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| **Title** | **Profile Datasteward** |
| **Author**  **Review** | Myke Mol (UMC-staf SD-CRO) |
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**Profile data steward**

This profile description is a preliminary description of a Data Steward at the different departments within the UMCG.

Most important aspect of a data steward at is to assure the quality and integrity of the research data within the department he/she is appointed at as a data steward. The data steward should have the following competences:

* PhD degree or a minimum of five years of experience in the field of medical scientific research.
* Experience with and knowledge about research data management
* Experience with managing research data in different stages of the Data Life Cycle.
* Experience with and knowledge about IT facilities and tools for research data (e.g. data capture tools (Open Clinica, Oracle Clinical), statistical programmes, high performance computing)
* Knowledge about rules and regulation within (medical) scientific research (WMO, GDPR/AVG, WGBO)
* Familiar with (international) guidelines for (medical) scientific research (FAIR, Good Clinical Practice)
* Familiar with the UMCG Research Toolbox and Standard Operating Procedures for data management

The following tasks of a data steward can be distinguished:

* Coordinates the setting up and implementation of Research Data Management (RDM) policy within the department in accordance with the UMCG policy.
* Monitors the progress of execution of the RDM policy at the department
* Assures compliance with RDM policy at the department and support for the researchers
* Assures adequate education level and skills of researchers with regards to research data management.
* Provides advice to researchers on research data management
* Refers researchers to other facilities and services (legal, financial or operational) within the UMCG
* Contact person for researchers on discipline specific knowledge on research data management.