Research Data Management Quick Start Guide

- Get familiar with involved roles and responsibilities on data management at TU Graz:
  - TU Graz Research Data Framework Policy
- Get familiar with the safeguarding good scientific practice at TU Graz:
  - Guidelines on Safeguarding Good Scientific Practice
- Make a clear data management planning for your research:
  - TU Graz DMP Tool
  - Draft your data management plan, check the guidelines
  - Understand the data ownership (Section 3 of the RDM Framework Policy) [Can be extended with institute-, project-specific text block] and licensing
- FAIR Principles in practice:
  - Explanations and examples
- Apply practical solutions in data documentation, data organization and data analysis:
  - TU Graz Electronic Laboratory Book eLabFTW
  - TU Graz Data management and analytical platform CyVerse
  - Source code management and version control with TU Graz GitLab
  - Name files in a consistent and understandable way
    - E.g. subject + (event) + (author) + date, check more tips here
  - README files: template to download could be generated
    - Basics of GitHub in 10 minutes
    - Mastering Markdown
- Data storage during the project:
  - Secure and backed-up data storage with access control [Can be institute-specific]
  - Secure data sharing between partners [Can be project-specific]
  - Make sure you store files on 2 different media types (TU Cloud, computer)
- Publication and long-term data storage:
  - TU Graz Repository
- Ethics, Privacy and Confidential data
  - Be aware of ethical issues and requirements in your research, check the Human Research Ethics Committee for information on ethics approval and informed consent.
  - Follow the Personal Research Data Workflow if your research processes personal data [Can be extended with discipline-specific workflows]
  - Use LimeSurvey to conduct online survey when collecting confidential data
  - TU Graz Privacy Policy
  -TU Graz IT-Security
- Research data management Glossary

Tip: If you have any questions or would like to seek further advice, contact a Data Steward in the first place.

Questions and advice: rdmteam@tugraz.at | https://www.tugraz.at/sites/rdm

This document was inspired by the RDM Quick Start Guide of TU Delft and we are very grateful for permission to use it.