

Introduction to the CESSDA Data Management Expert Guide

Ricarda Braukmann | DANS

17-04-2019 | Open Science & RDM Train-the-Trainer Bootcamp

 cessda.eu  [@CESSDA_Data](https://twitter.com/CESSDA_Data)

DANS and CESSDA



DANS participates in many (inter)national projects and infrastructures

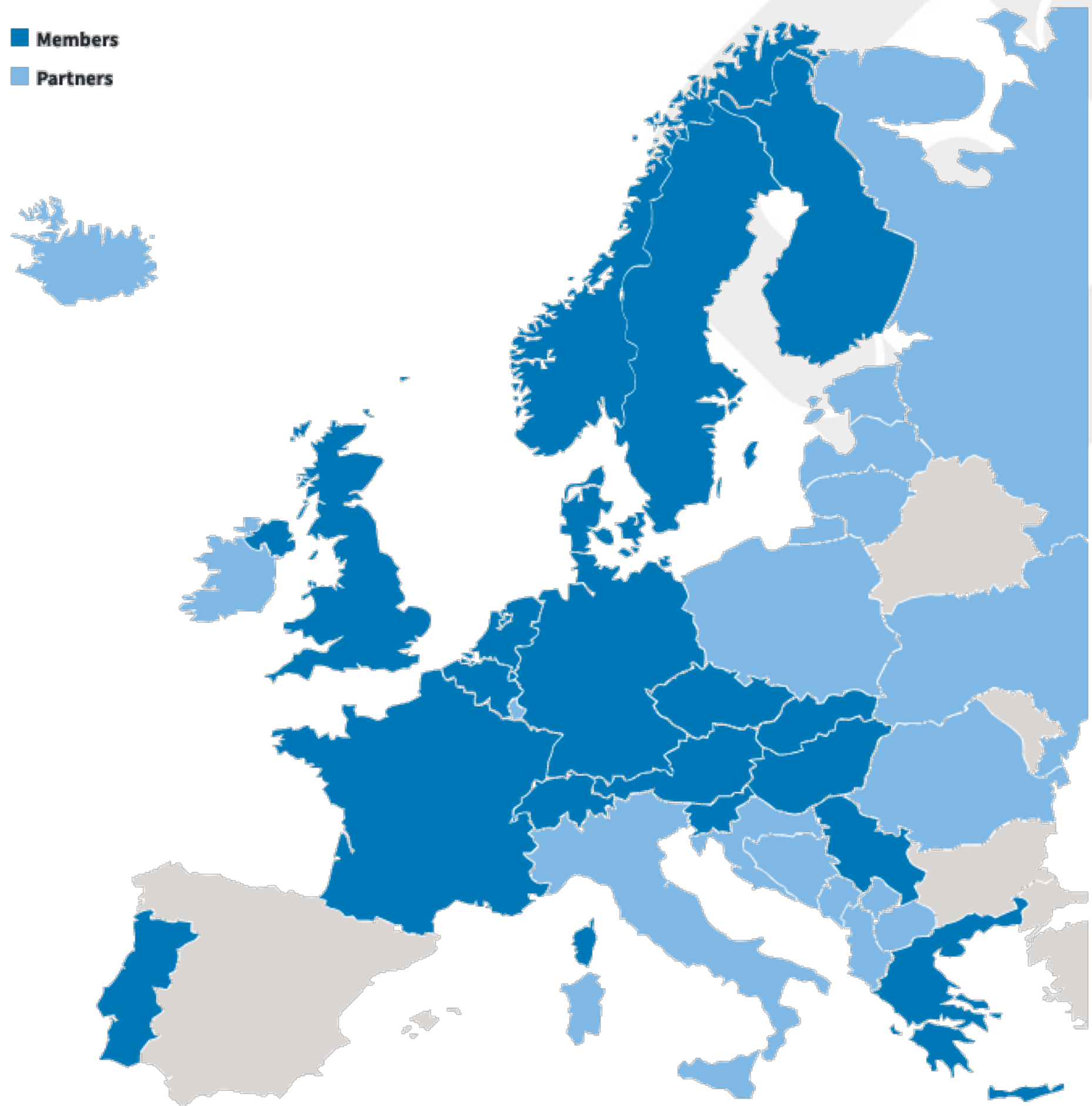
CESSDA: Consortium of Social Science Data Archives

CESSDA wants to be a consortium of trusted repositories with full European coverage, offering a platform with tools and services to both data producers and data re-users.

- CESSDA Data Catalogue: Platform to find and reuse social science research data
- CESSDA Training: Facilitating teaching and learning in the social sciences

Members

- » Austria
- » Belgium
- » Czech Republic
- » Denmark
- » Finland
- » France
- » Germany
- » Greece
- » Hungary
- » Netherlands
- » Norway
- » Portugal
- » Serbia
- » Slovakia
- » Slovenia
- » Sweden
- » Switzerland
- » United Kingdom



Data Management Expert Guide

“This guide is designed by European experts to help social science researchers make their research data Findable, Accessible, Interoperable and Reusable (FAIR).”



<http://cessda.eu/DMEG>

Data Management Expert Guide

A lot of knowledge and training at individual archives

WHY?

Data Management Expert Guide

A lot of knowledge and training at individual archives

The online module enables us to

- Share good training practices, examples and content
- Outline European diversity and commonalities (DMP templates, ethics, etc.)
- Create opportunity for individual researchers for self-study
- Create a basis for local workshops building around centrally updated content



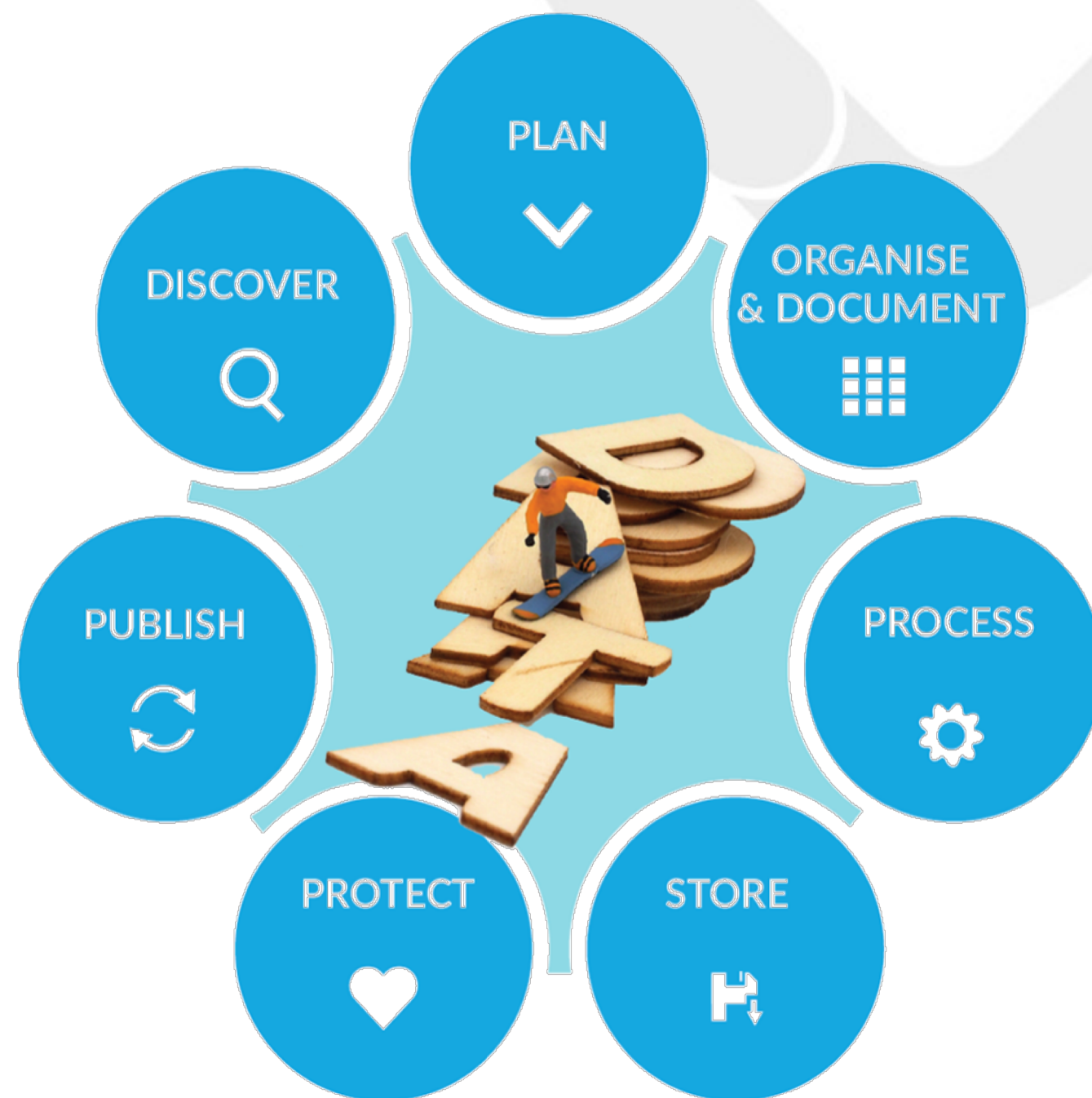
WHY?

Following the Data Life Cycle



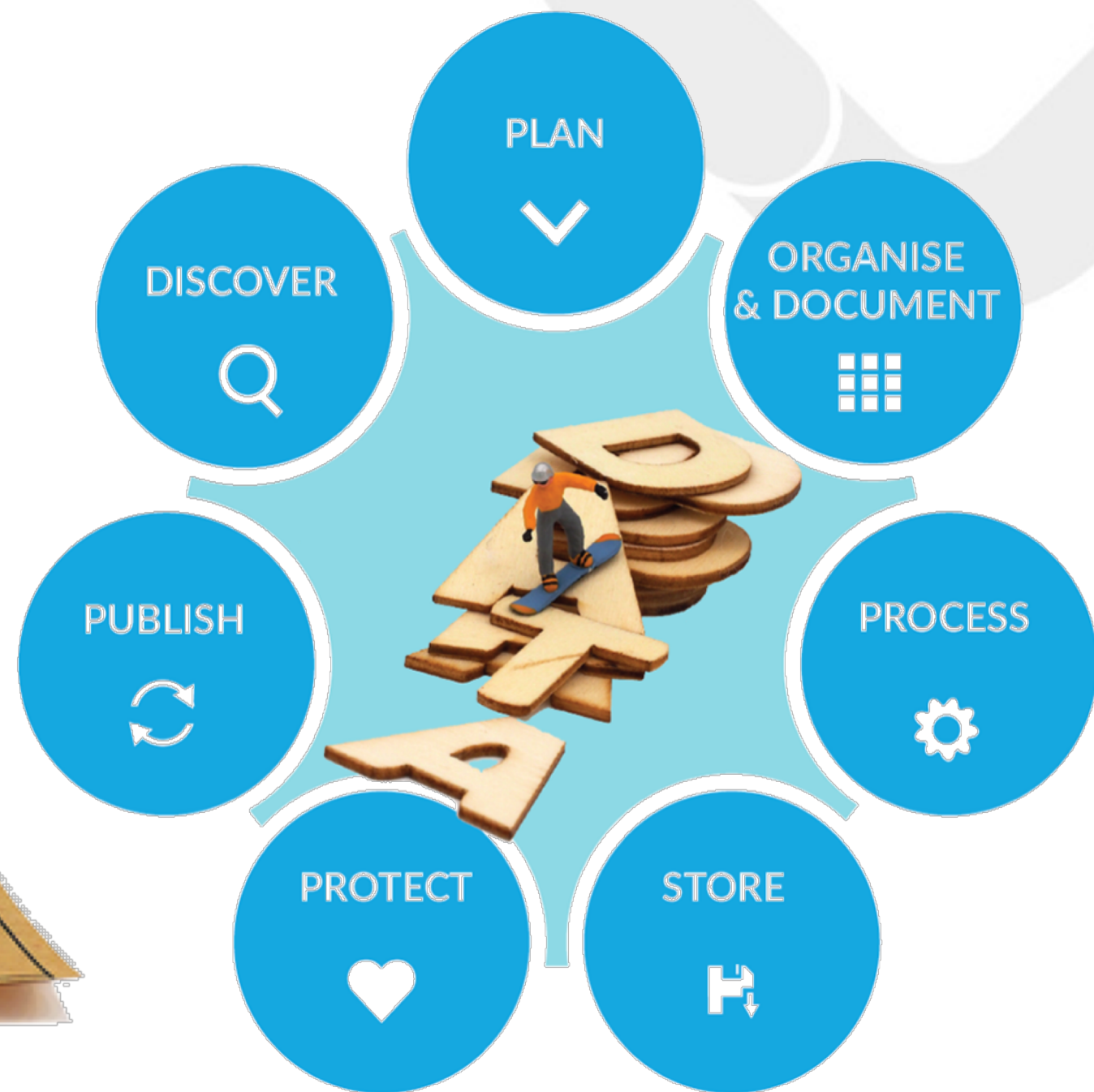
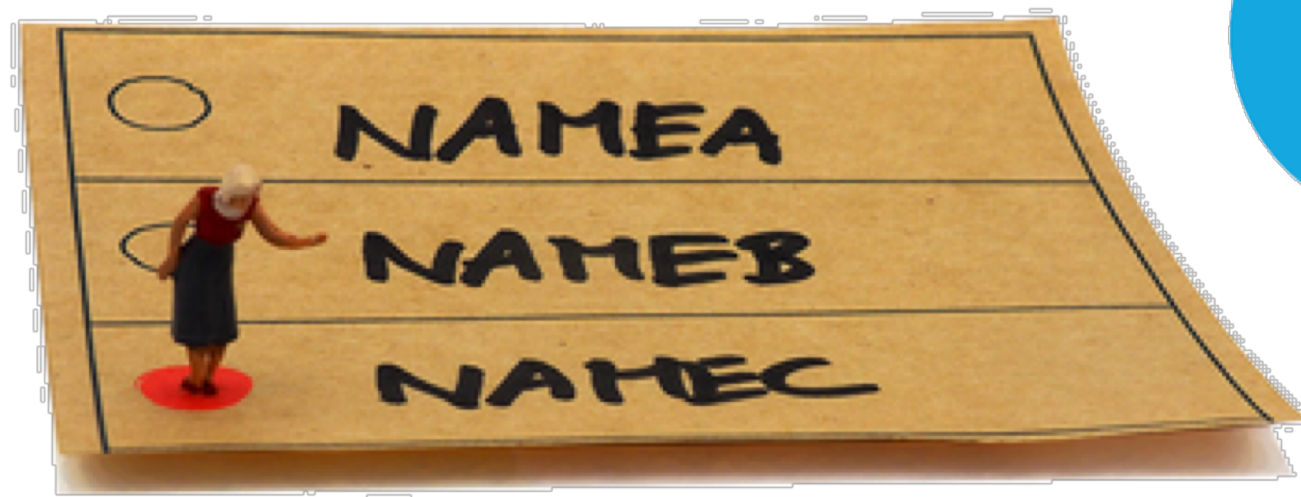
Plan

Introduction to FAIR Data and Data Management Planning.



Organise & Document

Information on organizing and structuring your data and on data documentation.



Process

Information on data processing, and approaches to ensure high data quality.



Store

Information on storage, backup and security.



Protect

Information on legal and ethical aspects of research.



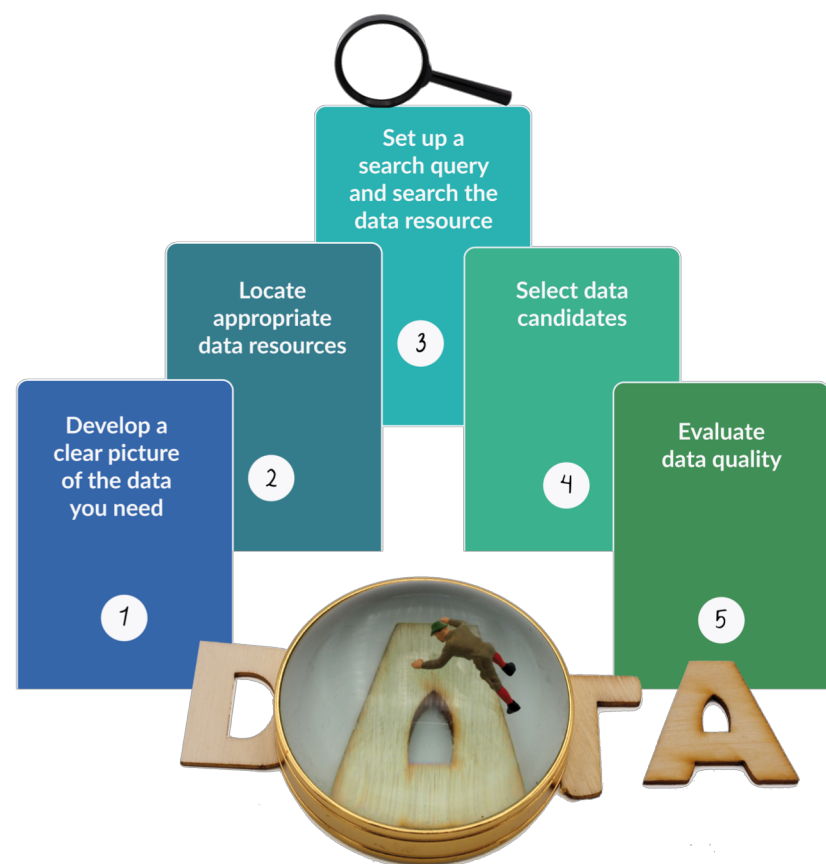
Archive & Publish

Information on data archiving, data repositories and data publication and sharing.



Discover

Information on searching and finding relevant research data to re-use.



Recurring elements in each chapter



Recurring elements in each chapter

- Expert Tips
- European diversity
- Qualitative vs. Quantitative data
- Adapt your DMP

Recurring elements in each chapter

- Expert Tips



- European diversity

- Qualitative vs. Quantitative data



- Adapt your DMP




Your own Data Management Plan

- We developed a DMP checklist (Download [here](#))
- Adapt your DMP section at the end of every chapter




Your own Data Management Plan




Adapt your Data Management Plan

A list of Data Management Questions based on the Expert Tour Guide on Data Management



This CESSDA list of Data Management Questions (2017) is licensed under a Creative Commons Attribution-ShareAlike 4.0 International License.



The CESSDA Expert Tour Guide on Data Management is available at <https://www.cessda.eu/DMGuide>

PLAN

Overview

Title of the project

Date of this plan

Description of the project

- What is the nature of the project?
- What is the research question?
- What is the project time line?

Origin of Data

- What kind of data will be used during the project?
- If you are reusing existing data: What is the scope, volume and format? How are different data sources integrated?
- If you are collecting new data can you clarify why this is necessary?

Principal researchers

- Who are the main researchers involved?
- What are their contact details?

Collaborating researchers (if applicable)

- What are their contact details and their roles in the project?

Funder (if applicable)

- If funding is granted, what is the reference number of the funding granted?

Data producer

- Which organisation has the administrative responsibility for the data?

Project data contact

- Who can be contacted about the project after it has finished?

Data owner(s)

- Which organisation(s) own(s) the data?
- If several organisations are involved, which organisation owns what data?

Roles

- Who is responsible for updating the DMP and making sure that it's followed?
- Do project participants have any specific roles?
- What is the project time line?


Costs

- Are there costs you need to consider to buy specific software or hardware?
- Are there costs you need to consider for storage and backup?
- Are potential expenses for (preparing the data for) archiving covered?

Adapt your DMP: Part 1

[« Previous](#) [Next »](#)


The Data Management Plan (DMP) is an important tool to structure the research data management of your project. After working on each chapter you should be able to answer part of the questions which make up a DMP.



This is the first of six 'Adapt your DMP' sections in this tour guide. When you have finished the chapter on data management planning, you can start filling in the 'Overview of your research project' section. Below you can see what elements and corresponding questions are generally included in that section. You can select appropriate questions and answer them to adapt your own DMP.

For easy reference, we have put together a list of DMP-questions for all chapters in this tour guide. You can [view and download it](#) (CESSDA, 2017) and keep it as a reference while you are studying the contents of this guide.

- + Title of the project
- + Date and version of this plan
- + Description of the project
- + Origin of the data
- + Principal and collaborating researchers
- + Funder (if applicable)
- + Data producer
- + Project data contact
- + Data owner(s)
- + Roles
- + Costs

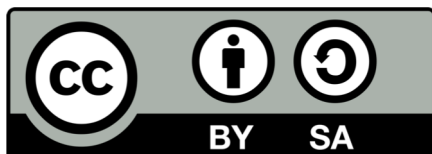


How you can use the Guide

The module is open and freely available via CESSDA.eu/DMEG

- Self-study for researchers (15 - 20 hours of content)
- Basis for interactive workshops on data management
- Train-the-trainer package

The Expert Tour Guide on Data Management by CESSDA ERIC is licensed under a Creative Commons Attribution-ShareAlike 4.0 International License. All material under this license can be freely used, as long as CESSDA ERIC is credited as the author.



Train-the-trainer package

A TTT package is available at CESSDA.eu/TTT

- Presentations
- Documents
- Workshop outlines
- Exercises
- Images

Skeleton for a "content-specific" 1-day workshop

Use or adapt this outline to offer your own workshop discussing ethical and legal considerations in Research Data Management.

CESSDA
Consortium of European
Social Science Data Archives

Adapt your Data Management Plan

A list of Data Management Questions based on the Expert Tour Guide on Data Management

Cite as: Veerle Van den Eynden (2018) Exercise: De-identification on quantitative data. UK Data Service, UK

UK Data Service



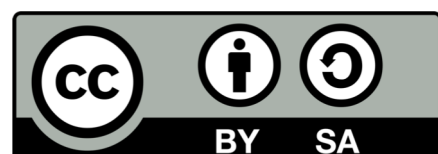
Exercise: De-identification of quantitative data



This CESSDA list of Data Management Questions (2017) is licensed under a Creative Commons Attribution-ShareAlike 4.0 International License.



The CESSDA Expert Tour Guide on Data Management is available at <https://www.cessda.eu/DMGuide>



Questions?

ricarda.braukmann@dans.knaw.nl