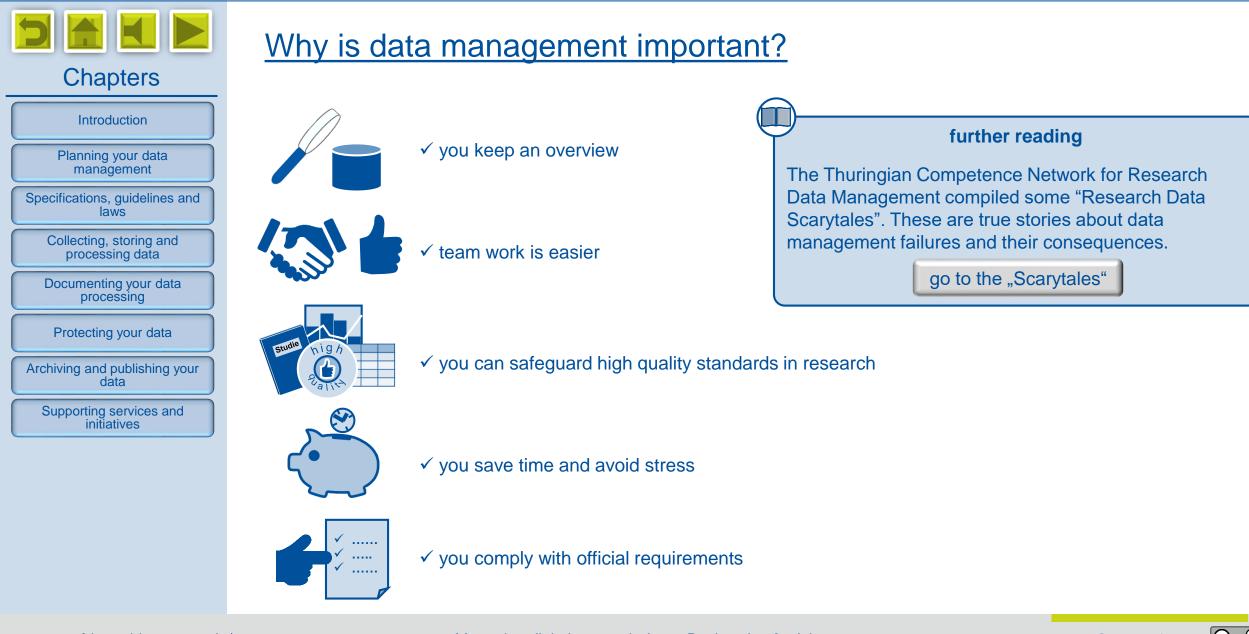


Managing digital research data - Basics, tips & tricks









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Slide 8 of 56









Introduction

Planning your data management

Specifications, guidelines and laws

Collecting, storing and processing data

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Protecting your data

Archiving and publishing your data

Supporting services and initiatives

Planning your data management

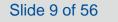
What should I consider?

Adequate infrastructure

People and departments involved

Developing a data management plan (DMP)

Tools for developing a data management plan

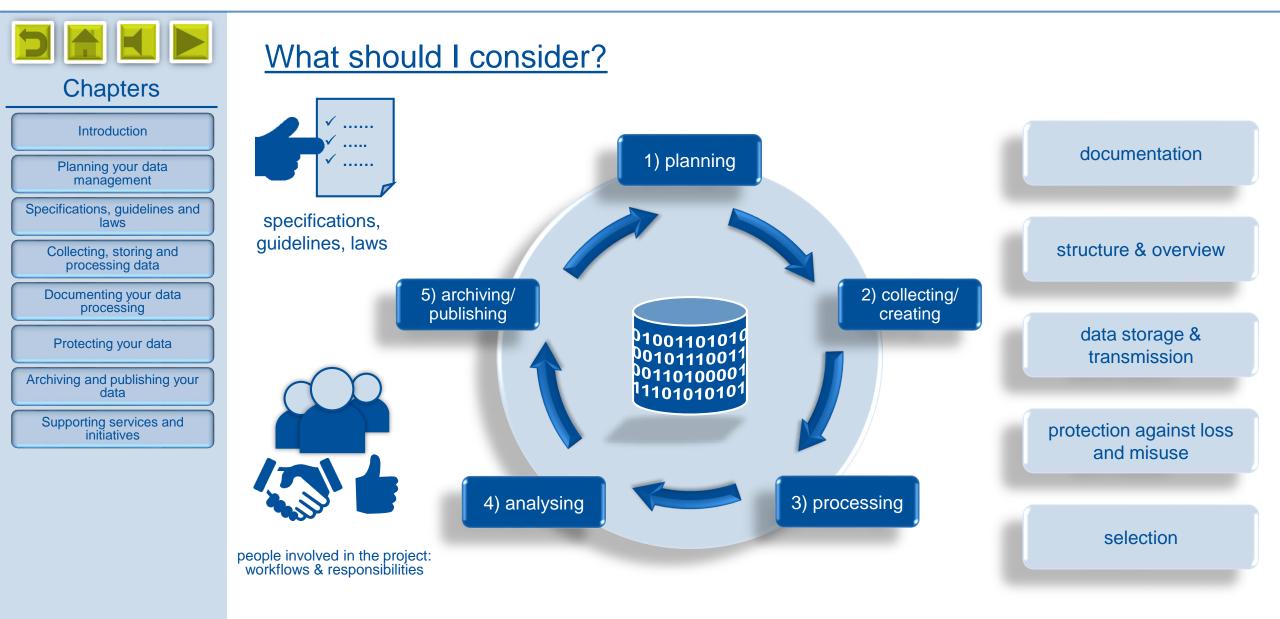


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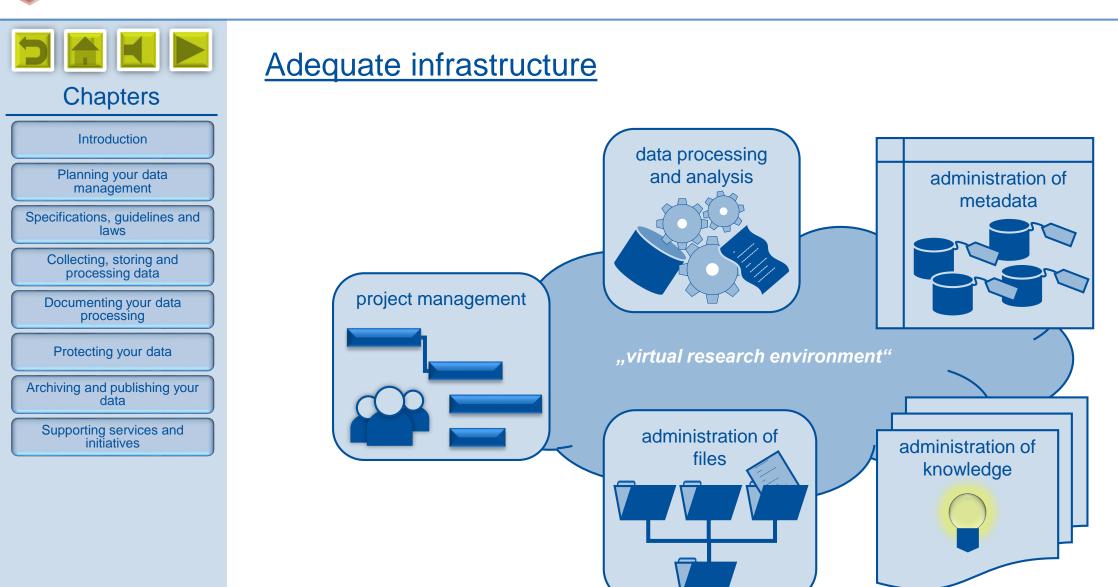
Managing digital research data - Basics, tips & tricks

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Developing a data management plan (DMP)

DMP: A structured document containing detailed information on data handling. \rightarrow May and should be constantly updated and complemented during the project

typical structure of a DMP:



administrative information



data collection and basic methodology



storage, backup and security



sharing and publishing data



resources und responsibilities

further reading

The Digital Curation Centre's website on data management plans provides tools, checklists and guidance.

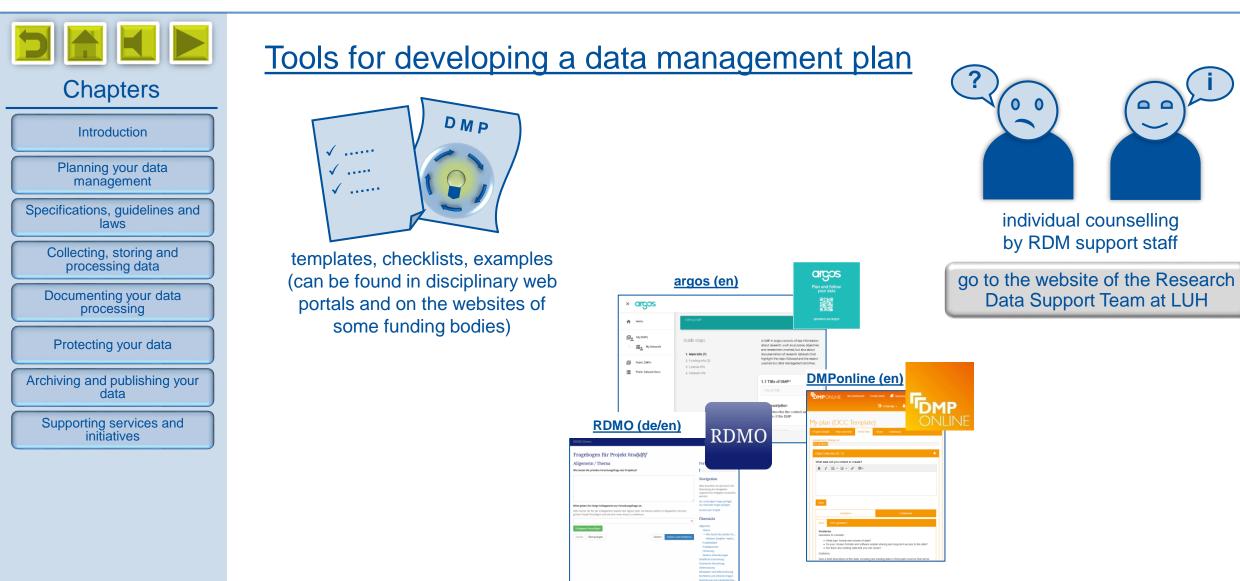
go to the DCC website



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commented online editors



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Supporting services and initiatives

Specifications, guidelines and laws

Laws frequently affecting research practice

RDM is good scientific practice!

Guidelines for handling research data at LUH

Funder requirements

Why funders require RDM

Recommendations for RDM statements in funding proposals



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Supporting services and initiatives

Laws frequently affecting research practice

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Privacy and data protection laws

to the official version of the GDPR (Official Journal of the EU)

to NDSG (niedersächsisches Vorschrifteninformationssystem, in German)

for detailed information (in German) see:

Advanced course "Umgang mit personenbezogenen Forschungsdaten. Rechtliche Grundlagen, Methoden und Hilfsmittel."

go to the advanced course

Intellectual property and patent laws

to the German copyright law (Bundesamt für Justiz)

to the German patent law (Bundesamt für Justiz)

further reading (in German):

website of the Federal Ministry of Education and Research (BMBF): Urheberrecht in der Wissenschaft: Was Forschende und Lehrende wissen sollten. At LUH, Dezernat 4 offers counsel on patent applications.

to the BMBF website

to the Dez.4 website "Patents and Startups"

We have compiled the most important information on legal issues on our website on the subpage "Legal & ethical aspects in handling research data".

to subpage "Legal & ethics"













Planning your data management

Specifications, guidelines and laws

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RDM is especially relevant for these 6 out of 19 guidelines:



Guideline 7: Cross-phase quality assurance



Guideline 10: Legal and ethical frameworks, usage rights

Guideline 11: Methods and standards



Guideline 12: Documentation



Guideline 13: Providing public access to research results



Guideline 17: Archiving



Guidelines for Safeguarding Good Research Practice

DFG

You can read the guidelines themselves and accompanying disciplinary comments in the DFG portal "Research Integrity" (English version not finished, yet).

to the DFG portal

Please note as well:

- DFG guidelines on the handling of research data
- disciplinary guidelines, requirements, policy papers etc.

You can find both on this website:

to the DFG website "Handling of Research Data"

www.fdm.uni-hannover.de/en

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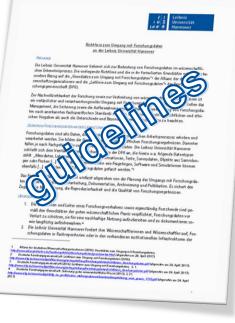
Archiving and publishing your data

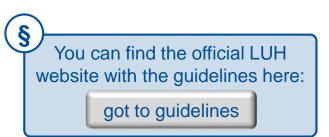
Supporting services and initiatives

Guidelines for handling research data at LUH

principles:

- how to handle research data:
 - protect against losses
 - process for sustainable (re-)use
 - document
 - archive (long-term)
 - → head of project is responsible!
- publish research data according to the FAIR principles in (disciplinary) repositories (request)
- develop project-internal RDM policies and data management plans (recommendation)
- integrate RDM into teaching \rightarrow faculties (recommendation)









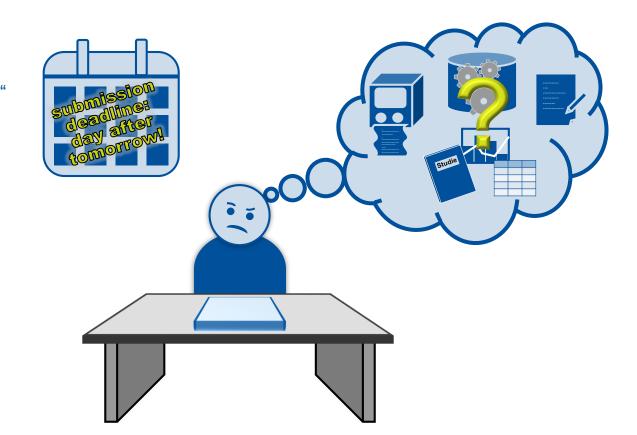




Funder requirements

the classic: "Oh oh, we still have to write something about research data..."

Application guide



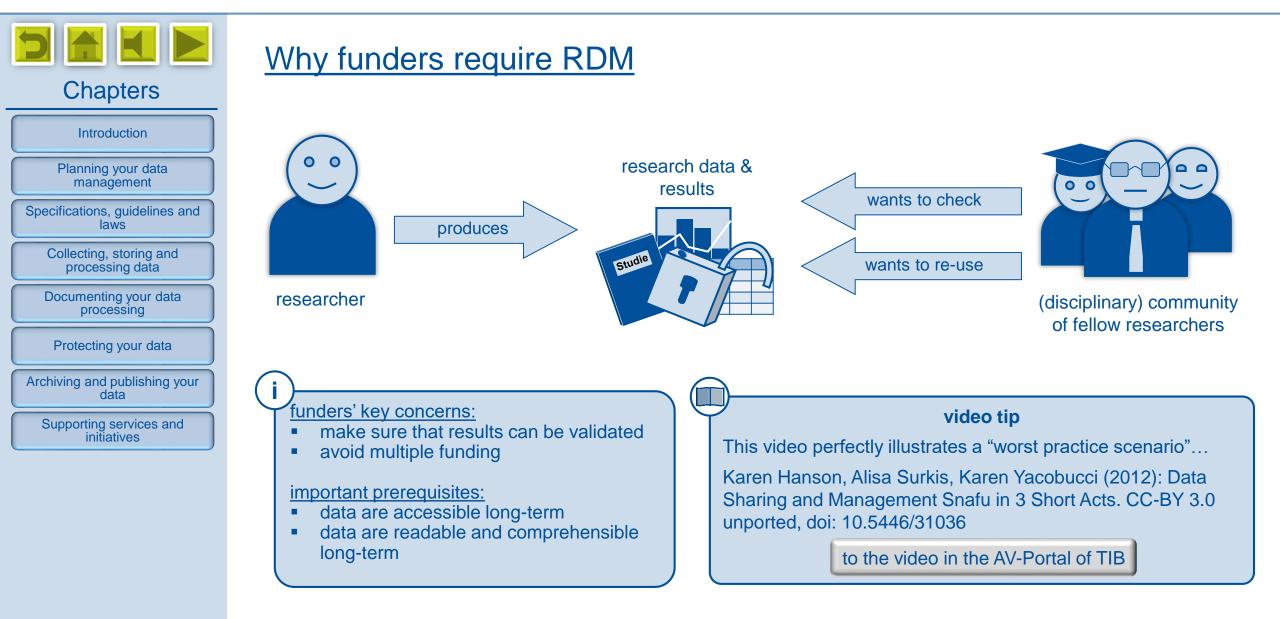
Dezernat 4 is happy to support when it comes to drafting RDM-related proposal chapters. The sooner you come up to us, the more efficient our counselling can be. Please do not expect text blocks for copy & paste!

to the Dezernat 4 website (competences overview)













Recommendations for RDM statements in funding proposals





Chapters



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commitment to relevant policies

- of the funder (e.g. good scientific practice (DFG), H2020 Open Data Pilot)
- the own university (for German universities, see list on forschungsdaten.org)
- the own discipline (see overview on the respective DFG website, at the bottom)

in case of joint projects: intention to write a project-internal RDM policy

intention to develop a data management plan

intention to elaborate data according to the FAIR principles and to make accessible for re-use <u>open access</u>

further reading

We compiled further tips and infos on our website. We also provide a manual for drafting internal RDM guidelines (in German).

go to the proposal infos

see the manual

Science Europe issued an extensive RDM guide. It also contains DMP tips for both, applicants and reviewers .

go to the Science Europe guide

information on used (IT) infrastructure: what is available at your own university and beyond?









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Supporting services and initiatives

Collecting, storing and processing data

Re-using existing data

Data storage and transmission

LUIS services for data storage and backup

Structured deposition and file naming

Handy tools to make live easier...

Special services und programmes

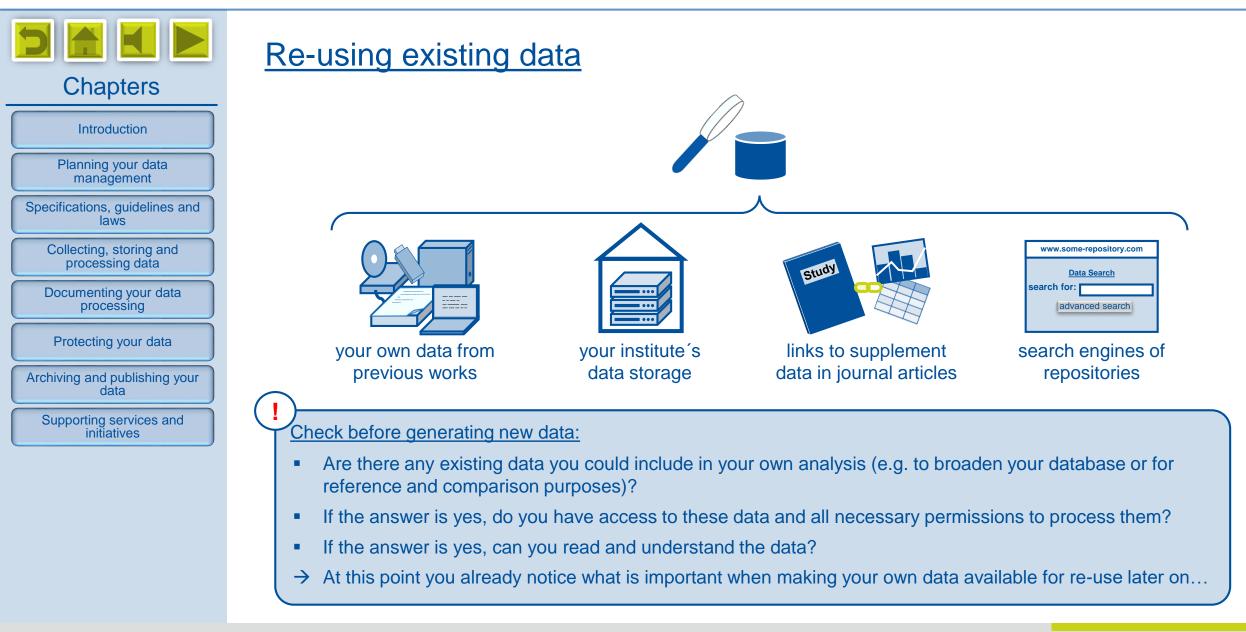
Sharing data (also with external partners)



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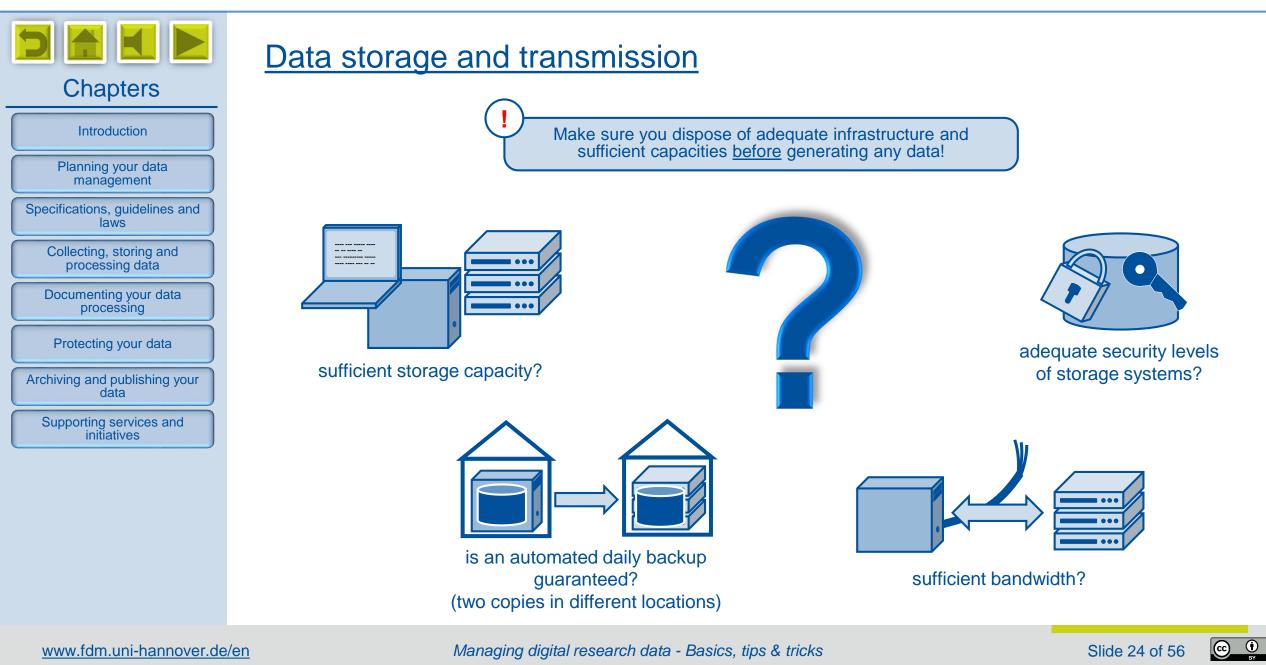






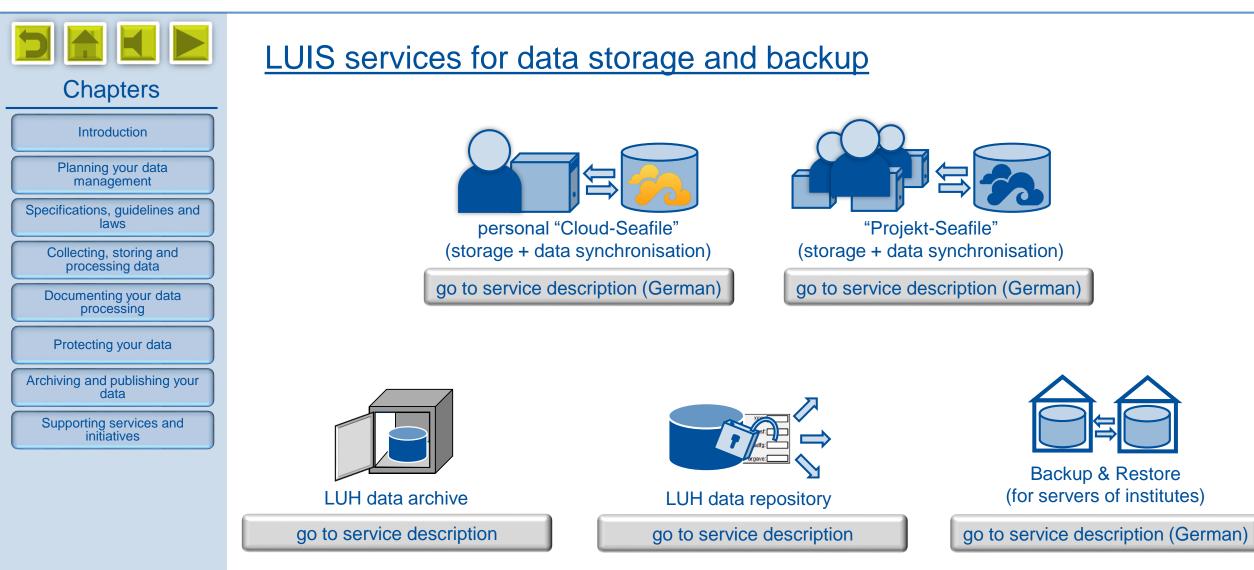










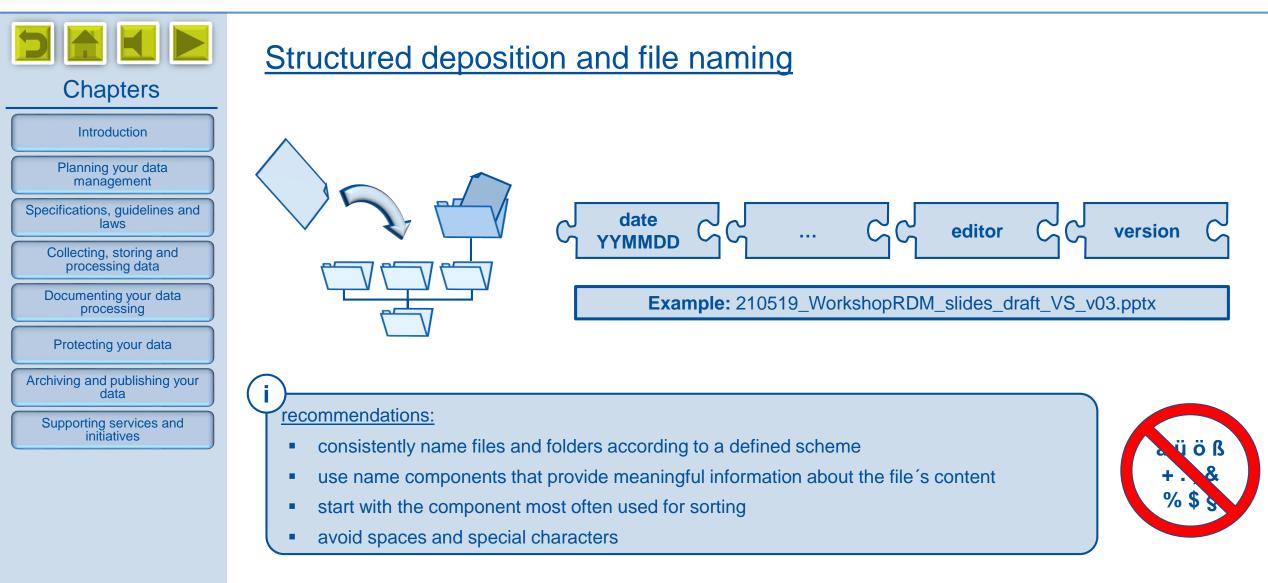




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Collecting, storing and processing data

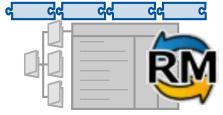
Documenting your data processing

Protecting your data

Archiving and publishing your data

Supporting services and initiatives

Handy tools to make live easier...



systematically name lots of files at once using RenameMaster

go to download page



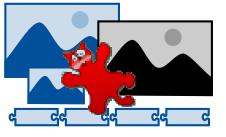
clean up tables using OpenRefine

go to download page



use PDF24's OCR to make scanned texts searchable

go to download page



edit many images at once following a defined pattern (e.g. changing names, colours or size) using IrfanView

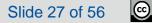
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Find more tools in the "tool box" on our website (currently in German only).

go to tool box

www.fdm.uni-hannover.de/en

Managing digital research data - Basics, tips & tricks



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Collabora

Online

Special services und programmes Chapters Introduction Planning your data management Specifications, guidelines and laws multi-user online editing of documents (also Scientific Computing Collecting, storing and processing data (using the LUIS computing cluster) simultaneously) using Collabora Documenting your data go to service description go to service description (German) processing Protecting your data Archiving and publishing your data LICENSE Supporting services and initiatives Bug Creator 3.0 LUIS central software and license

acquisition

go to software catalogue (German)

data generation or processing by external service providers (e.g. transcription service, call centre, aerial photography etc.)

www.fdm.uni-hannover.de/en

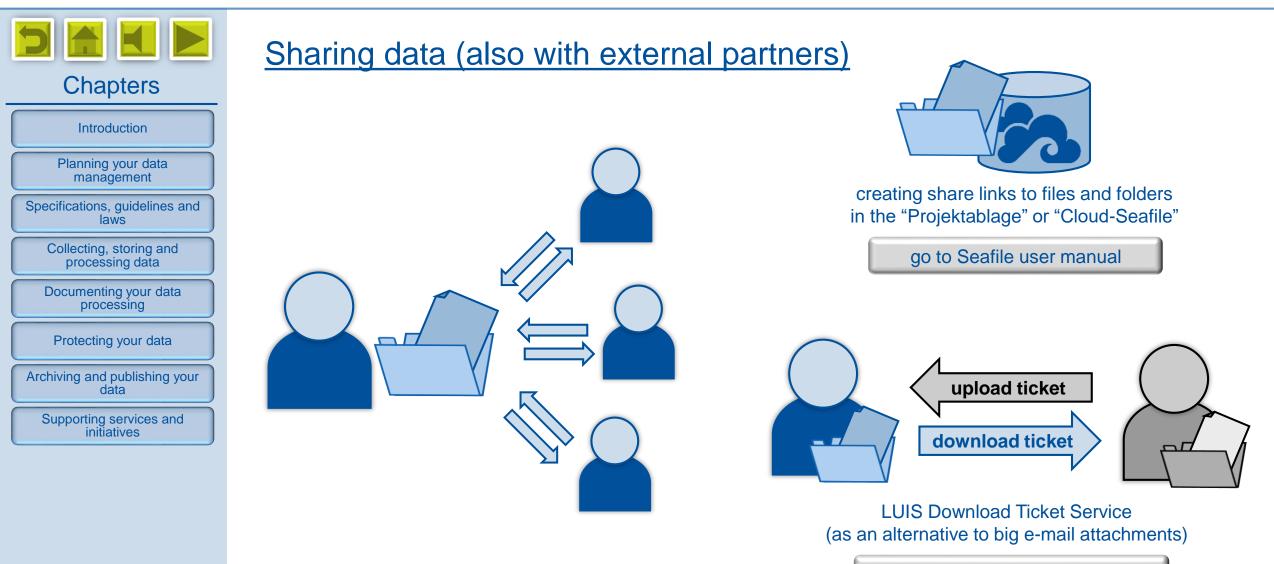
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go to service description (German)









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Documenting your data processing

Why documentation is so important

The significance of metadata

General and specific context information

How metadata is generated and which forms they can take

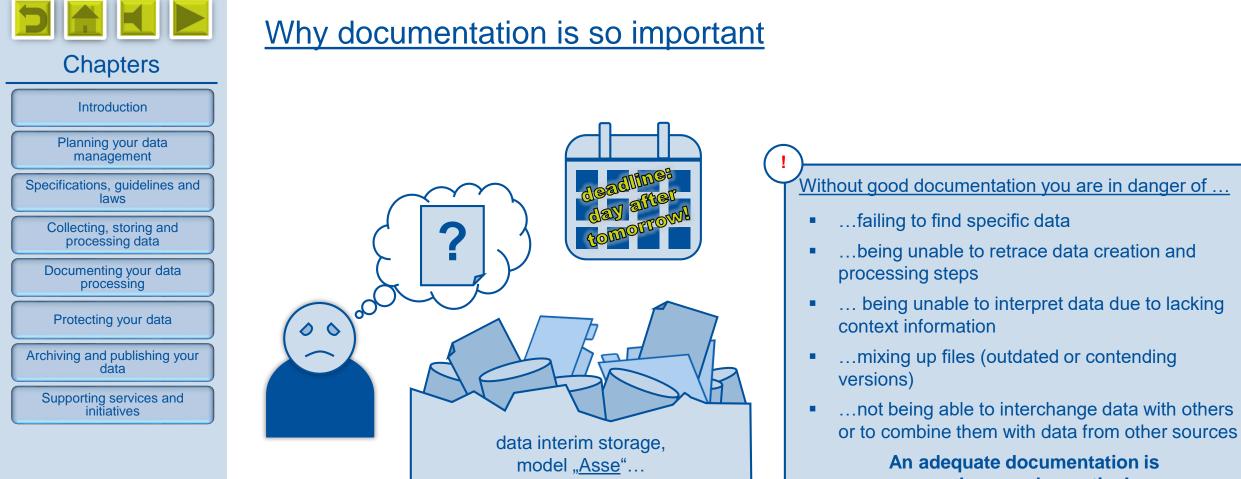
Documentation – possible instruments









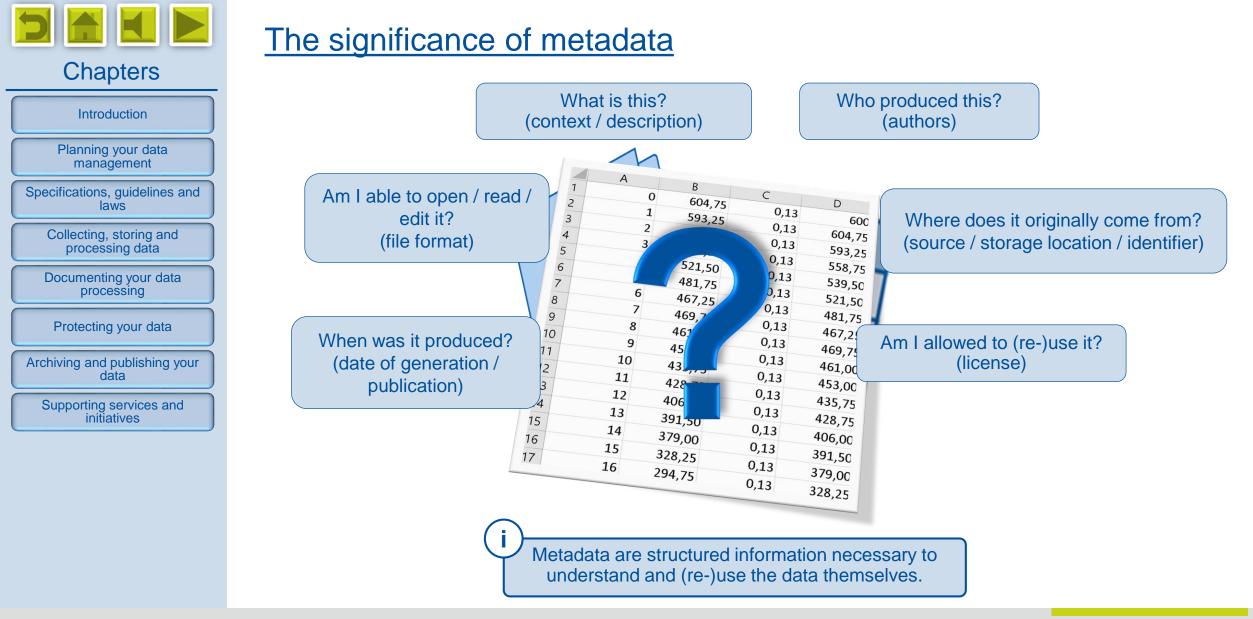


good research practice!





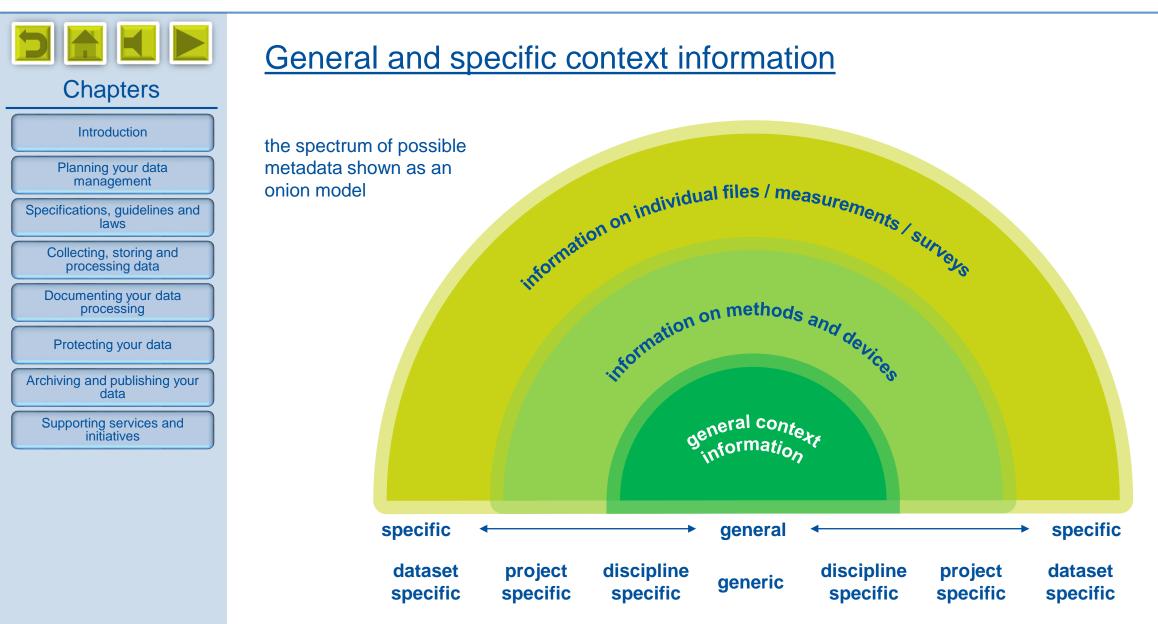












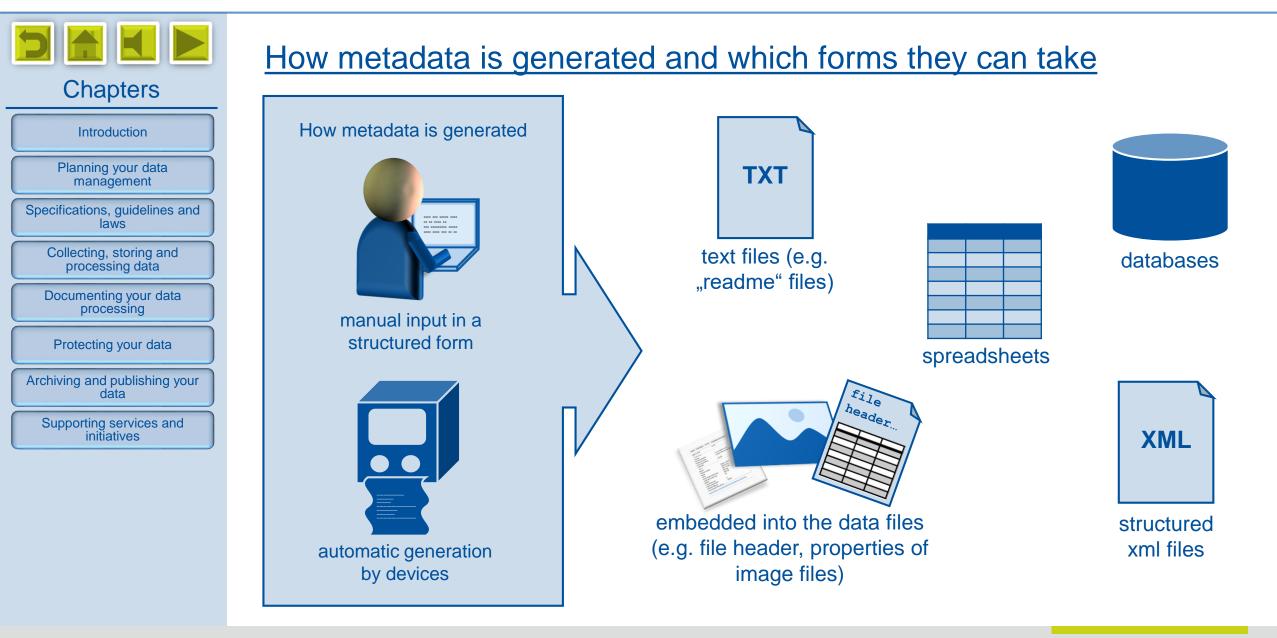
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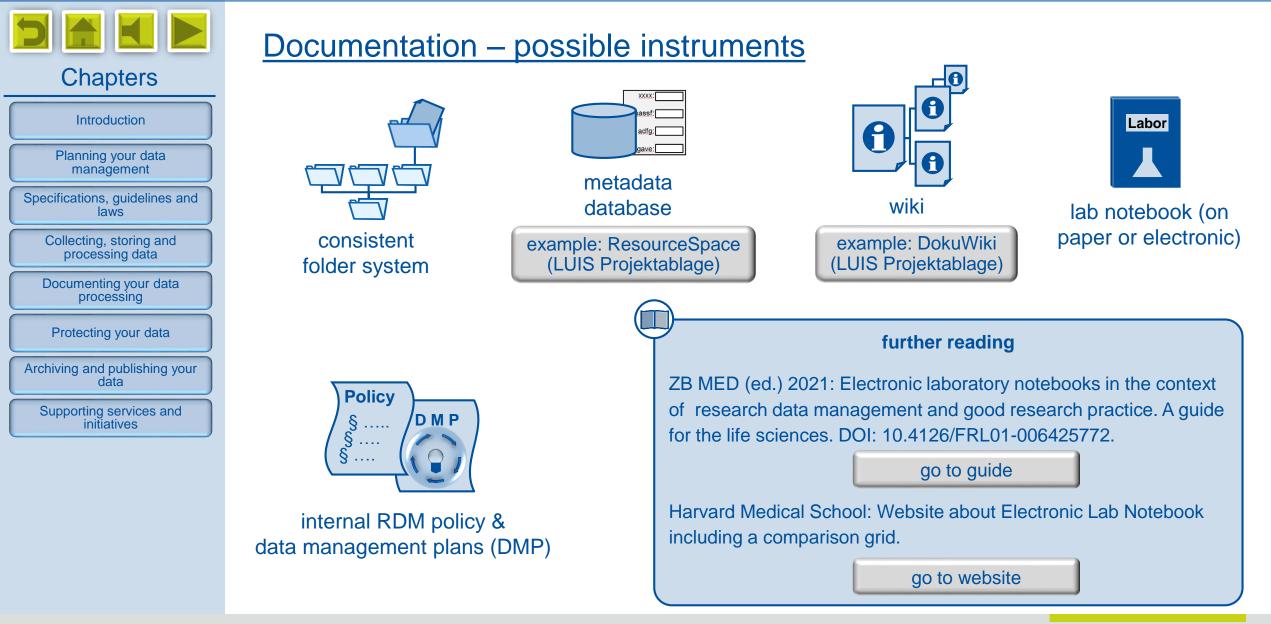


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Protecting your data

Handling passwords: NOT like this, please!

Generating secure passwords

Rights management

Encrypting files and folders

Encryption using VeraCrypt

Physical access restrictions

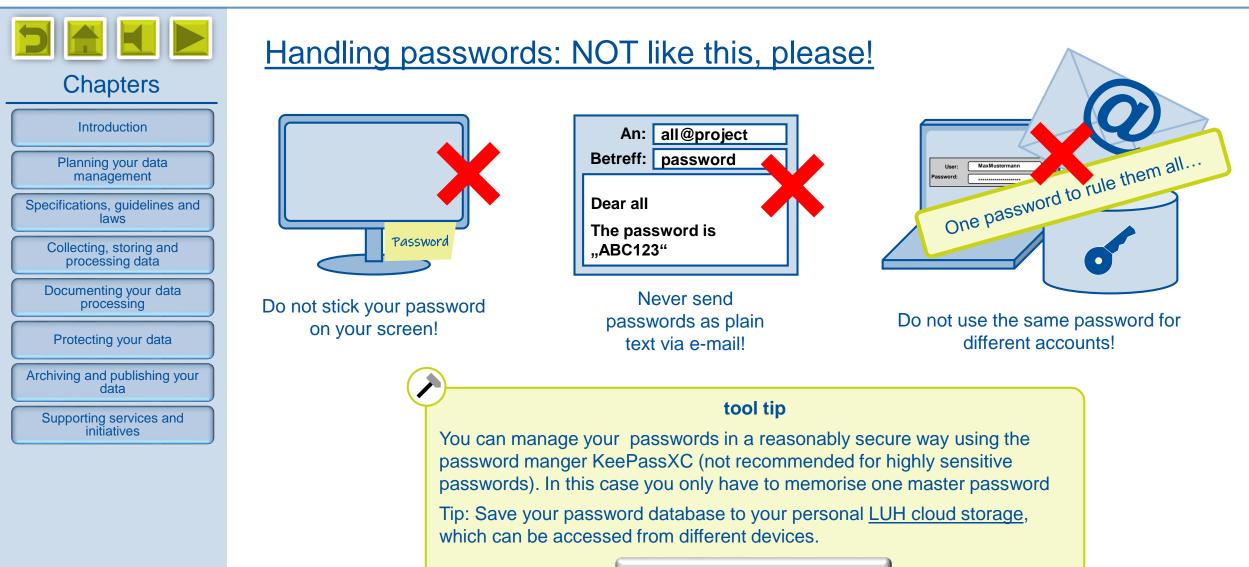


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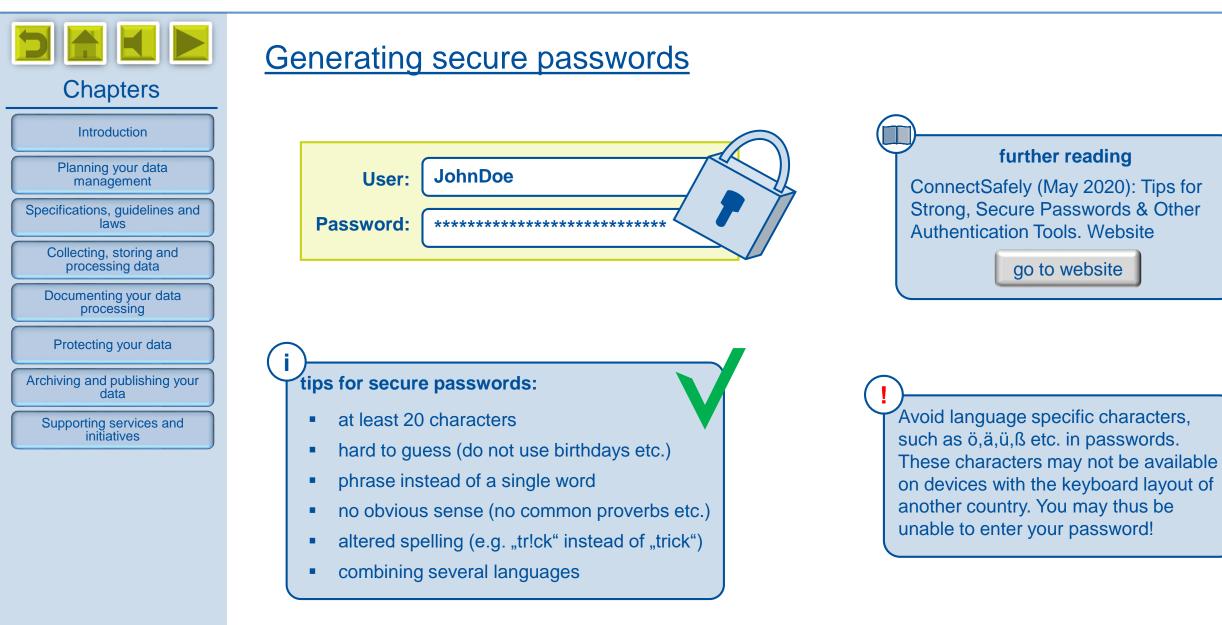


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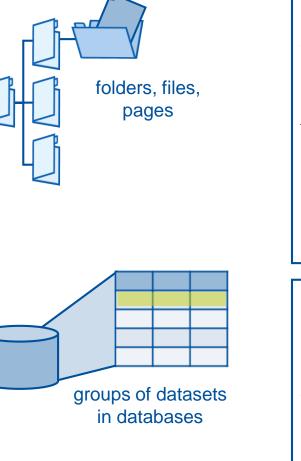








Rights management



rights (examples)

← read (just look)

write (edit)

☆ create (generate new item)

🗇 move

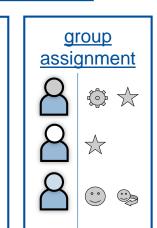
X delete

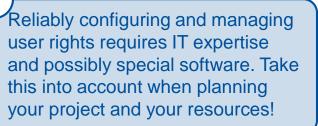
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 $\frac{\text{user groups}}{(\text{examples})}$

staff members

external partners





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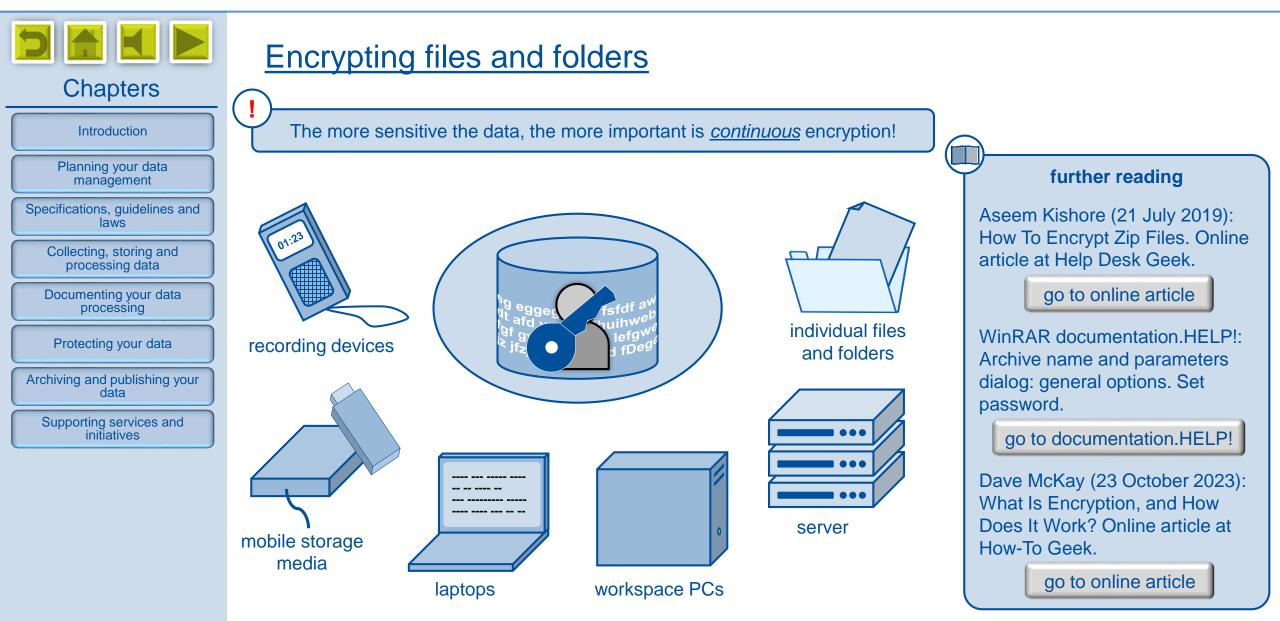
www.fdm.uni-hannover.de/en



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Encryption using VeraCrypt

Generally speaking, encryption by software is more reliable than encryption by hardware!

tool tip VeraCrypt is a powerful, user-friendly, open source programme capable to securely encrypt individual folders, partitions and entire drives. It is available for all common operating systems.

go to download page

Techlore`s YouTube video explains well the advantages, features and configuration choices of VeraCrypt.

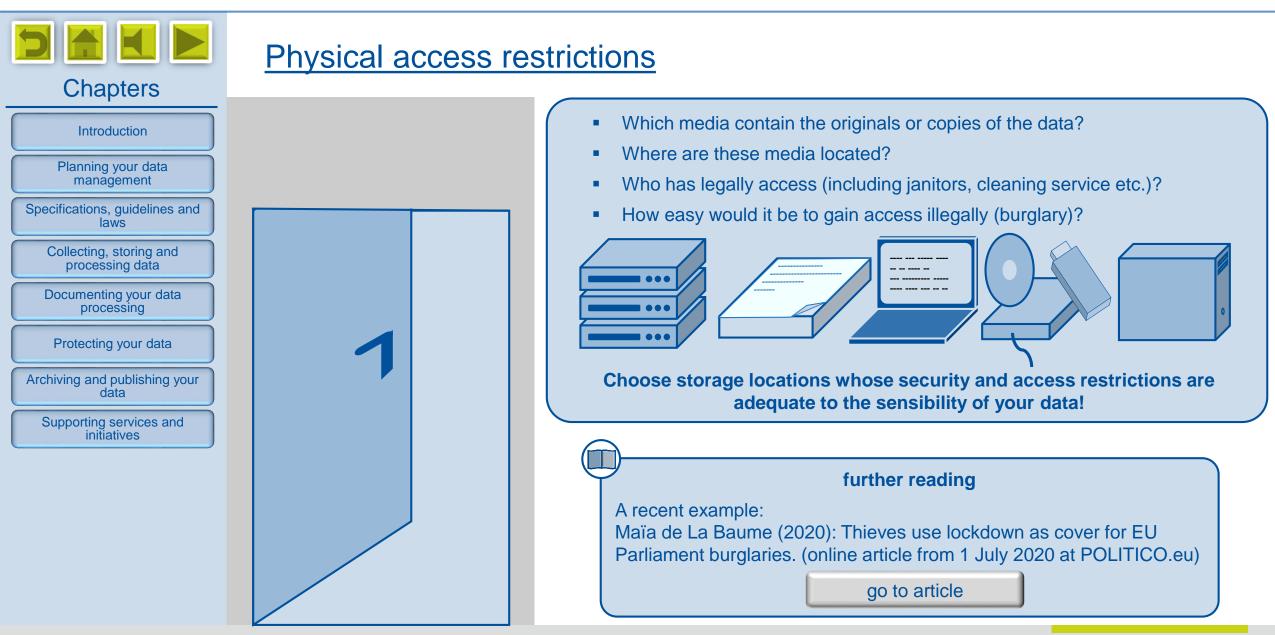
go to video

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LW Volume	Benchmark-Test Testvektoren	^		
B: D: E:	Traveler-Disk-Installation Volume-Erweiterer			
📻 F:	VeraCrypt-Volume erstellen			
G: H: I: J: K:	Schlüsseldatei(en) generieren Sicherheitstoken-Schlüsseldateien verwalten Alle Sicherheitstoken-Sitzungen schließen Volume-Kopfdaten sichern Volume-Kopfdaten wiederherstellen			
L: M: N:				
- <u>-</u> -	Laufwerksbuchstaben aktualisieren			
Volume-Verlauf löschen Volume erstellen Passwort-Cache sicher löschen				
Volume	V Datei			
Verlauf nicht sp	eichern VolOperationen Datenträger			
Einbinden	Datentr. einbinden Alle trennen Beenden			

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If evitable, do not store data on mobile devices. If you must, remove the data from these devices as soon as possible.



Check regularly if everybody follows the rules. Define workflows and responsibilities!



See for a professional (!) physical destruction of defect media and media no longer needed.

You can hand over electronic media designated to be destroyed to Sachgebiet 12 (IuK) in the main building "Welfenschloss" (R318A).



further reading

Surveillance Self-Defence (2019): Your Security Plan. Online article, 1 October 2019

go to article

www.fdm.uni-hannover.de/en

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Archiving and publishing your data

Which data to keep long-term?

Refining data according to the FAIR principles

Correctly archiving data

Publishing high-quality data opens up opportunities!

Making data available via a repository

Choosing a suitable repository

Linking journal articles with related data

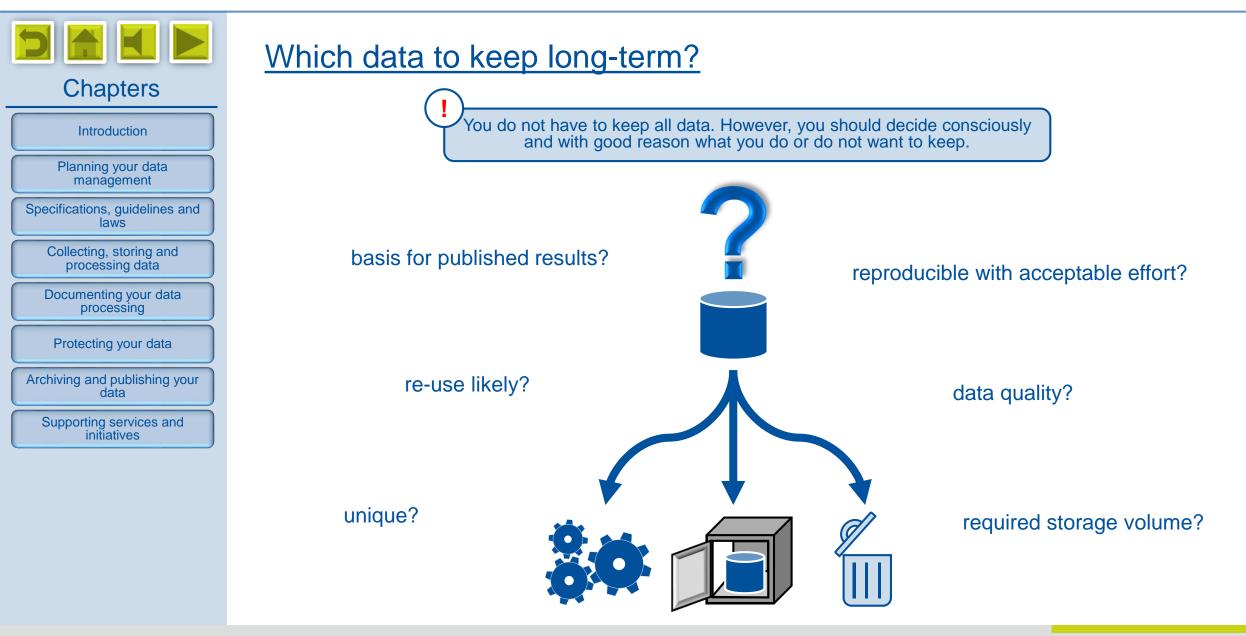


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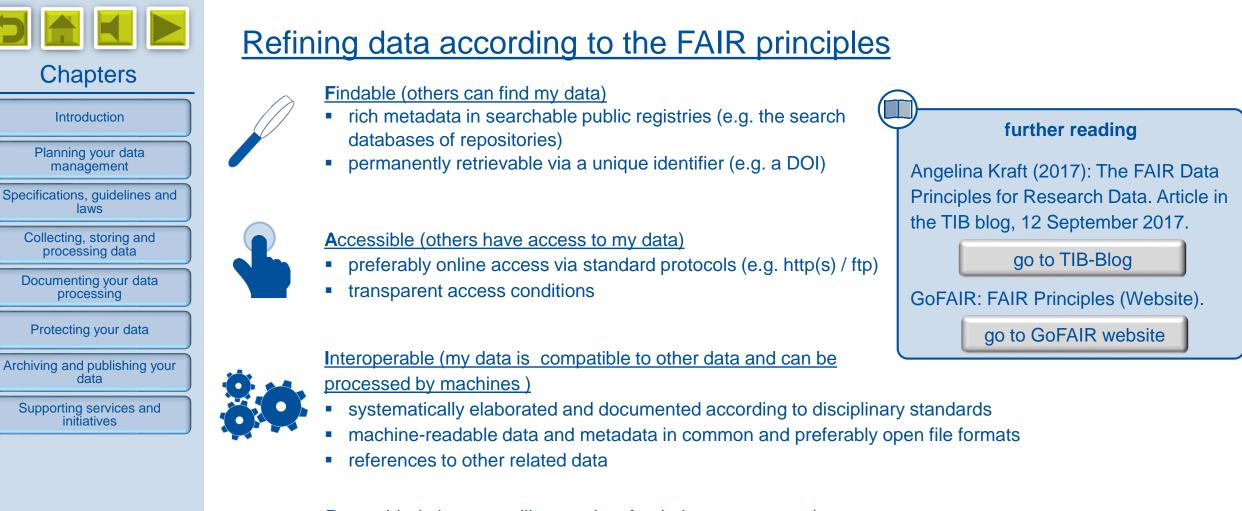
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Re-usable (other can utilise my data for their own purposes)

in addition to all points listed above:

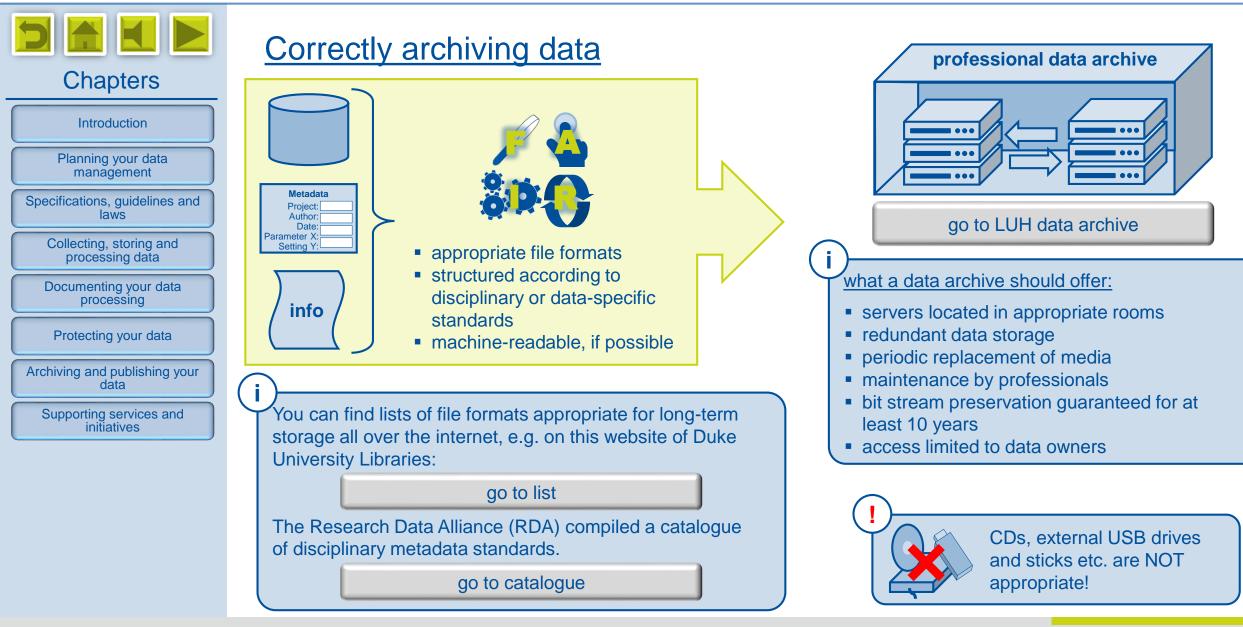
- adequate documentation and precise attributes (data is comprehensible)
- distinct license (conditions for re-use are defined in a legally binding manner)

www.fdm.uni-hannover.de/en





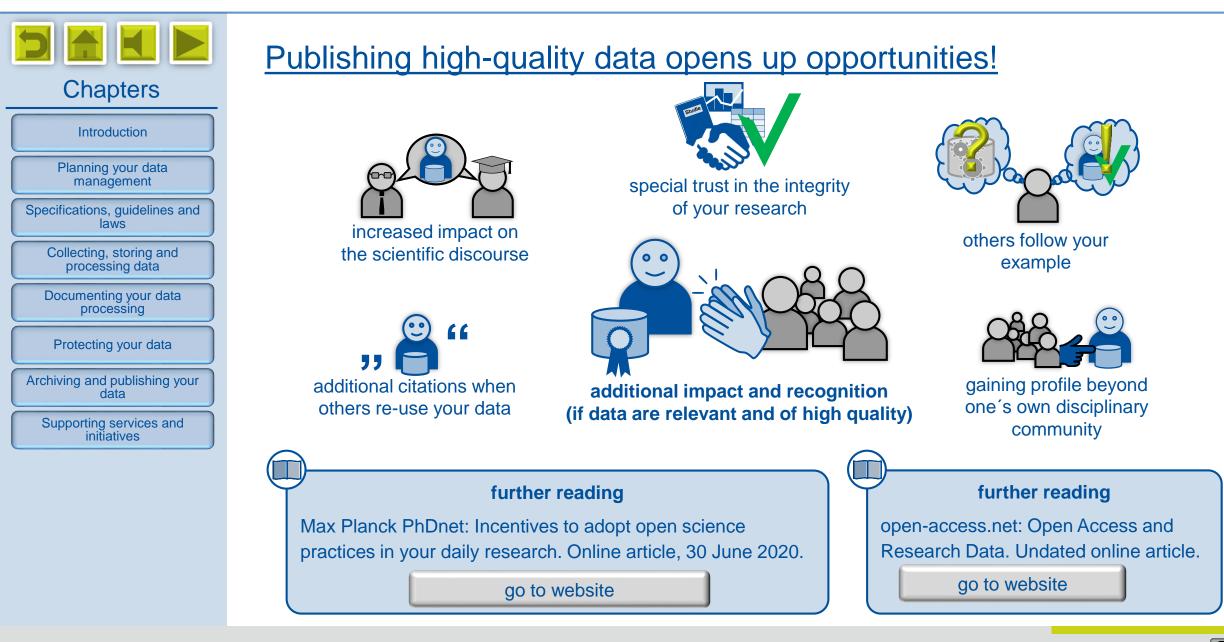












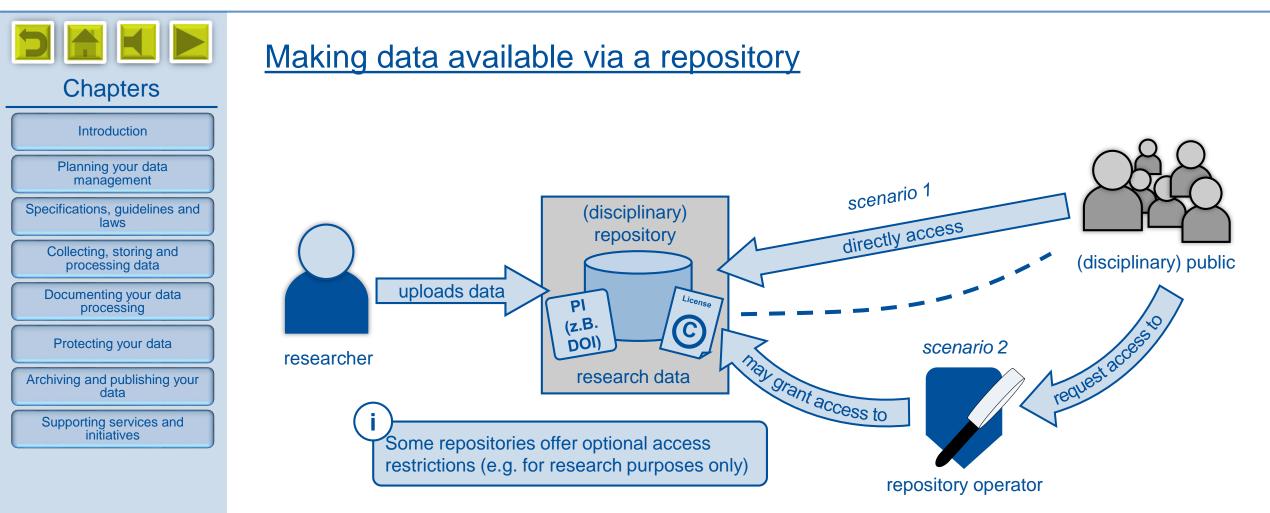
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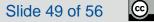


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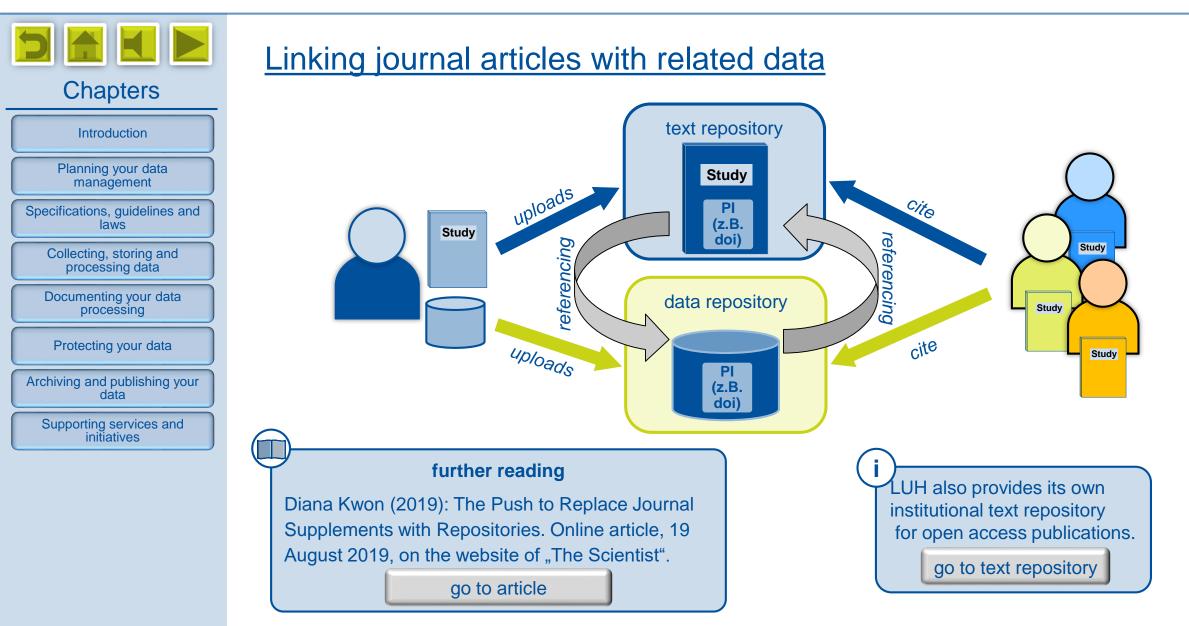


	Choosing a suitable repository
Chapters Introduction Planning your data management Specifications, guidelines and laws Collecting, storing and processing data Documenting your data	Search Browse - Suggest Contact Image: DataCite Image: Contact Image: DataCite Image: Contact Image: Contact Image: Contact Image: Contact Image: Contact Image: Contact Image: Contact Image: Contact
Protecting your data	go to re3data.org S Does the repository have its own policy?
Archiving and publishing your data Supporting services and initiatives	 Also pay attention to these points: Who is allowed to <i>upload</i> data? Which data and metadata formats are accepted? Which (perhaps optional) services do they offer? How much do they charge for hosting your data? → Preferably, clarify these points <u>BEFORE</u> the start of your project. You will then be able to allocate or apply for the necessary funds, and you can generate your data straight away in the required formats.









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Supporting services and initiatives

The Research Data Support Team of LUH

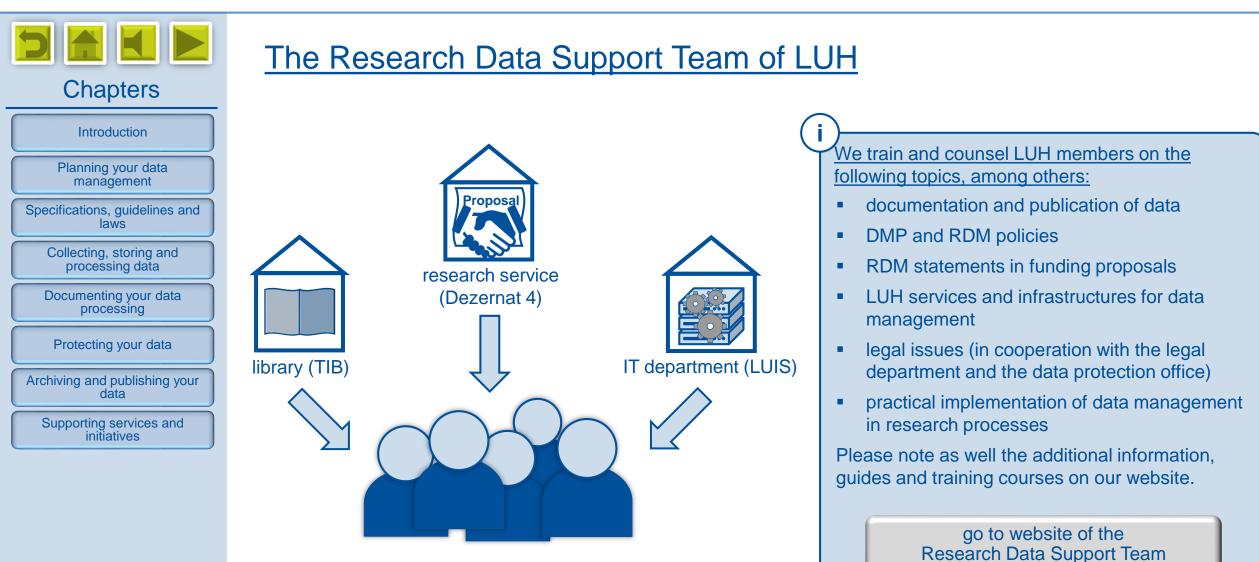
External information and support

RDM working groups and initiatives - national and international

















Chapters



External information and support



Disciplinary services may provide the following:

- counselling of projects from a disciplinary perspective
- discipline-specific info materials
- discipline-specific services, tools and infrastructure (e.g. a DMP tool, data processing, quality checks, archiving and publishing data)
- networking in the disciplinary research community
- developing and defining disciplinary standards and policies
- representing the interests of your discipline towards policy makers and funding bodies

Get information on services for your discipline and current developments!

www.fdm.uni-hannover.de/en







RDM working groups and initiatives - national and international Chapters Introduction Planning your data management nestor Specifications, guidelines and DATA ALLIANCE laws **DINI/nestor-AG Forschungsdaten** (RDM support staff at research institutions Collecting, storing and Research Data Alliance (RDA) processing data in German-speaking countries) (international network of RDM specialists Documenting your data with a special focus on technical aspects) processing go to the working group's website (German) got to RDA website Protecting your data Archiving and publishing your **NFDI** consortia data Supporting services and The federal government and the state governments jointly fund the development of a initiatives national research data infrastructure (NFDI). Its core are disciplinary consortia composed of researchers and infrastructure providers. These consortia are tasked with developing disciplinary standards, establishing services and organising the research community.

All researchers are invited to participate in the work and to join in the discussions!

LUH's NFDI website

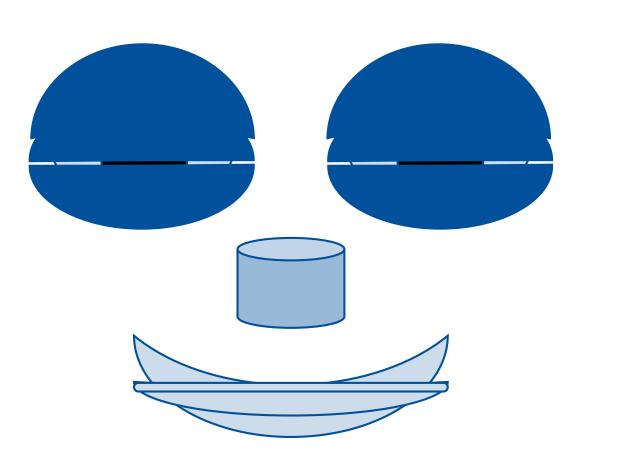
official NFDI website

DFG`s NFDI website





Thanks for your attention and have a nice evening!





ZZZZZZ

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