

	Topic	Content	Activity Duration		Cumulative Time		Inhale/Exhale	Voices	Materials and Worksheets
<b>DAY 1</b>									
<b>Name Tags!</b>	Participant Names	Participants make nametags	4	minutes	4	minutes	-	Yes	
<b>Welcome Orientation</b>	Trainer Introduction	Trainers introduce themselves	2	minutes	6	minutes	Inhale		
	Workshop Roadmap	Leaders present the workshop road map	3	minutes	9	minutes	Inhale	No	
	Time Schedule	Leaders present the time schedule	2	minutes	11	minutes	Inhale	No	
	Learning Objectives (Day 1)	Leaders present the learning objectives	3	minutes	14	minutes	Inhale	No	
	Questions and Concerns	Answer questions about workshop structure	3	minutes	17	minutes	Exhale	Yes	
<b>Get to Know</b>	Find Your Group!	Pass out the breakout group color cards. Have participants find their group. Crate groups of 3-4 people.	3	minutes	20	minutes	-	Yes	We use cards with a colored dot. Each group is assigned a color.
	Group Venn Diagram	Participants should work together to fill-out the worksheet on their professional similarities and differences using the venn diagram template.	7	minutes	27	minutes	-	Yes	Use the <b>Group Venn Diagram Worksheet</b> . (1 per group)
	Group Venn Diagram Presentation	Have each group present their findings. (2 minutes per group)	10	minutes	37	minutes	-	Yes	
<b>Module 1: What is RDM?</b>	What is Research Data and Metadata?	Trainers ask participants to define research data and metadata and provide a definition.	3	minutes	40	minutes	Both	Both	
	Research Data Life Cycle Activity	Divide participants into groups of four with the breakout group cards. Also give them the RD Life Cycle Cards. Have them find an open wall space where they can arrange their cards in the order/shape that makes the most sense to them. Also provide some blank cards so participants can add steps they think are missing.	7	minutes	47	minutes	Exhale	Yes	Use the <b>Research Data Life Cycle Cards</b> . (1 set per group)
	Research Data Life Cycle Activity Presentation/ What is the Research Data Life Cycle	Participants present their Research Data Life Cycle Arrangements. Trainers provide feedback	10	minutes	57	minutes	Exhale	Yes	
<b>Break</b>			10	minutes	67	minutes			
	What is FAIR?	Trainers ask participants to explain what each letter in FAIR signifies.	5	minutes	72	minutes	Both	Both	
	What is Open Science?	Trainers ask participants to define Open Science and provide a definition.	3	minutes	75		Both	Both	
	FAIR and Open Science Cost Benefit Analysis	Use the same groups as the Research Data Life Cycle Activity. Ask participants to answer a series of questions about how to make science FAIR and why RDM, FAIR, and OS are important and challenging.	10	minutes	85	minutes	Exhale	Yes	Each group should receive the <b>Defining FAIR Worksheet</b> . Also give each group ~3 <b>RDM/FAIR/OS Discussion Questions</b> . No group should have all the same questions, but try to have each question represented at least twice.
	FAIR and Open Science Cost Benefit Analysis Presentations	Each group highlights a few topics they discussed, some benefits, and potential challenges. Use this time to also answer developing questions and address concerns.	10	minutes	95	minutes	Exhale	Yes	
<b>Module 2: Data Management Plans</b>	What is a Data Management Plan?	Trainers ask participants to describe a data management plan and provide a definition.	5	minutes	100	minutes	Both	Both	
	DMP Template Review	Give participants the DMP template. Have them read it and highlight any words or phrases them do not understand. Discuss each section.	10	minutes	110	minutes	Inhale	No	Give each student a copy of the <b>PhD Student DMP Template</b> .
	DMP Journal Time	Encourage participants to try to add information to each section of the DMP template. Trainers circulate to answer questions.	10	minutes	120	minutes	Exhale	No	
<b>Break</b>			15	minutes	135	minutes			
<b>Module 3: Organizing Your Data</b>	Example Case Studies for File Organization and Naming	Use breakout cards to divide students into groups. Each group receives a project scenario with details about the project and data. Groups develop file naming conventions and organizational structures for the project.	20	minutes	155	minutes	Exhale	Yes	Each group should receive one of the <b>Example Projects for Data Organization</b> , a large sheet of paper, and markers.
	Example Case Studies for File Organization and Naming Sharing	Groups explain their file naming and organizational structure.	10	minutes	165	minutes	Exhale	Yes	
<b>Module 4: Storing and Securing Your Data</b>	Data Back-Up Resources and Best Practices	Quickly review the best practices for backing-up data and resources available at UNIVIE	5	minutes	170	minutes	Both	Both	
	Data Security and Handling Sensitive Data	Quickly discuss some basics for ensuring data is secure and some basics of handling sensitive data	3	minutes	173	minutes	Both	Both	

End-of-Day 1	Questions and Concerns	Also collect requests for Day 2	5	minutes	178	minutes	-	Yes	
DAY 2	Welcome		1	minutes	1	minutes	Inhale	No	
Welcome	Roadmap Review	Show Roadmap. Note what we have covered already and what is ahead.	2	minutes	3	minutes	Inhale	No	
	Time Schedule Review	Leaders present the time schedule	2	minutes	5	minutes	Inhale	No	
	Learning Objectives (Day 2)	Leaders present the learning objectives	3	minutes	8	minutes	Inhale	No	
	Schedule Questions	Answer questions about workshop structure	2	minutes	10	minutes	Exhale	Yes	
	RDM Questions	Answer urgent questions about RDM that are linked to yesterday's material.	3	minutes	13	minutes	Exhale	Yes	
Module 4: Storing and Securing Your Data (Continued)	Back-Up, Data Security and Handling Sensitive Data Activity	Use breakout cards to divide students into groups. Hand-out bad, good, better, best decision cards. Have students decide which category each option fits into.	10	minutes	183	minutes	Exhale	Yes	Give each group a set of the <b>Data Security and Back-Up Cards</b> .
	Back-Up, Data Security and Handling Sensitive Data Activity Check	Quickly review correct answers for the bad, good, better, best game and answer any questions	5	minutes	188	minutes	Exhale	Yes	
Module 5: Documenting and Annotating your Data	How and why do we document data?	Trainers ask participants how and why data is documented. Trainers provide feedback and further examples.	5	minutes	18	minutes	Both	Both	
	What is a README file?	Trainers ask participants to explain README files. Trainers provide feedback and a definitive explanation.	5	minutes	23	minutes	Both	Both	
	README Journaling	Give each student a blank README form. Have the write down some thoughts on what they might include in a README for their project. Trainers circulate to answer questions.	10	minutes	33	minutes	Exhale	No	Each student should receive a copy of the <b>README Template</b> .
	What is version control? What tools exist?	Trainers ask participants to explain version control, its importance, and what tools can be used. Trainers provide feedback and further information.	5	minutes	38	minutes	Both	Both	
Module 6: Publishing and Archiving Your Data	Why We Preserve Data Review	Quickly review the ways data can be preserved and why data should be preserved.	5	minutes	43	minutes	Both	Both	
	How to Find a Repository	Using one of the example projects from earlier, walk students through how to find a repository and what things they should consider.	10	minutes	53	minutes	Both	Both	
	How to Find a Repository Group Work	Use the color cards to divide students into groups. Together they should find a good repository for each person's data.	15	minutes	68	minutes	Exhale	Yes	
Break	How to Find a Repository Share	Have each group share the solutions they found for their data. Discuss any questions and challenges.	10	minutes	78	minutes	Exhale	Yes	
	Licensing Discussion	Ask students what they need to consider when they deposit data into an archive or make data open. Explain how different licensing options can help them mitigate complex issues.	10	minutes	98	minutes	Both	Both	
	Licensing Activity	Each group will receive 1-2 research scenarios that include details about licensing requirements, software, and data reuse. They work together to select the best licenses for the situation.	10	minutes	108	minutes	Exhale	Yes	Give each group 1 or 2 <b>Research License Scenarios</b> .
Break	Licensing Activity Review	Review the answers for the licensing activity.	10	minutes	118	minutes	Exhale	Yes	
Course Evaluation	Course Evaluation	Have students complete the post-learning assessment and course evaluation.	15	minutes	133	minutes	Exhale	No	Evaluation is online. Bring a few paper copies for technical difficulties.
	Revisit DMP Journaling	Have students revisit their DMP drafts, especially the sections related to today's areas of discussion. Answer any questions they have.	20	minutes	153	minutes	Exhale	No	
Module 7: Ethics and Legal Issues	Ethics Issues Review	Quickly review the ethics issues covered in the online course and answer questions. Can also supplement with Dilemma Game if time allows.	15	minutes	168	minutes	Exhale	No	
			10	minutes	178	minutes	Both	Both	