Research Data Management in 4 Steps

An effective research data management plan provides a timely insight into facilities and expertise necessary both during and after your research, which is useful for yourself, your senior staff, data supporters and research funders. An effective plan furthermore enables the reuse of research data.

1. **Establish permissions regarding the data**
   Do you have permission from stakeholders (test subjects, data supplier or ethical commission), to share data with colleagues?
   Are the data available for follow-up research?

2. **Document your research and data**
   Store both raw and processed data. Data that do not lead to publication may also be significant. Via which metadata and coding can the data be found, understood and linked to other data sources? Which software and equipment are required for replicating the research? Which file formats are concerned?

3. **Organise storage and access**
   How big are the data files? Do you have sufficient storage capacity for intermediary versions? How do you protect sensitive data? Archiving the data in a Trustworthy Digital Repository upon completing your research ensures sustainable access, including a persistent identifier for citations.
4. **Keep your research data management plan up-to-date**

Does your research data management plan contain up-to-date and relevant information for data supporters in the library/IT department/legal desk, for your research director, funder and project partners? Make sure that changes to your project are reflected in your plan.

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**More information**

Various research institutions and funders provide a research data management plan template. You will find the discipline-independent DANS template and corresponding brochure under research data management on the DANS website.

**Data Archiving and Networked Services (DANS)**

DANS is the Netherlands Institute for permanent access to digital research resources. DANS encourages researchers to make their digital research data and related outputs Findable, Accessible, Interoperable and Reusable. Open if possible, protected where necessary. We provide expert advice and certified services. Our core services are: DataverseNL for short-term data management, EASY for long-term archiving, and NARCIS, the national portal for research information. By participating in (inter)national projects, networks and research, DANS contributes to continued innovation of the global scientific data infrastructure.