

DATA SKILLS: PLANNING FOR RESEARCH SUCCESS

DATA DOCUMENTATION -- DESCRIBE YOUR DATA

- What data products has your latest project produced? What do you anticipate generating?
- What are the different formats you use?
- What programs or code is needed to read or understand these files?
- Make a list of the most important information to record for each dataset.

DATA CONVENTIONS -- MANAGE DATA FOR REUSE

- How do you currently organize your files & folders?
- Do you find what you want, when you need them? If not, how do you want your files to sort or be discovered?

- What metadata elements are important for understanding your data? (author, date created, type of instrument, etc.).
- Are there any standards in your field, institution, department, group, etc. for what metadata you should be collecting?

DATA STORAGE -- MANAGE DATA FOR INTEGRITY

- Conduct a quick inventory of your data:
 - What datasets do you have?
 - How big are they?
- Inventory where your files are currently stored, including backups:
 - How safe are your data?
- Do you have any PHI or HRCI data?
 - What do you need to ensure their security?

DATA REPOSITORIES -- MANAGE DATA FOR LONG-TERM ACCESS

- What does long-term mean for your data? How long do you need to keep/store/share your data?
- Do your funder(s) or publisher(s) require any specific data-sharing mechanism?
 - Are you required to deposit your data in a repository?
 - Is there a disciplinary repository available?
 - What repository(ies) will work for your dataset?

RESEARCH ENVIRONMENT -- DEFINE RESPONSIBILITIES

- Is there anyone in your lab responsible for data management?
- Is there anyone on your latest project responsible for data management? Is there a plan for when/if that person leaves?
- Where/how is your data stored currently? Is it backed up?
- What are the plans when the grant ends?

- Does your group use collaborative tools, and if so, what works and what doesn't?

BRINGING IT ALL TOGETHER (The DMPTool)

Log into the DMPTool: <https://dmptool.org>

- Choose a likely funding agency for your work
- Create a 'test' DMP

QUESTIONS? NEED HELP?

- Website:
<https://datamanagement.hms.harvard.edu>
- Contact:
<https://datamanagement.hms.harvard.edu/submitquestion>