

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
 - 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]*
- Apply practical tips in [data organization](#)
 - Electronic Laboratory Book: [eLabFTW](#)
 - Name files in a consistent and understandable way
 - E.g. subject + (event) + (author) + date, [check more tips here](#)
 - Track changes made in research with version control
 - [GitLab](#)
 - GitLab [Help](#)
- *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)
 - Consider using the TU Graz data storage and analytical platform [CyVerse](#)
- Long term data storage
 - Data repository [InvenioRDM](#)
- *Data documentation*
 - [README files](#): template to download could be generated
 - [Basics of GitHub in 10 minutes](#)
 - [Mastering Markdown](#)
 - [Disciplinary metadata standards](#)
- 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

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