# DCC Spring Training: (Reviewing) data management plans

#### 20th May 2021

#### Pre-reading:

- Practical Guide to the International Alignment of Research Data Management
  - Researchers: Guidance for Researchers (pages 17-25)
  - Stewards: Guidance for Reviewers (pages 30-49)
- Data Management Plan (The Turing Way)
- Optional: Examples of Data Management Plans can be found in, for example, the <u>H2020 Data Management Plans Use Case collection</u> or the <u>LIBER Data Management</u> <u>Plan catalogue</u>

#### Agenda:

13:05	Network Section View Participants		
13:20	Explanation break out room exercises / set up break out rooms		
13:25	Part 1: Setting up or reviewing a DMP		
15 min	Researchers: Fill out the DMP question     Stewards:   Break out room		
15 min	<ul> <li>Researchers: <u>Break out room</u></li> <li>Stewards: Provide feedback to answers</li> </ul>		
13:55	💬 Check feedback / report back (5 min)		
	Part 2: Reflection/Feedback		
14:00	Researchers: Check feedback to answers Stewards: Reflect on giving feedback in Break out room		

14:10	Report back / Final Questions (5 min)
14:15	Wrap up: Feedback & Additional Resources
14:20	🙏 The end

#### Code of Conduct

- Please be inclusive and constructive
- Please be patient with the technology/each other/yourself

## Roll Call

# Name / pronouns / Get in touch info / Role & institute / Discipline or research interest / Researcher or Steward?

- Esther Plomp / she,her / <u>e.plomp@tudelft.nl</u> or <u>@PhDtoothFAIRy</u> (twitter) / Data Steward TU Delft / Archaeology/RDM/Open Science / **Steward**
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- - )

- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •

What do you wish to learn from this session?

- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •

# Any questions/concerns about the prereadings? Was it helpful?

- •
- •
- •
- •
- •

- •
- •
- •

### Part 1

#### Researchers

Please read the question and provide an answer for your research project (current one, planned one or a project that you worked on in the past). Please take the time to fill out your answers, it is ok to not answer all the questions.

- Please ask questions if you're not sure.
- If you don't want to be disturbed, move to the silent break out room.

#### Stewards

First break out room! Afterwards: provide feedback on the answers. Please take your time to provide feedback, it is ok to not provide feedback to all the answers.

### **DMP** questions

How will new data be collected or produced and/or how will existing data be reused? (page 17 in Science Europe document)					
Answer	Feedback	Any comments?			

	or example the kind, for I be collected or prod	
Answer	Feedback	Any comments?
methodology	ta and documentatio of data collection and ny the data? (page 19)	n (for example the d way of organising data
methodology	of data collection and	•
methodology will accompar	of data collection and ny the data? (page 19)	d way of organising data
methodology will accompar	of data collection and ny the data? (page 19)	d way of organising data
methodology will accompar	of data collection and ny the data? (page 19)	d way of organising data
methodology will accompar	of data collection and ny the data? (page 19)	d way of organising data
methodology will accompar	of data collection and ny the data? (page 19)	d way of organising data
methodology will accompar	of data collection and ny the data? (page 19)	d way of organising data

What data quality control measures will be used? (page 19)					
Answer	Feedback	Any comments?			

#### Stewards (Break out room - 15 mins)

- Introduce yourselves (if you haven't met yet)
- Where are you working? When did you start? What do you enjoy most in your work?

You will provide feedback to the answers given to the questions:

- Do you have experience with evaluating DMPs? •
  - a. Is this your first time?
  - b. Do you have any concerns/worries?
  - c. Any best practises to share?
- Any questions or comments on the 'guidance for reviewers' chapter?
- Anything else from today that you found helpful or was completely new to you?

Please put any notes or comments that you want to share with the whole group here: (optional)

- •
  •
  •

#### Researchers (Break out room - 15 mins)

- Introduce yourselves (if you haven't met yet)
  - a. Where are you working/What is your discipline?
  - b. When did you start?
  - c. What do you enjoy most in your work?
- Was this your first time filling out a DMP question?
  - a. Were the questions clear?
  - b. Did you have any issues or doubts filling in the questions?
- Any questions or comments on the 'guidance for researchers' chapter?
- Do you think this was helpful?
- Anything else from today that you found helpful or was completely new to you?

Please put any notes or comments that you want to share with the whole group here: (optional)

- •

- •

### Part 2

#### Stewards (Break out room - 10 mins)

- How was it to provide feedback on the answers?
- Go over some of your feedback and then provide feedback on this (are the comments clear and helpful? Would the researcher understand the feedback?)
  - You can take optional notes below (don't use the table for notes right now)
- After the session: Have a look at the feedback in the 'Any comments?' section of the table.

#### Notes:

Please put any notes or comments that you want to share with the whole group here: (optional)

• • • • •

•

#### Researchers in main room

• Go over the feedback that has been given to you and add constructive feedback on your feedback in the 'Any Comments?' section of the table.

#### Feedback

Name one thing you liked about the session:

- •
- •
- •

- •
- •
- •
- •
- •
- •
- •

Name one thing you would like to improve about the session:

- •
- •
- •
- -
- -
- •
- •
- •
- •
- •

Anything else that you would like to share?

- •
- •
- \_
- •
- •
- •

# Additional Resources

Please feel free to share additional resources that you are aware of!

#### **Researchers + Stewards**

- <u>Data Management Plans, why and how?</u> (previous Helis workshop on DMPs)
- The Turing Way Research Data Management
- <u>What is a Data Management Plan?</u> (Vrije Universiteit Amsterdam)
- How can you make research data accessible? (Blog by Esther)
- H2020 openly available DMPs
- <u>11 ways to avert a data-storage disaster</u>
- <u>DMPonline</u>
- <u>Some Simple Guidelines for Effective Data Management</u> (Borer et al. 2009)
- Long-term Archiving of Data and Code: 10 things to consider (presentation by Esther)
- FAIR? (Slides by Esther)
- Rainbow of Open Science Practices
- Check this <u>8 step guide</u> on how to set up your file naming convention or <u>this presentation on file naming</u>, or <u>Stanford's best practices</u>
- Folder structure template for research repositories
- Choose an open source license
- <u>Creative Commons License Chooser</u>
- Example of a readme txt file for data
- Example of a readme txt file for software/code
- •

#### Stewards

- <u>RDM policies at universities</u> (may be a bit outdated)
- <u>Policy for Culture Change: Making data sharing the default</u> (Blogpost by Cameron Neylon)
- <u>University of Cambridge: Data Management Guide</u>
- <u>Research Data Mantra</u>
- <u>UiT Research Data courses</u>

- <u>Research data management (RDM) open training materials</u> (Zenodo Community)
- DCC checklist for evaluating data repositories
- Data Management Plan catalogue (LIBER)
- As a researcher...I'm a bit bloody fed up with Data Management (blog)
- Essentials 4 Data Support
- •
- •
- •