

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.¹

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

¹ This document was inspired by the [RDM Quick Start Guide of TU Delft](#) and we are very grateful for permission to use it.