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

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