UNIT FOR RESPONSIBLE CONDUCT IN RESEARCH (URCR)

Data Management Checklist

I3S is currently analyzing possible solutions to address one of the main problems pointed out in the survey: data storage capacity.

Bearing in mind that good data management is not only about having more data storage capacity, please consider the following tips:

Before starting to collect the data:

Has your project been submitted to an ethics review board and has it been positively appraised? Data should not be collected before the project gets a positive appraisal by an ethics review board (if applicable).

How long will the data be stored and accessible?

Remember that storage space at i3S is limited so please try to keep only relevant data in the i3S servers. In order to contribute to a sustainable research ecosystem, a good data management plan should be made, including the kind of data expected to be collected, the ethical issues underlining it and the predicted storage time span.

Bear in mind that, when applicable, you should comply with the storage time provided in the submission of your project to an ethics review board.

How will data be preserved and made available for future use?

Remember to develop a sound plan for storing and protecting data over the life of the project. Think about storing **three copies in at least two geographically distributed locations** (*e.g.*, original location such as a desktop computer, an external hard drive, and one or more remote sites) and to adopt a regular schedule for duplicating the data (i.e., backup).

When making a Data Management Plan, please remember that your DMP is a living document. It is good practice to track any changes in a revision history that lists the dates that any changes were made to the plan along with the details about those changes, including who made them.

Resources / Tools for good data management

You can find Data Management Plan templates at

DMPONLINE: (https://dmponline.dcc.ac.uk/; https://dmptool.org/)

ARGOS, a tool initially developed by OpenAIRE and EUDAT from an open source software – OpenDMP: https://argos.openaire.eu

Copyright and Licensing

If you are not sure which license you should choose when sharing data, please see:

• https://opendefinition.org/guide/data/

• https://opendefinition.org/licenses/

• http://wiki.creativecommons.org/Data_and_CC_licenses

Data Storage

An overview of repositories can be found at Re3data:

www.re3data.org

General science data repositories such as Dryad (http://datadryad.org/), figshare (http://figshare.com/), and Zenodo (http://zenodo.org/).

Alternatively, one can easily search for discipline-specific and general-use repositories via online catalogs such as http://www.re3data.org/ (*i.e.*, REgistry of REsearch data REpositories) and http://www.biosharing.org (*i.e.*, BioSharing).

It is often considered good practice to deposit code in a host repository like GitHub that specializes in source code management as well as some types of data like large files and tabular data (see https://github.com/).