1ˢᵗ Data Management and Curation Working Group (DMCWG) Fall Program 2016

What is a Data Management Plan?
Thursday, September 22, 2016

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Setting the Context

"A record if it is to be useful to science, must be continuously extended, it must be stored, and above all it must be consulted." – Dr. Vannevar Bush (July 1945, As We May Think)

"The process by which data is captured and maintained continues to evolve and mature as scientific needs change." – DAF Interview P1 Participant (2013, Q18)

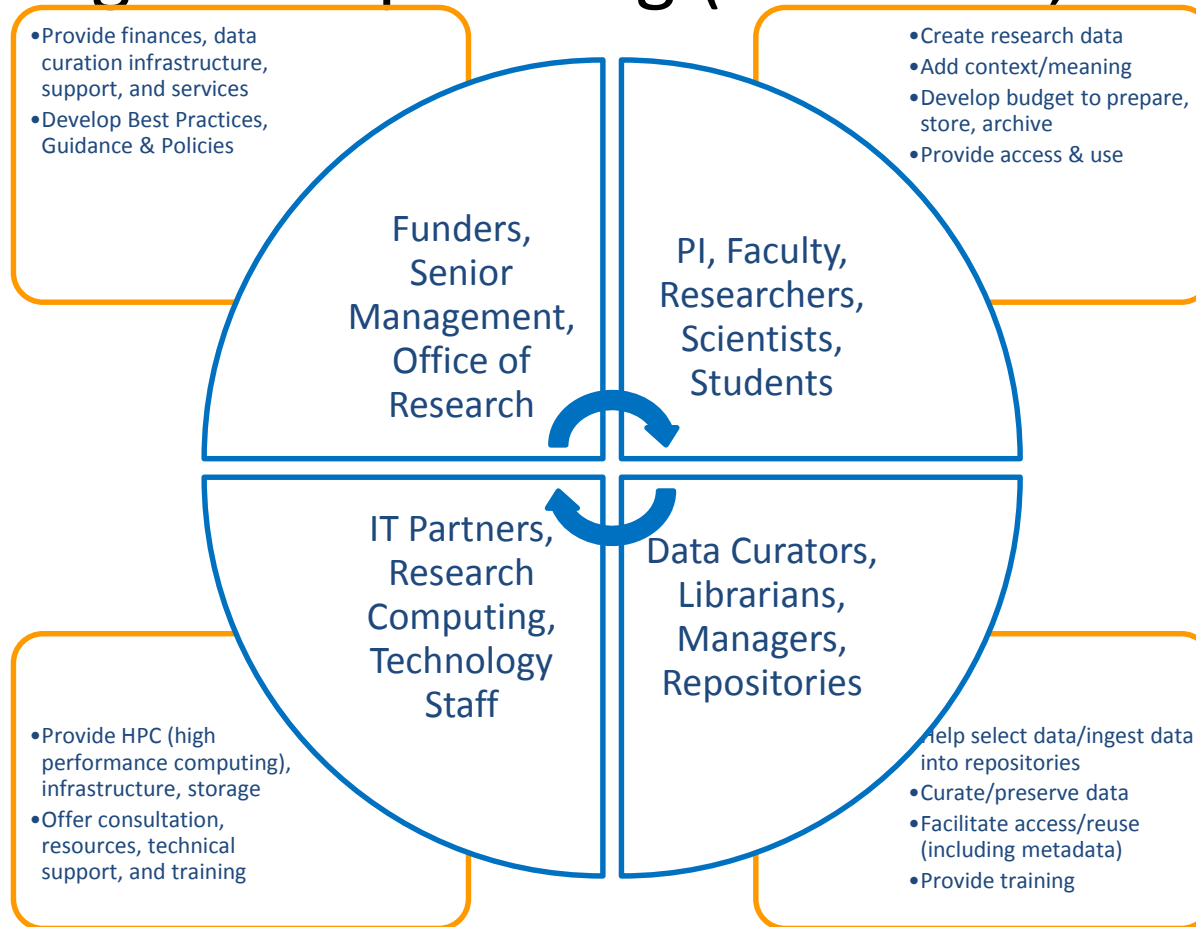# How are Stakeholders involved in data management planning (JISC et al., 2009)?

- Provide finances, data curation infrastructure, support, and services
- Develop Best Practices, Guidance & Policies

- Create research data
- Add context/meaning
- Develop budget to prepare, store, archive
- Provide access & use

Funders, Senior Management, Office of Research

PI, Faculty, Researchers, Scientists, Students

IT Partners, Research Computing, Technology Staff

Data Curators, Librarians, Managers, Repositories

- Provide HPC (high performance computing), infrastructure, storage
- Offer consultation, resources, technical support, and training

- Help select data/ingest data into repositories
- Curate/preserve data
- Facilitate access/reuse (including metadata)
- Provide training

Fig. 1 Stakeholders and Data Management Responsibilities
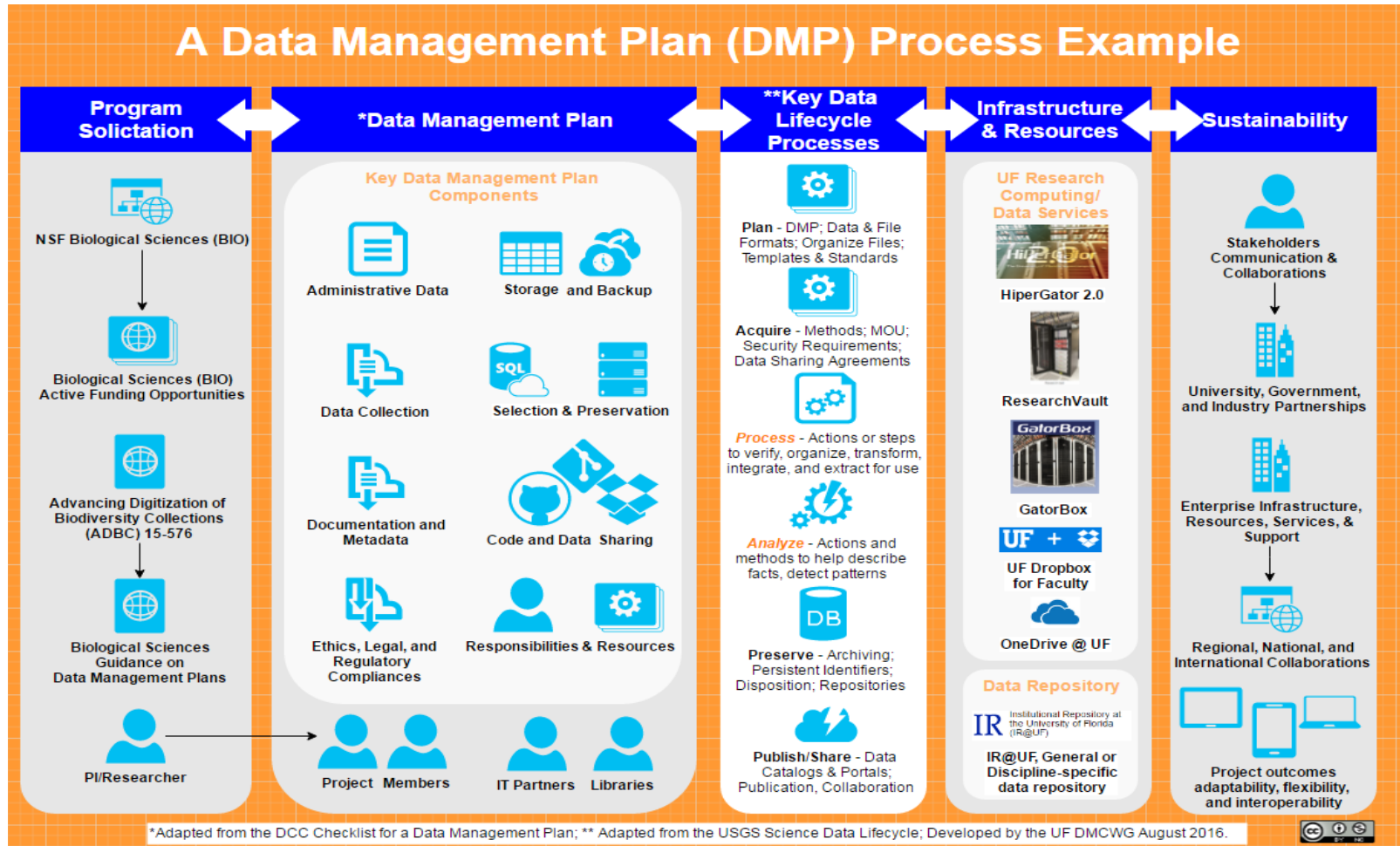
What is a data management plan?

Fig. 2 Data Management Plan Components and Goals

What are some key components of a data management plan (DCC, 2013)?

Administrative Data

- ID (funder or institution)
- Funder
- Grant Reference #
- Project Name
- Project Description
- PI/Researcher
- Researcher ID (e.g. ORCID)
- Date of 1ˢᵗ version, last update, and related policies

Data Collection

- What data will you collect of create?
  - What type, format, and volume of data? (e.g. text, vcf, 30-50 Gigabyte per dataset)
- How will the data be collected or created?
  - What standards or methodologies will you use?
  - How will you structure and name your folders and files?

What are some key components of a data management plan (DCC, 2013)?

Documentation and Metadata

- What documentation and metadata will accompany the data?
  - What information is needed for the data to be read and interpreted in the future?
  - How will you capture/create the documentation and metadata?
  - What metadata standards will you use and why?

Ethical, Legal, and Regulatory Compliances

- How will you manage any ethical issues?
  - Have you gained consent for data preservation and sharing?
- How will you manage copyright and Intellectual Property Rights (IPR) issues?
  - Who owns the data?
  - How will the data be licensed for reuse?

What are some key components of a data management plan (DCC, 2013)?

Storage and Backup

- How will the data be stored and backed up during research (e.g. FDA, Tivoli)?
  - Do you have sufficient storage or will you need to include charges for additional services?

- How will you manage access and security?
  - What are the risks to data security and how will these be managed?

Selection & Preservation

- Which data should be retained, shared, and/or preserved?
  - What data must be retained/destroyed for contractual, legal, or regulatory purposes?

- What is the long-term preservation plan for the dataset?
  - Where e.g. in which repository or archive will the data be held (e.g. NCBI, NCEI)?

What are some key components of a data management plan (DCC, 2013)?

Data Sharing

- How will you share the data?
  - How will potential users find out about your data?

- Are any restriction on data sharing required?
  - What action will you take to overcome or minimize restriction?

Responsibilities & Resources

- Who will be responsible for data management?
  - Who is responsible for implementing the DMP, and ensuring it is reviewed and revised?

- What resources will you require to deliver your plan?
  - Is additional specialist expertise (or training for existing staff) required?

What are some key components of a data management plan?

- ## UF Research Computing/Data Services
  - HiperGator – High Performance Computing (HPC)
    - 50,000 cores
    - 3 Petabyte storage
  - ResVault
    - Secure data storage and analysis for restricted data
      - HIPAA, ITAR/EAR, Intellectual Property
  - Gatorbox, Dropbox for Faculty, OneDrive @ UF
    - UFIT supported data storage, synchronization and sharing

UF Research Computing/ Data Services

HiperGator 2.0

ResearchVault

GatorBox

UF Dropbox for Faculty

OneDrive @ UF
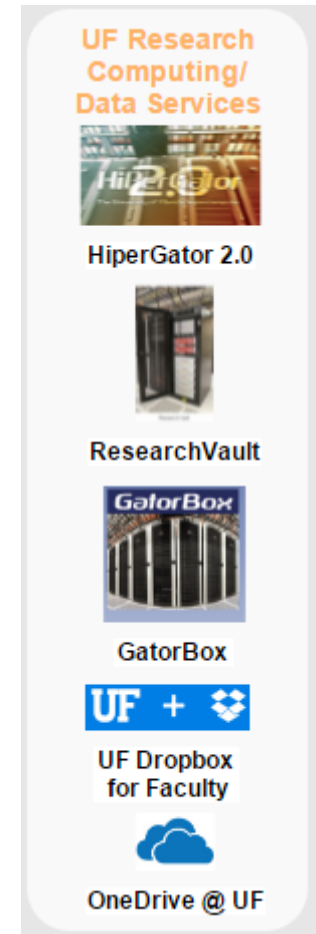
What are some key data lifecycle processes (USGS, 2013)?

Plan for the data

- Full-lifecycle data management articulation
- Steps to identify and secure resources and utilize infrastructure for data acquisition

Acquire the data

- Collect new data
- Convert/transform legacy data
- Share /exchange data
- Purchase data

What are some key data lifecycle processes (USGS, 2013)?

Process the data

- Verify, organize, transform, and extract data in an appropriate output for subsequent use

Analyze the data

- Perform actions and method that describe facts, detect patterns, develop explanations, and test hypothesis

What are some key data lifecycle processes (USGS, 2013)?

Preserve the data

- Perform actions and procedures to keep data for specific period of time for future use (e.g. data retention strategy)

Publish/Share the data

- Process to prepare data for dissemination, public access, and reuse (includes documentation and metadata to facilitate aggregation, dissemination, and representation)

How can you develop a data management plan?

- Hand on exercise portion of this training:
  - Navigate to https://dmptool.org
  - Click on Login in upper-right hand corner
  - Click on dropdown arrow to select your institution
  - Select the University of Florida
  - Click on the Next button
  - Login with you GatorLink credentials
  - Click on Create New DMP
  - Select DMP Template from DCC

References

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Contacts

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