



Coffee Lectures

How to draft a Data Management Plan (DMP): purpose, advantages and support

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24 November 2021, Webinar via Zoom

Learning Goals

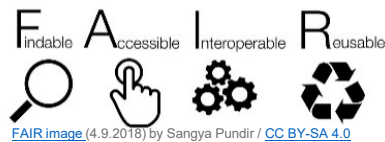
- You know what a Data Management Plan (DMP) is and gain a general understanding of its purpose and advantages.
- You know where to find material and support at ETH Zurich to draft and complete your own DMP.



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What is a Data Management Plan?

- **Key criteria:**
completeness and plausibility
- **Updating the plan** as the project progresses
- **Making data FAIR:**
 - Findable
 - Accessible
 - Interoperable
 - Re-usable



- **Planning and documenting the life cycle of data**

- **A brief document** describing how you intend to handle research data within your project
- Offering a **long-term perspective** by outlining how the data will be:
 - Generated
 - Collected
 - Documented
 - Shared / Published
 - Preserved

How a DMP looks like (I)

1. Data collection and documentation

1.1. What data will you collect, observe, generate, or reuse?

The data produced from this research project will fall into three categories:

1. Magnetic Resonance Imaging (MRI) data from the human brain (functional, anatomical, diffusion), as well as robot trajectories, electromyogram, and other physiological signals;
2. Questionnaires and motor test scores indicating traits, ability levels, or subjective experiences from participants, as well as minimum personal information, such as age and gender and individual diagnosis/severity of the disease (in the case of patients);
3. Simulated data generated computationally for means of processing optimization. In addition, existing data from our own acquisition or from collaborators/available repositories can be used.

MRI Data in category 1 will be documented in the NIfTI format (Neuroimaging Informatics Technology Initiative), as well as their processed by-products; the other data files in this category will be documented in TXT format. Data in category 2 will be documented in CSV, JPEG, and PDF formats. Data in category 3 will be produced in MATLAB and R as .mat and .r, but converted to and documented in HDF format; existing data can be re-preprocessed and may be documented in the NIfTI format. All questionnaire/test data will be stored in digital form, allowing us to convert them to PDF or JPEG when necessary. Excel files (XLSX) will be converted to CSV files, which are more suitable for archiving and reuse.

We anticipate that data produced in category 1 will sum up to 400 - 500 GB. Data in category 2 will amount to 100 MB. Data in category 3 will amount to 300 GB.

A list of data types (1., 2., 3.)

Descriptive information on data formats and file types

Information on amount of data

How a DMP looks like (II)

Key criteria: completeness and plausibility

2.3 Are there any necessary limitations to protect sensitive data?

The project *does not* involve usage of any sensitive data. Therefore, no special limitations to data use or reuse are necessary.

A statement on what the project *does not* include (e.g., sensitive data)....

... can complete an open question!

However: It gets more complicated when dealing with **STRICTLY CONFIDENTIAL** research data (e.g., patient data or personal income data).

Advantages of writing a DMP



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Advantages of writing a DMP



Support: Funder-specific guidance

- **SNSF information** on Open Research Data, including **FAQ**:
http://www.snf.ch/en/theSNSF/research-policies/open_research_data/
- SNSF's explanation of the **content expected in a DMP**:
http://www.snf.ch/SiteCollectionDocuments/DMP_content_mySNF-form_en.pdf
- **Guidance for ETH researchers** on completing SNSF DMPs:
<https://documentation.library.ethz.ch/guidance-snsf-dmp>
 - Includes: explanations per question, examples from DMPs, contacts and links specific for ETH Zurich
- RDM requirements within **Horizon Europe**: [factsheet of the EU Grants Access-Office](#)



GUIDES

Support: How do I find what and where at ETH Zurich?

<https://library.ethz.ch/en> → [Data management planning](#)

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Locations and media Borrowing and ordering Publishing and archiving News About us

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Data management planning

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Manuals, fact sheets

- > Wiki Research data management and digital curation

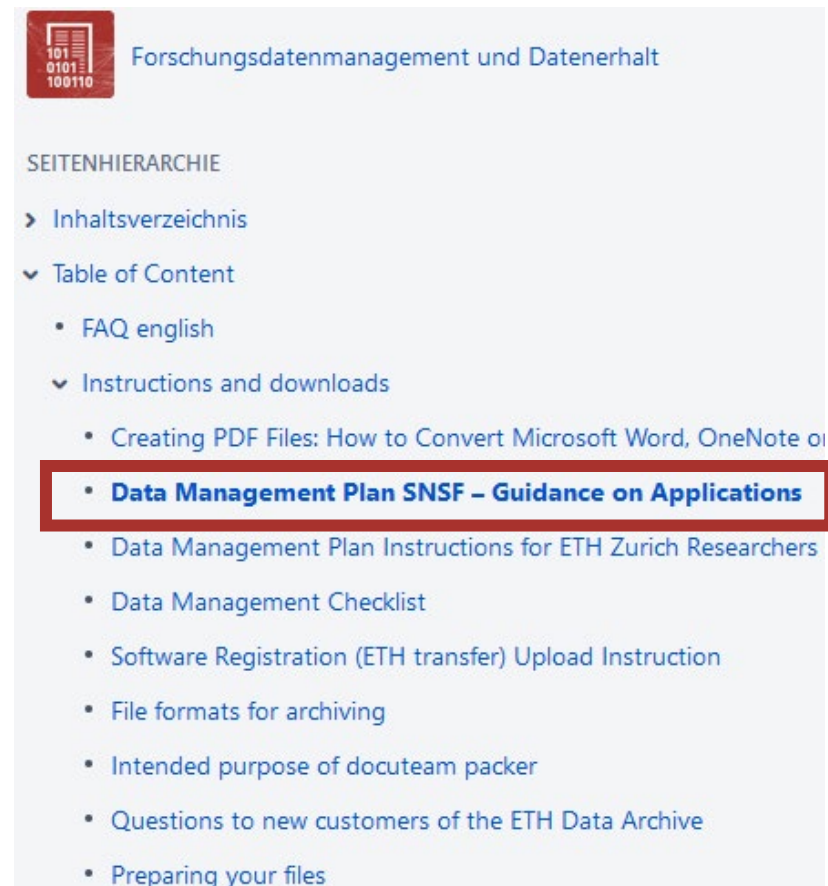
Related links

- > Locations and opening hours
- > Research data management

Support: How do I find what and where at ETH Zurich?

<https://library.ethz.ch/en> → [Data management planning](#)

<https://documentation.library.ethz.ch/display/DD/Instructions+and+downloads>



The screenshot shows the navigation menu for 'Forschungsdatenmanagement und Datenerhalt'. The menu is titled 'SEITENHIERARCHIE' and includes a search icon with the binary code '101 0101 100110'. The main navigation items are 'Inhaltsverzeichnis', 'Table of Content', 'FAQ english', and 'Instructions and downloads'. Under 'Instructions and downloads', several sub-items are listed, with 'Data Management Plan SNSF – Guidance on Applications' highlighted by a red rectangular box.

Forschungsdatenmanagement und Datenerhalt

SEITENHIERARCHIE

- › Inhaltsverzeichnis
- ▼ Table of Content
 - FAQ english
 - ▼ Instructions and downloads
 - Creating PDF Files: How to Convert Microsoft Word, OneNote or
 - **Data Management Plan SNSF – Guidance on Applications**
 - Data Management Plan Instructions for ETH Zurich Researchers
 - Data Management Checklist
 - Software Registration (ETH transfer) Upload Instruction
 - File formats for archiving
 - Intended purpose of docuteam packer
 - Questions to new customers of the ETH Data Archive
 - Preparing your files

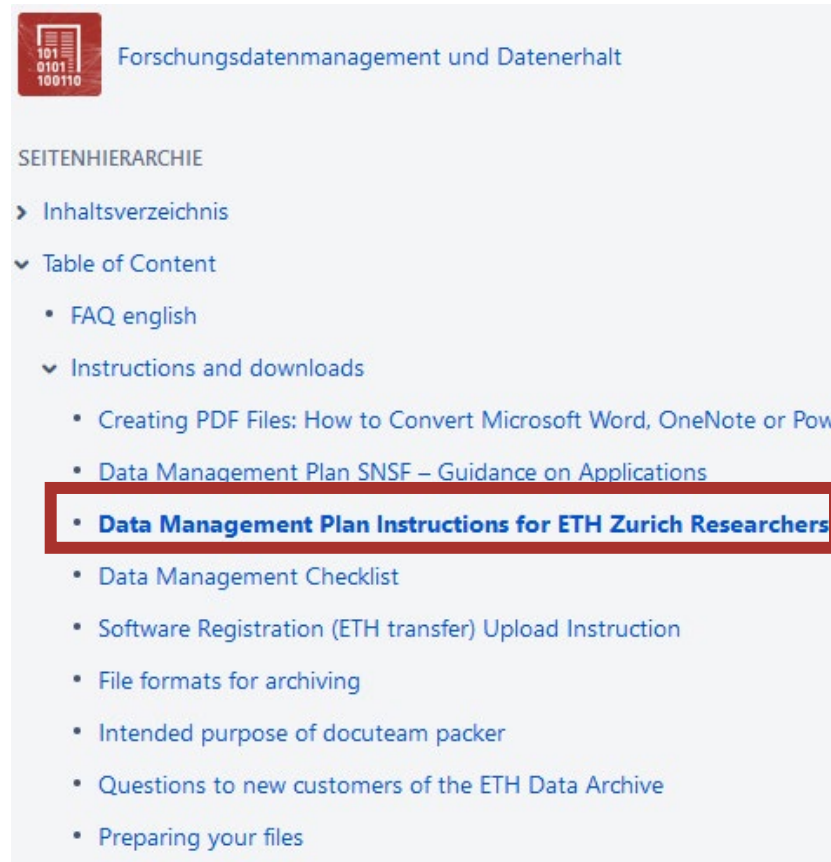
Funder-specific guidance: SNSF

- Tailored to complete an SNSF DMP
- Explanations per question
- Examples from DMPs
- Contacts and links specific for ETH Zurich

Support: How do I find what and where at ETH Zurich?

<https://library.ethz.ch/en> → [Data management planning](#)

<https://documentation.library.ethz.ch/display/DD/Instructions+and+downloads>



The screenshot shows the website header with the logo and title 'Forschungsdatenmanagement und Datenerhalt'. Below is a sidebar menu titled 'SEITENHIERARCHIE' with a tree structure. The 'Instructions and downloads' section is expanded, and the item 'Data Management Plan Instructions for ETH Zurich Researchers' is highlighted with a red box.

Forschungsdatenmanagement und Datenerhalt

SEITENHIERARCHIE

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General guidance for ETH Zurich researchers

- Good practice for any data-driven research project
- Includes a blank DMP template
- Instructions / explanations per question
- Example answers
- Contacts and links specific for ETH Zurich
- Supporting resources and solutions specific for ETH Zurich

Services and further training

Contact & Support

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Data Management Planning

<https://library.ethz.ch/en>

→ [Data management planning](#)

Coffee Lectures

www.library.ethz.ch/coffee-lectures



GUIDES



FAQ



SUPPORT

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What we offer:

- (individual) **training** on data management planning (check www.library.ethz.ch/courses)
- **consultation** on data management planning
- **review** of DMPs



Thanks for your attention!

Next Coffee Lecture:

Reusing data from the Research Collection for research, publication analysis and more

1 December 2021, Webinar via Zoom
www.library.ethz.ch/coffee-lectures