

## 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, open if possible, protected if necessary.



### 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.

### **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 policy](#) on the DANS website.

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

DANS promotes sustained access to digital research data. For this, DANS encourages scientific researchers to archive and reuse data in a sustained form, for instance via the online archiving system EASY ([easy.dans.knaw.nl](http://easy.dans.knaw.nl)) and DataverseNL ([dataverse.nl](http://dataverse.nl)). With NARCIS ([narcis.nl](http://narcis.nl)), DANS also provides access to thousands of scientific datasets, publications and other research information in the Netherlands. The institute furthermore provides training and consultancy and carries out research on sustained access to digital information.

Driven by data, DANS ensures the further improvement of access to digital research data with its services and participation in (inter)national projects and networks. Please visit [dans.knaw.nl/en](http://dans.knaw.nl/en) for more information and contact details.

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