Module D4 – Local Session 5 (Data Stewardship II)
Instructions for students

Task 1 – Draft a FAIR data approach

- ➔ Individual work
- ➔ Time allocated: 120 min
- ➔ Setting: At the beginning, please decide for which project (e.g., work-related task, research, your master thesis…) you focus on a dataset or a data table. Either of them will be your basis for following FAIR guiding principles.

Objectives and Conversion:

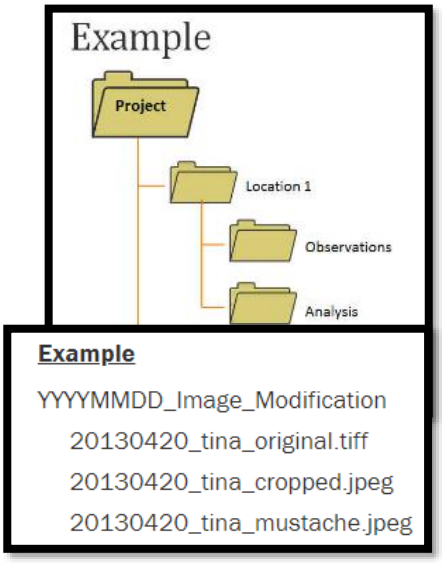
1. Exploring methods to organize your data at the data level
2. Experimenting with the tool "codebook" to increase your understanding of your (research) data
3. FAIRify data for a research project at a data level (not project level)

Relevant sources: see provided presentation in lecture five or any source regarding FAIR Guiding Principles, either from secondary sources on the slides or the web.

Steps

1. Prepare a folder structure

Prepare a folder structure for your project. The folder structure follows a naming convention and hierarchical structure that aligns with your project. A snapshot and short explanation shall be transferred to your handbook.

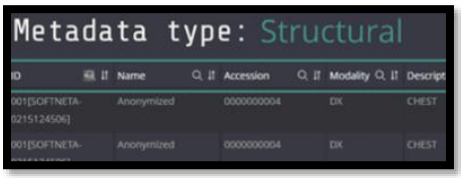


Suggest a file naming convention

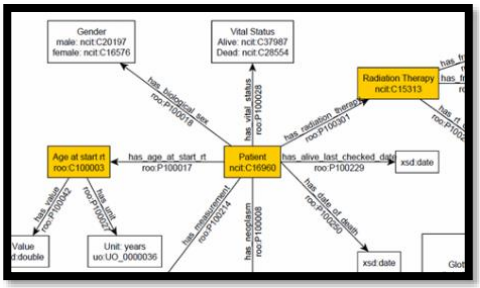
Create a template for a file naming convention that covers your project. Please elaborate and justify your choice in your handbook.

2. Create a real or dummy data table or dataset

If you decide to create a dummy data table, it is suggested to create one in MS Excel. The idea is to draft a **metadata** structure that contains descriptive, administrative, and structural metadata (headers). Please explain your metadata table in your handbook – from the perspective of what is admin, descriptive, and structured.



If you go for a dataset (a set of data files), it is suggested that you use any visualization software to create a data map (e.g., MS Powerpoint). Please explain your metadata data map in your handbook – from the perspective of the relationship between the files and their individual data (e.g., “Patient” contains data describing patient characteristics).



Remark: It is about the learning and application of the methods (data map, metadata), not the truth of the data content. You can adopt good examples for those tasks that you find online and adapt them to fit your project.

3. Create a codebook for this dataset/data table

Create a single file (e.g., MS Word, MS Excel, or Text Editor) that describes variables used in your dataset or data table. The key goal is not to have a large codebook but a rudimentary one that teaches you what elements could be part of a codebook – and how this file increases understanding of the dataset/data table. Your thoughts regarding the codebook you can add to your handbook. The example is the source from the slides, and there may be better examples found online (https://gist.github.com/JorisSchut/dbc1fc0402f28cad9b41)

4. Think of FAIR elements that could additionally be suitable

For the last part, think of any input from the FAIR slides that would apply to your dataset/data table. One example would be to present the steps that could be taken to store and share the specific dataset/data table.

Remark: At this point you have produced two files (dummy data table, codebook) and snapshots (folder structure). Please attach the files to the handbook (or appendix), snapshots you can include directly in the handbook text.