Module D4 – Local Session 4 (Data Stewardship I)
Instructions for students

Task 1 – Draft a project scenario

- ➔ Individual or Group of **2** work
- ➔ Time allocated: around 40 min
- ➔ Setting: At the beginning, please decide for which project (e.g., work-related task, research, your master thesis…) you want to create the data management plan. Prepare the (research) items relevant for a DMP for later entry in the online tool.

Objectives and Conversion:

1. Produce a (research) project description that is sound
2. You will be able to identify and elaborate data elements in your project based on general DMP requirements – **the Harvard dmptool.org** – check the website for accessing the tool.

Relevant sources: see provided presentation in lecture 4 -- Coaching Session IV.pptx
or below the excerpt of the slide deck with the selected cases.

Excerpt presentation:

Data Management and Sharing Plan (DMSP)

1. **Data Type**
   - Identifying estimated type and amount of data to be generated (i.e., modality, level of aggregation, and degree of data processing)
   - Which data to be preserved and shared
   - Accompanying metadata, other relevant data, and associated documentation to be made available
2. **Related Tools, Software and/or Code**
   - Tools and software needed to access and manipulate data
3. **Standards**
   - Standards to be applied to scientific data and metadata

Data Management and Sharing Plan (DMSP)

4. **Data Preservation, Access, and Associated Timelines**
   - Proposed repository to be used consistent with Supplemental Information
   - How data will be findable and accessible (e.g., persistent unique identifier)
   - When data will be made available and for how long
5. **Access, Distribution, or Reuse Considerations**
   - Description of factors potentially affecting data access, distribution, or reuse related to informed consent or privacy and confidentiality protections
   - Whether access to human data will be controlled
6. **Oversight of Data Management and Sharing**
   - Plan compliance will be monitored/ managed and by whom

Task 2 – Create the Handbook Entry (graded!)

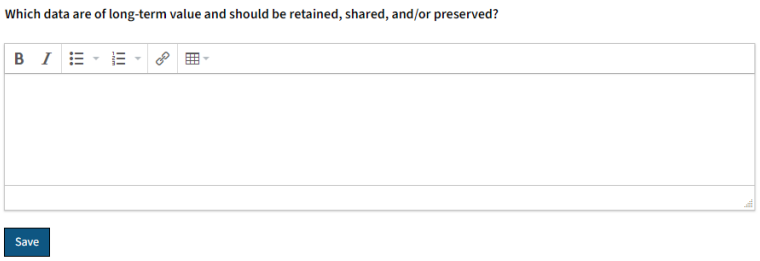
- ➔ Individual / or a copy of the Group of **2** work
- ➔ Time estimated: around 120 min
- ➔ Setting: At the beginning, please consult your recently created information security policy.

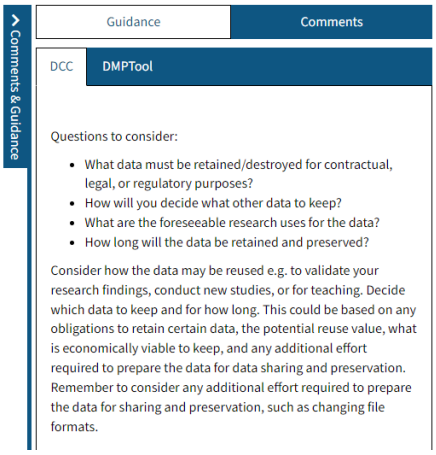
Objectives and Conversion:

1. Describe a project scenario (e.g., research) from a general perspective highlighting what data is relevant
2. Outline and input the descriptive data entries for the identified scenario on https://dmptool.org. This concerns mainly the “Write Plan” section in the tool.
3. Describe: Select in your handbook section 3) "Data Management Plan5" and write about
   a.) the project scenario and identified relevant aspects for a DMP
   b.) what are the drivers (triggers for your decisions) for your data description in your DMP? You can outline the explanation following the order of the sections in the DMP.
   c.) Please attach the output from the tool (download DMP) as attachment to your handbook.

Relevant sources: see provided presentation in lecture 4 -- Coaching Session IV.pptx or below the excerpt of the slide deck with the selected cases.

Excerpt documents:





Handbook Guidance

A data management plan, or DMP, is a formal document that outlines what you will do with your data during and after a research project. Many funding agencies, especially government funding sources, require a DMP as part of their application processes. You will create a DMP that is focused on touching all relevant aspects that are included in a DMP. For this purpose it is suggested you use dmptool.org. The output is part of the grading. The strong project

description, even if fictional, shall be the base for your DMP and guide the answers. A possible outline for the chapter 3 in the handbook could be:

3.1 Your (research) project scenario

Ex.: You can describe your project based on typical abstract elements following a research paper publication. The following points can guide you in your description, and can be adapted to fit a project at your workplace:

- ☐ The purpose of the project identifying the area of study to which it belongs.
- ☐ The research problem that motivates the project.
- ☐ The methods used to address this research problem, documents or evidence analyzed.
- ☐ The conclusions reached or, if the research is in progress, what the preliminary results of the investigation suggest, or what the research methods demonstrate.
- ☐ The significance of the research project. Why are the results useful? What is new to our understanding as the result of your inquiry?

Hint: You could find inspirations for a project scenario online. Please make sure if you take such that you understand it, and you can downsize the description to fit to roughly one page – leaving you 3 more for the rest related to DMP.

Example: https://ukdiss.com/research/fragment-based-lead-discovery-libraries-2741.php

3.2 Data Perspective

- Consider the elements that relates to all data in your project. Here is an example of a systematic review method DMP:

https://zenodo.org/record/4663434/files/SystematicReview_DMPTemplate_EN_v1.0.pdf

3.3 DMP description

- What were your considerations regarding your data? E.g., why and how did you answer the questions in your DMP from the dmptool.org ?

See each section in guidance on the right "Questions to consider" in the tool. They help you to reflect on your project from a data perspective. Your considerations shall go into the handbook, wheras the final dmp output goes into the appendix.