10 Steps
to Successful
Research Data Management

Research Data Management Planning

Before the Project

○ I have familiarized myself with the relevant external requirements for research data (e.g. Guidelines for Safeguarding Good Research Practice, funding guidelines).

○ As far as possible, I have already planned for storing, describing, archiving and sharing my research data.

Storing Research Data

During the project

○ I have determined which storage media I will use for my research data, and I have developed a backup strategy.

○ I have established structures and schemes for data organization (e.g. folder structure, file naming, file formats).

Describing Research Data

○ I have created a separate README file where I describe my data as I work (e.g. purpose of data collection, further processing of the data).

Archiving Research Data

After the project

○ I have identified the data to be archived and put it in a comprehensible and logical form.

○ I have selected a suitable storage infrastructure for archiving and transferred my data and documentation to it.

Sharing Research Data

○ I have ensured that I do not violate any third-party rights (e.g. data protection, copyright, non-disclosure agreements) with the data publication.

○ I have selected a suitable research data repository and published my data and documentation there.

Questions & Support

○ If I have any questions, I can contact the Thuringian Competence Network for Research Data Management.
https://forschungsdaten-thueringen.de/about-us.html