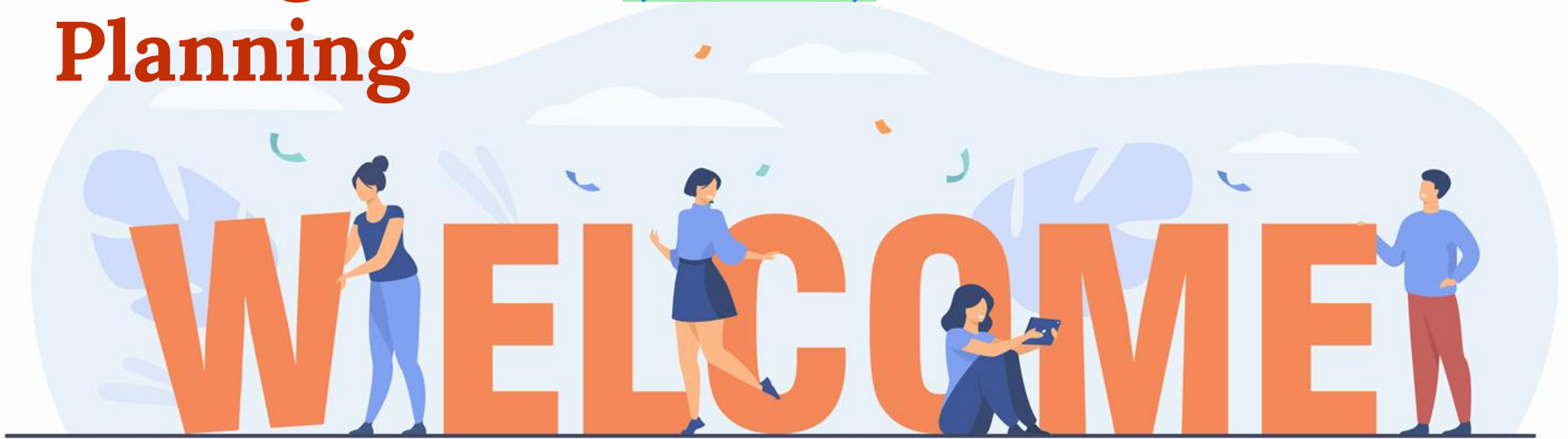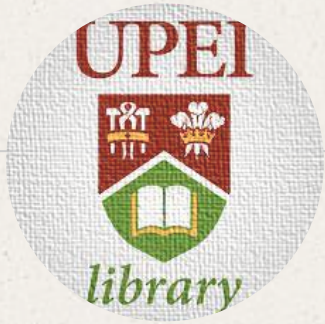# Research Data Management (RDM) Planning

Hello! 😉

I am **The UPEI Robertson Library.**

I am here because I love to give presentations.

You can find me at **550 University Ave, Charlottetown, PE C1A 4P3.**

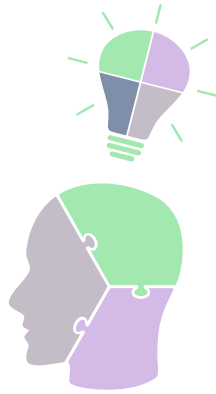We are going to talk about Research Data Management (RDM) Planning.
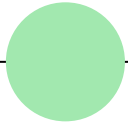
Let's goo!

Abstract

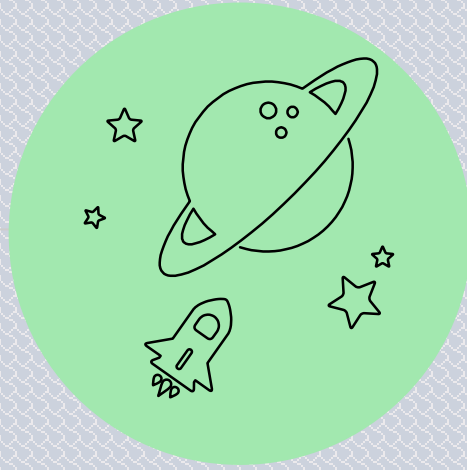What is the project?

Who are you? Why are you doing the project?
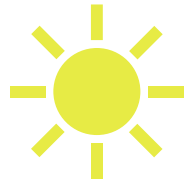
Why do you need the data for?

2

Data Collection/ Creation

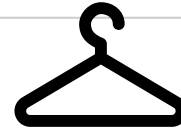What type of data will you create, collect, link to or record?

What will it be related to?
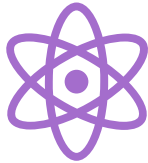
It is likely that there will be more that you did not think of.

Have you defined each element of your dataset (e.g., definitions of abbreviations used, units of measurement)?

Consider creating a data dictionary.[2]

Responsibilities and Resources

3

Are you responsible for the project or someone else?

Who is responsible for managing research data and ensuring this plan is updated and followed? [3]

Documentation and Metadata

4

What is Metadata?
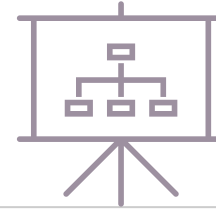
The Metadata

Metadata can be as simple as a text file or a complicated XML file.

- How will metadata accompany your data? [4]
- What metadata is/can be stored within the chosen file formats?
- Will you edit/enhance/remove built-in metadata?

How will you organize your files?

Do you have a file naming convention and/or structure? [5]

3 How will you manage data versioning? [6] Tip: Never edit the raw data, always make a copy.

Storage & Backup

- Where will your active data be stored?
- Does your University or funder have storage requirements (e.g., data must be stored on servers located in Canada)?
- How will you ensure that you have backup copies of your data? [7]

6 Preservation

What file formats?
Consider non-proprietary formats for easier sharing, re-use, and long-term preservation. [8]

Are there ways to convert between formats?
What does preservation-ready look like?
(de-identifying, converting to file formats, including metadata...)

Are there recommended preservation formats for the kind of data you're using?

What data will be deleted, and when?

Data often needs to be stored for a given time but then can be destroyed.
How will you ensure this happens?

Does your University have guidelines for how long research files should be maintained after completion of the project? [9]
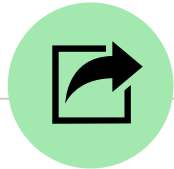
Sharing & Reuse

7

- What data will you share?
- Does your funder have sharing requirements--private archive or public archiving allowed?
- Are you allowed to share your data openly?
- Are you submitting your data to a journal that requires data sharing? [10]
- How will you license your data?

An internationally-recognized license will increase re-use.
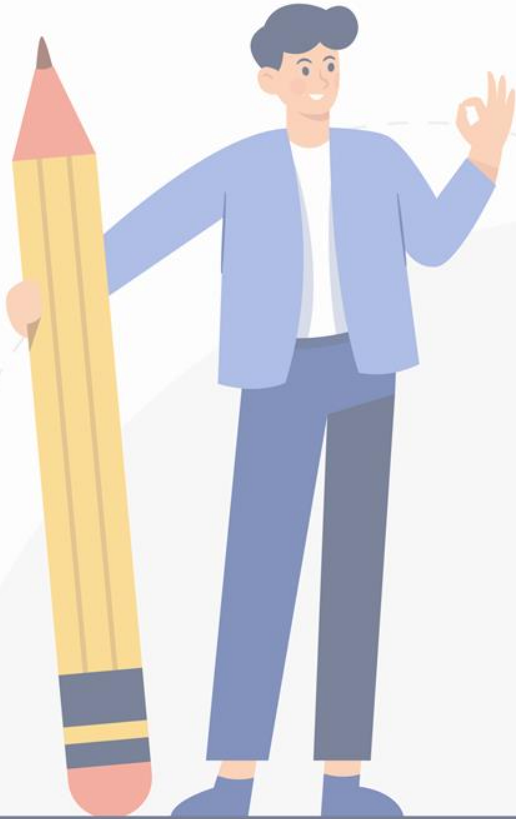
Ethics and Legal Compliance

8

Ethics & Legal

- Does your data include sensitive information or research involving humans?

- Are there person-related ethical considerations with your data? [11]

- What legal or intellectual property issues might you encounter?

- Does your University have a data ownership policy?

Hurray!
All done!
So now, let us do a reflection on what we just learnt!

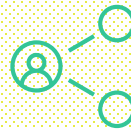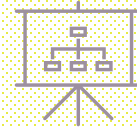# Let's review some concepts

ABSTRACT

DATA COLLECTION/ CREATION

RESPONSIBILITIES AND RESOURCES

DOCUMENTATION & METADATA

STORAGE & BACKUP .

PRESERVATION

SHARING & REUSE

ETHICS AND LEGAL COMPLIANCE

9

Extra Resources

Attached links

- [1] Defining Research Data, from , North Carolina State University
- [2] Data Dictionaries, from the University of Iowa Libraries
- [3] Define roles and assign responsibilities for data management, from DataONE
- [4] Basic Metadata guide and Advanced Metadata guide, from Stanford University
- [5] Best Practice for File Naming, from Stanford University; File naming and file structure, from Princeton University; File Organization, from New York University
- [6] Version Control, University of Lethbridge
- [7] The 3-2-1 Backup Strategy, from Princeton University
- [8] List of non-proprietary file formats, from University of Maryland Baltimore County
- [9] Procedures for Stewardship of Research Records and Materials at the University of Prince Edward Island
- [10] Funder and journal requirements, from Dalhousie University
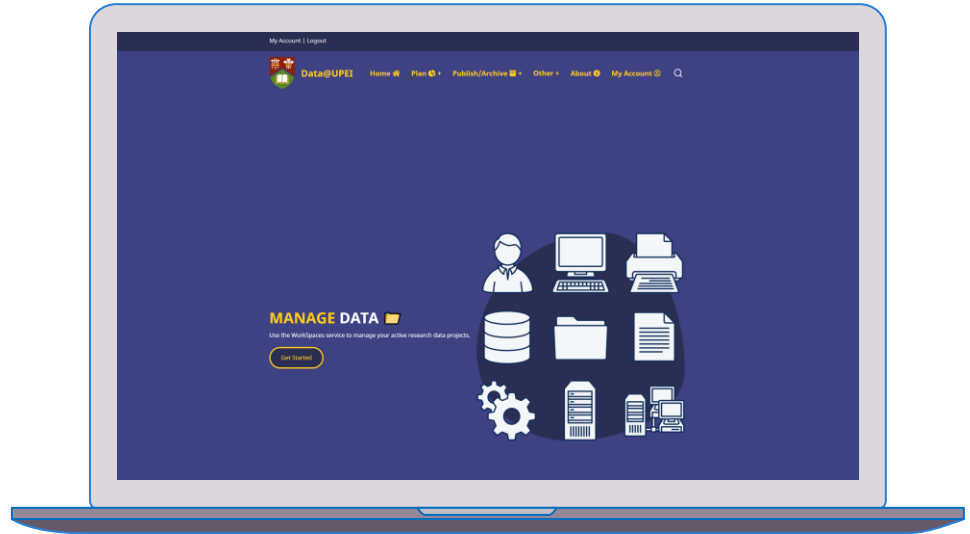- [11] Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2018)

Data@UPEI

Our team is still working on the website and will be launched soon.

Stay tuned fellow researchers!

Credits

Special thanks to all the people who made and released these awesome resources for free:

- ◉ Presentation template by **SlidesCarnival**
- ◉ Photographs designed by **macrovector / Freepik, vectorjuice / Freepik, pch.vector / Freepik**

Thank you for your time!

Any questions ?

You can contact these people:

- Rosie Le Faive, rlefaive@upei.ca
- Kim Mears, kmears@upei.ca

This might also help you:

- DMP tools: DMP Assistant (by Portage), or data.upei.ca