



# Data Management Planning

Workshop Data Management in Science

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# Research Data Management

- **Organise your data** in a way...
  - ...which not only **allows yourself to track back** what you have done some time ago...
  - ...but also **facilitates sharing and publishing** relevant data...
  - ...and ensures its **comprehensibility** over time
- **Data** means...
  - ...text documents, image files, audio files, software...
  - “A reinterpretable representation of information in a formalized manner suitable for communication, interpretation, or processing.”

# Roles and Responsibilities according to ETH



- **Project Members:**
  - adhere to the principles of good scientific practice and the guidelines for Research Integrity at ETH.
  - All steps of treatment of primary data must be **documented** and results must be **reproducible**.
- **Project Manager:**
  - responsible for execution of a scientific project and **data management** (data collection, storage, data access, compliance with data protection requirements...).
  - Ensures that all research project participants are aware of the guidelines.
  - Determines together with the professor, which departed project members should retain access to the primary data or materials.

From: **Guidelines for Research Integrity**, <https://doi.org/10.3929/ethz-b-000179298>

# What is a Data Management Plan (DMP)?

A brief plan written at the start of a project and updated during its course to define:

- **What data** will be collected or created?
- How the **data will be documented and described?**
- **Where** the data will be **stored?**
- **Who will be responsible** for data security and backup?
- Which data will be **shared and/or preserved?**
- **How the data will be shared** and with whom?

DMPs are e.g. demanded by:

SNSF from October 2017 on

[http://www.snf.ch/en/theSNSF/research-policies/open\\_research\\_data/Pages/default.aspx](http://www.snf.ch/en/theSNSF/research-policies/open_research_data/Pages/default.aspx)

Horizon2020 EU funding programme

[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/oa\\_pilot/h2020-hi-oa-data-mgt\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf)



# SNSF and Data Management

# SNSF policy on Open Research Data

- Goal of the SNSF: **Research data should be freely accessible** to everyone – for scientists as well as for the general public
  - **Minimum requirement: make underlying data of publications accessible**
- A data management plan (DMP) is just one of the tools to reach this goal
  - **The DMP does not force researchers to open up all their data...**
  - ...but to **make and document informed decisions** what to share and keep
- Data should be **FAIR**: Findable – Accessible – Interoperable – Re-usable
  - These are requirements both to researchers (document data appropriately) and to data repositories and their functionalities

# How to submit a DMP to SNSF

- A proposal can only be submitted if a DMP was created
- A DMP for SNSF must be created online in mySNF
- You cannot upload a DMP created outside of mySNF – except in lead agency process
- DMP should be updated during project. Final version at end of project, published in p3.snf.ch database
- Contents of DMP:  
[http://www.snf.ch/SiteCollectionDocuments/DMP\\_content\\_mySNF-form\\_en.pdf](http://www.snf.ch/SiteCollectionDocuments/DMP_content_mySNF-form_en.pdf)
- Instructions and examples for ETH Zurich:  
<https://documentation.library.ethz.ch/display/DD/Guidance+for+ETH+researchers+on+filling+out+SNSF+Data+Management+Plans>

Interested?  
Ask for a workshop or  
consultation!

Willkommen bei mySNF

mySNF ist die Web-Plattform des Schweizerischen Nationalfonds zur Interaktion zwischen Geschützten, Evaluierenden, Forschungsinstitutionen und der Geschäftsstelle des SNF. Sie ermöglicht die Einreichung, Evaluierung und Verwaltung von Gesuchen und Projekten.

Bitte informieren Sie sich auf der Webseite des SNF (<http://www.snf.ch/>) über die verschiedenen Finanzierungsinstrumente. Eine Liste der nächsten Eingabetermine finden Sie unter [Ausschreibungen - SNF](#).

Um mySNF nutzen zu können, benötigen Sie ein Benutzerkonto. Unter "Neue/n Benutzer/in registrieren" können Sie sich für ein Benutzerkonto registrieren lassen.

**Wichtig:** Neue Benutzerkonten können erst nach einer Prüfung durch den SNF genutzt werden. Eine entsprechende Bestätigung über die erfolgreiche Erstellung des Benutzerkontos wird Ihnen anschliessend per E-Mail zugestellt.

Login

Benutzername  [Benutzer/in neu registrieren](#)

Passwort  [Zugangsdaten vergessen](#)

Anmelden

Weiterführende Links

- [Benutzerregistrierung und Anmeldung: Kurzanleitung & FAQ](#)
- [mySNF Benutzungsordnung](#)

<https://www.mysnf.ch>

# Assessment of the DMP

- The DMP is assessed by SNSF staff for **plausibility** and **compliance** with its Open Research Data policy
- It is not sent to external reviewers
- Applicants can be assigned «tasks» in the funding decision for enhancing their DMP
- DMP Guidelines for researchers, FAQ and more from the SNSF  
[http://www.snf.ch/en/theSNSF/research-policies/open\\_research\\_data/Pages/default.aspx#](http://www.snf.ch/en/theSNSF/research-policies/open_research_data/Pages/default.aspx#)
- Please contact the SNSF via [ord@snf.ch](mailto:ord@snf.ch) for comments, suggestions, questions



# What to do for other funders?



- **Data Management Checklist**

- Supports you in the creation of a DMP or in discussing data management in general, even if you don't need to do it to comply with funders
- <https://documentation.library.ethz.ch/display/DD/Data+Management+Checklist>

- **DMPOnline**

- A tool by the UK Digital Curation Centre that helps you create **Horizon 2020** compliant data management plans, by answering a questionnaire
- <https://dmponline.dcc.ac.uk>

**Collection of DMP examples:**

<http://www.dcc.ac.uk/resources/data-management-plans/guidance-examples>



# ETH Services

# Services at ETH Library

- **Share and publish Research Output** according to SNSF guidelines for FAIR data: **ETH Research Collection** (<https://www.research-collection.ethz.ch>)
  - Publications, **Research Data**
  - Web upload, **DOI-reservation** and registration, ORCID, Export to OpenAire...
  - Long term preservation in **ETH Data Archive** (<http://www.library.ethz.ch/Digital-Curation>)
- **Get support for Open Access** (<http://www.library.ethz.ch/en/Open-Access>) including payment of Article Processing Charges with a range of publishers
- **Support for filling out the DMP for SNSF and training on data management** (<http://www.library.ethz.ch/en/ms/Digital-Curation-at-ETH-Zurich/Research-data>)
- **ORCID** (<http://www.library.ethz.ch/en/ORCID> - add your ORCID ID to your nethz-account)

# IT services and ETH transfer

## IT Services

- Storage provisioning (usually via your IT Support Group)
- Active research data management support, for data management during the course of research  
[www.sis.id.ethz.ch/researchdatamanagement](http://www.sis.id.ethz.ch/researchdatamanagement)
- openBIS Electronic Lab Notebook & Laboratory Information Management System  
<https://openbis-elN-lims.ethz.ch>

## Versioning

- Gitlab - [gitlab.ethz.ch](http://gitlab.ethz.ch) (hosted by IT services)
- SharePoint - [mysite.sp.ethz.ch](http://mysite.sp.ethz.ch) (only for documents, free up to 1 GB)

## ETH transfer <https://www.ethz.ch/en/the-eth-zurich/organisation/staff-units/eth-transfer.html>

- Software disclosure workflow with ETH Data Archive
- Advice on Intellectual Property, Patents, Licensing of Software etc.

# Trainings

- Training courses on information research, reference management, data management, scientific writing and open access by the ETH Library:  
<http://www.library.ethz.ch/en/Services/Training-courses-guided-tours>
- Comprehensive workshop on data management offered by ETH Library in collaboration with Scientific IT Services: see link above or ask for additional dates!
- SIS trainings and courses (e.g. openBIS, Python, bioinformatics, etc, etc):  
<https://sis.id.ethz.ch/consulting/>
- Courses offered by the ETH Information Center for Chemistry/Biology/Pharmacy:  
<http://www.infozentrum.ethz.ch/en/whats-up/events/>
- Further topics **on demand**

**Thank you for your attention! - Questions?**

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Digital Curation Office

ETH Library

ETH Zurich

<http://www.library.ethz.ch/Digital-Curation>

