UiO : University of Oslo Library

Research Data Management at UiO

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Agenda

- Data management policies and guidelines at UiO
- Where to find more information?
- Courses and skills development
- Data management plans
- Where to get help?

Data management policies and guidelines at UiO

University of Oslo's policy

The University of Oslo wants to manage research data according to international standards, such as the FAIR principles, and thereby support the development of a global research community in which research data is widely shared. By doing so, UiO contributes to:

- Improved **quality** of research
- Increased **transparency** in the research process and better opportunity for **verifiability** of scientific results
- Increased **cooperation** and less duplication of research
- Increased **innovation** in the private and public sectors
- **Efficiency** improvement and better **utilization** of public funds

https://www.uio.no/english/for-employees/support/research/research-data-management/policies-and-guidelines/

Research data at UiO must:

- be made openly available for reuse
- have a data management plan
- have metadata
- be archived in a responsible manner
- be equipped with licenses for access, reuse and redistribution
- be made available as early as possible
- be made openly available, but costs for distribution can be covered

https://www.uio.no/english/for-employees/support/research/research-data-management/policies-and-guidelines/

Research data should be:

- accurate, complete, genuine, and reliable
- findable, accessible, interoperable and reusable
- securely stored and/or archived
- maintained in accordance with legal and research-ethical obligations
- shareable with others in line with relevant ethical principles for sharing of research data
- made accessible at the earliest possible time, but after research team's first right of use period

Exceptions to sharing research data open access

- Security considerations
- Sensitive personal data
- Other legal provisions
- Commercial conditions

Responsibilities

- UiO is responsible for facilitating the information flow, competence measures and research support systems that simplify the implementation process of the principles and requirements mentioned above.
- Scientists and students are responsible for managing research data according to the principles and requirements stated above.
- Supervisors of ph.d candidates and students have a special responsibility for ensuring that candidates and students attend courses and manage research data according to the above guidelines.

Where do I find more information about this?

Work support

Research support

Research data management

- Introduction

Policies and guidelines for research data management

Norwegian

On May 14. 2020, the rectorate approved updated policies and guidelines for research data management. The University of Oslo's policy follows the "open as standard" principle in terms of access to research data. UiO will contribute to making research data openly available, but exceptions can be made for data that cannot and should not be made available.

https://www.uio.no/english/for-employees/support/research/research-data-management/policies-and-guidelines/

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For employees

Homepage of University of Oslo Norwegian website

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All content

Research support

Research Data Management

Norwegian

Upcoming Courses

24 June
Introduction to Machine learning in R: Classification
Zoom

→ Go to introduction

Laws and regulations

Funding agencies' requirements and guidelines

UiO's Policies and guidelines

https://www.uio.no/english/for-employees/support/research/research-data-management/index.html

Research data

Research data

- Time and place

Good research data management is increasingly important for scholars around the globe, and the University Library provides courses on key concepts as a part of the Skills Development for Research Data project.

We can provide training on the following topics:

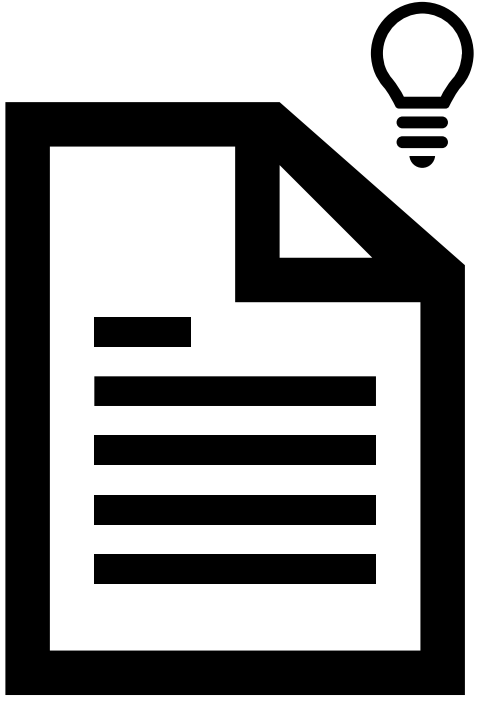
- Introduction to research data management (RDM)
- Walkthrough of UiO RDM policy, Research Council Norway and EU requirements
- Data management planning
- Organising your research data
- Metadata and documentation
- Data classification and storage
- Ethics, privacy and data protection
- Sharing and archiving data
- (Copyright and licensing)
- Data discovery

https://www.ub.uio.no/english/courses-events/courses/other/research-data/

What about data management plans?

The Data Management Plan (DMP)

- Is a living document that accompanies the research project;
- Specifies the kind of data that will be generated;
- Outlines how the data will be described;
- Explains where the data will be stored;
- Conveys whether and how the data can be shared.



Work support

Research support

Research data management

- Introduction
- Data management plan
- Research data archiving
- eInfrastructure
- FAIR-data
- Funding agencies' requirements and guidelines
- Courses
- Storage and

Data Management Plan

Norwegian

Kontakt:

research-data@uio.no

A data management plan is a document that describes how to handle research data from start to finish. As an UiO employee, you should create a data management plan for your research data (cf. Guidelines). Funders such as The Research Council of Norway and the European Union require that a data management plan be submitted within 6 months from receipt of support.

A data management plan is a living document which can be revised and updated as research progresses.

UiO's Template and Technical template's:

UiO does not require a data management plan to use a specific template. A data management plan should first and foremost be a tool for each project and project participant and must have a content and form that is useful as a tool in each case. There are technical templates to use. In each case, consider whether such a template is useful for the project or whether you just want to use such a template to check out what is relevant to include in a plan you set up yourself.

- UiO Template - word (english)
- UiO template - word (norwegian)
- NSD
- EasyDMP
- DMPonline

https://www.uio.no/english/for-employees/support/research/research-data-management/data-management-plan/

UiO : Universitetet i Oslo

Data Management Plans for staff at UiO

Everyone that works with research data at UiO must have a data management plan (DMP). This is in line with the UiO's Research Data Management policy and guidelines. A DMP is a document that describes how research data should be managed throughout the research project as well as after the project is complete. In other words, the DMP should contain details about what kind of data will be collected, how it will be collected, what it will be used for in the project, and a description about how the data will be managed throughout the life of the project. The following questions will guide you through the entire lifecycle of research data in a typical research project.

General Information

Title and Project Number:
Part of a larger research project? Main Project Title and Project Number:
Data Management Plan Owner (name):
Project Leader and Participants:
Affiliated Faculty and Institute:
Collaborating Institutions:
Project Description (brief):
Project Period:
Source of Financing:
Data Management Plan Version and Date:

Description and Collection of Research Data

What kind of data will be collected or generated? (link to the new definition)
How will the data be collected?

Storage

UiO has developed a guide for storing data that applies to everything from open to restricted data and provides information about how it can best be stored during a research project. The guide can be found here. You can also find a list of recommended storage solutions for each type of data here. For projects that require collaboration with other institutions, you should decide if all of the data needs be stored in the same place and if so, determine which solution provides an adequate level of security and access for all participants.

Where will data be stored?

Access

It is important to think about how you can safely share data with other participants during the project regardless of their affiliation.

Who will need access to the data during the research project?
How will access to the data be controlled?
Who is responsible for controlling access?

Organization and Metadata – Documentation of Data and Data Quality

Regardless of whether or not you will share your data in the future, it is important that your data is well organized, well documented, and have registered metadata. Some research fields have well-established metadata standards and some do not have any standards at all. You can read more about metadata standards here.

Describe routines for how data will be documented during the project
Will you use an existing metadata standard? If yes, which standard?

Legal and Ethical Considerations

How will you ensure that data management is conducted in accordance with legal requirements regarding privacy, confidentiality, and intellectual property rights? Read more here.
It is always important to think ethics in relation to both the collection and sharing of data. How will you ensure that data management is conducted ethically? Read more about research ethics here.
Have you considered licensing your data for reuse? If yes, what license will you use? Read more about licenses here.

Archiving and Sharing

UiOs policy follows the "open as standard" principle when it comes to research data. If your research data has archival value, then you should decide early in the project where you will archive your data to make it available to other researchers. If you cannot openly share your data (e.g. for legal or ethical reasons), then you should find an archive that can provide restricted access to the data or permits sharing the dataset's metadata and documentation to enable discovery of the dataset. Read more about archiving data here.

Which archive are you planning to use to archive your research data?
Can your data be shared openly or should access be restricted? To what degree can you share your data?

Responsibility and Resources

At the beginning of the project, it is important that you identify everyone's role in the project, their responsibilities, and how many resources you require to avoid any data loss or expensive surprises during the project.

Who has ultimate responsibility for managing research data during the project period?
Who has responsibility for managing and archiving the data after the project ends?
Which resources (costs, FTEs, or others) are required for data management in your project? This can include data storage, backups, access to and services related to long-term storage or archiving, and more.
What resource are needed while the project is active?

Where to get help?

Digital Scholarship Center

UiO's Digital Scholarship Center (DSC) can help you take advantage of digital tools and methods in your research and assist you with navigating the university's complex digital ecosystem. The center is in the early phase of development. The main focus in this phase is to develop an advisory service for Research Data Management.

https://www.ub.uio.no/english/writing-publishing/dsc/index.html

Research Data Management at UiO

Having proper Research Data Management (RDM) routines will help you save time, enables sharing and reuse of data, and promotes open science. However, RDM in a digital context can be challenging and complex. We offer guidance and consultation on RDM topics including:

- data management plans (DMP)
- classification and storage
- organization, documentation, and metadata
- legal questions (i.e.privacy, copyright, and licensing)
- archiving and sharing

Need advice?

Visit us at the room 230, in the 2nd floor of Niels Henrik Abels hus.

Book an appointment →

Or send us an email to research-data@uio.no

https://www.ub.uio.no/english/writing-publishing/dsc/index.html

Thank you!

Questions?