



Réflexion sur la gestion des données de recherche à l'ULB

Services de soutien à la gestion des données de recherche

Françoise Vandooren

Coordinatrice du soutien aux chercheurs

Département des bibliothèques et de l'information
scientifique

Université libre de Bruxelles

I. Aperçu général des services de soutien à la GDR:

- Thématiques
- Acteurs
- Niveaux de service
- Formes de soutien
- Publics cibles

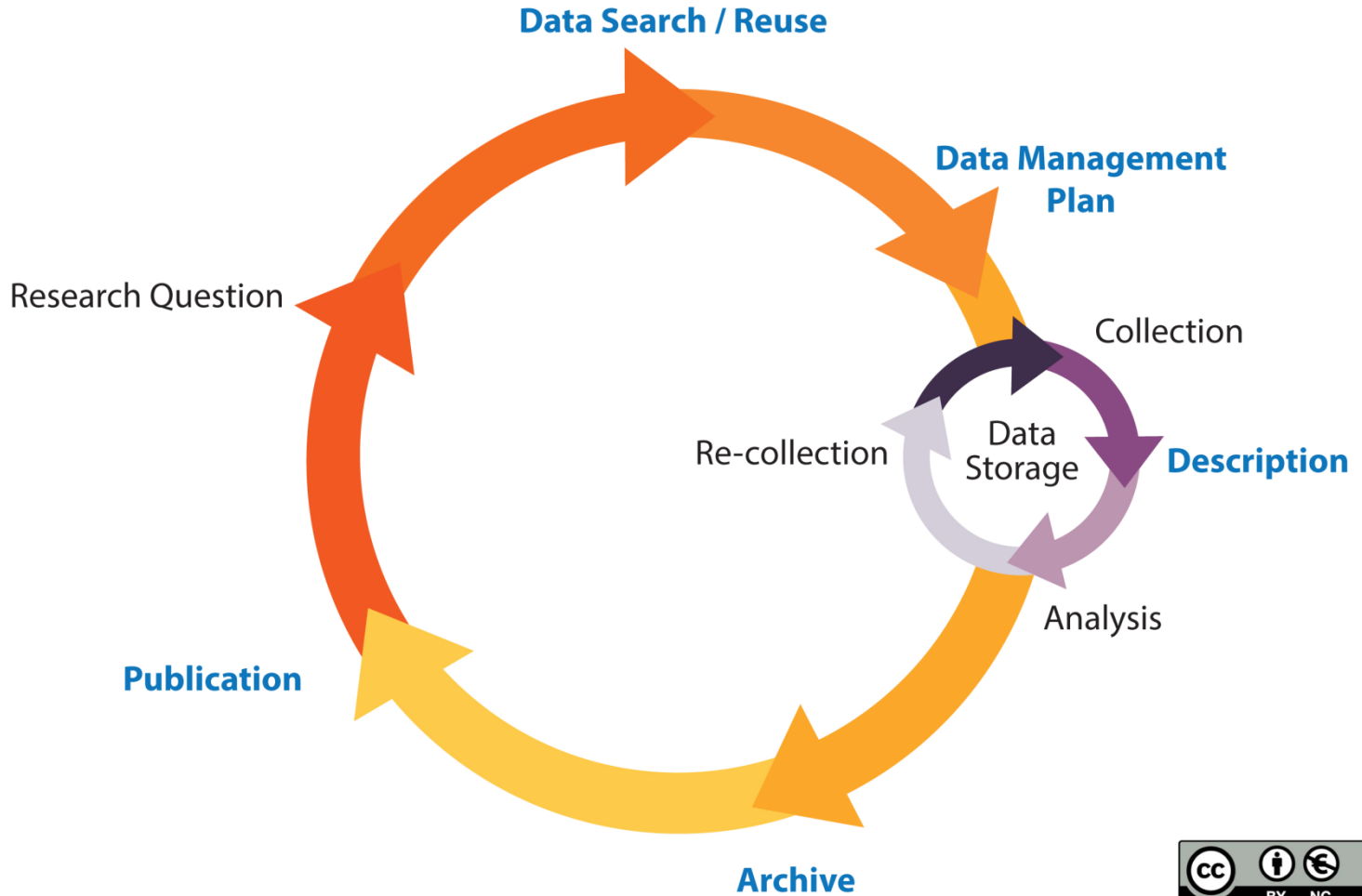
II. Compétences nécessaires

III. Situation à l'ULB



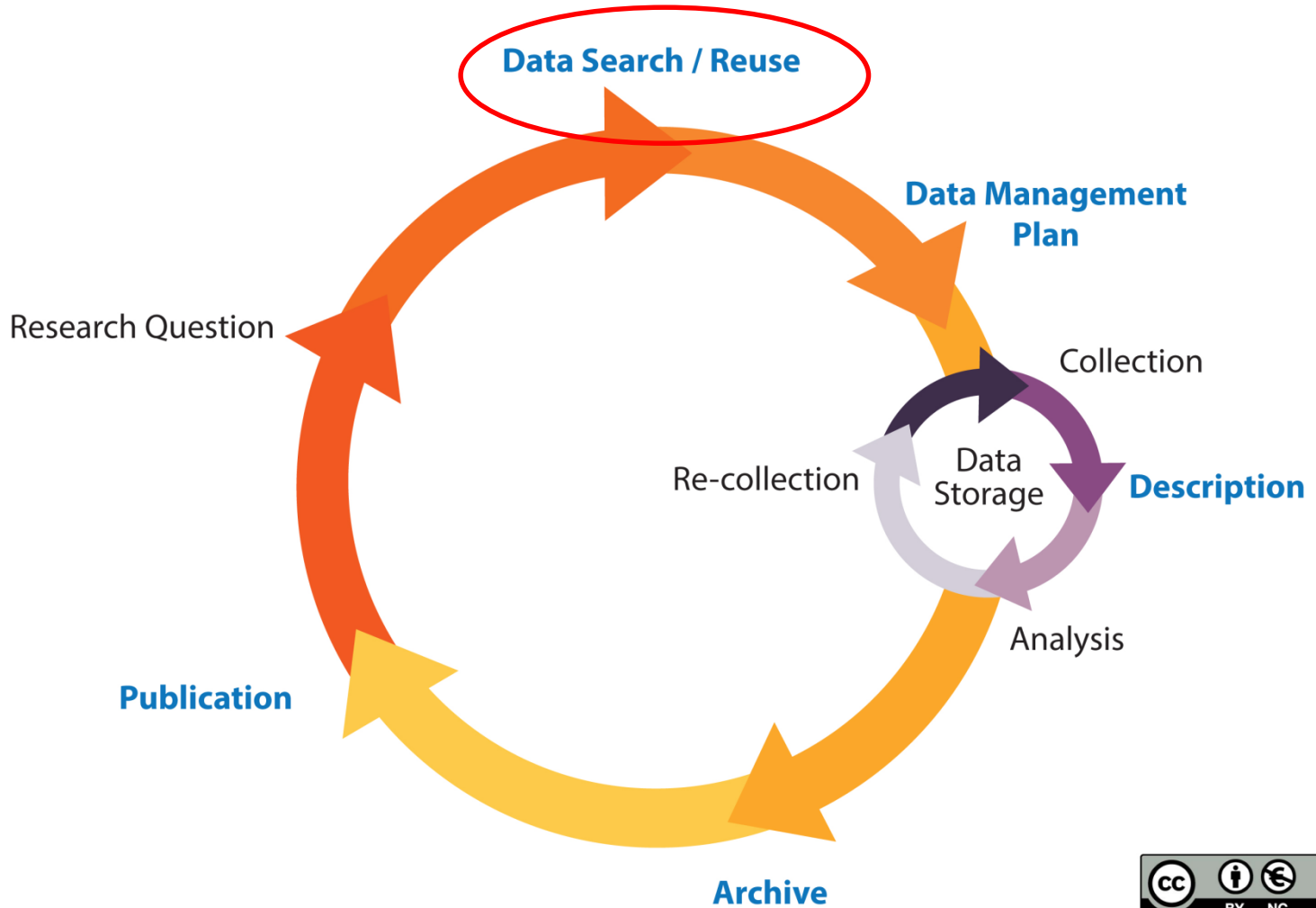
Thématiques

The Research Data Management Lifecycle



Thématiques

The Research Data Management Lifecycle





Finding and using research data

Support for the discovery, use, management and learning about datasets for analysis, learning and teaching.

Data Library & Consultancy is a service offered to University of Edinburgh researchers to discover, use, manage and learn about datasets for analysis, learning and teaching. Data librarians are available to help you find answers to all your data-related questions and to help you do the following:

- find data freely available on the internet or through University of Edinburgh subscriptions, or to purchase datasets;
- get started with advice on your specific data needs. We can match your research topic to data resources including surveys, censuses, mapping and databases;
- apply for access to and acquire data from national and international data services;
- make sense of dataset documentation;
- choose variables to use in your analysis, or customise your dataset in a statistical analysis package;
- make decisions about sharing your data such as: documenting, versioning, anonymising, licensing, formatting, citing and preserving data, including choosing an appropriate repository; and
- analyse and visualise microdata online, and download user-defined subsets of data in formats conversant with statistical analysis packages such as SAS, SPSS and Stata.

Data Library portal

[Find data to use in your research with our online listings of data sources](#)

Data analysis with SDA

The Data Library team can upload your data for interactive statistical analysis with SDA, an ideal teaching tool. See our existing datasets here:

[University of Edinburgh SDA: Survey Documentation and Analysis](#)

Finding data guidance

[Learn about major sources of economic and financial data](#)

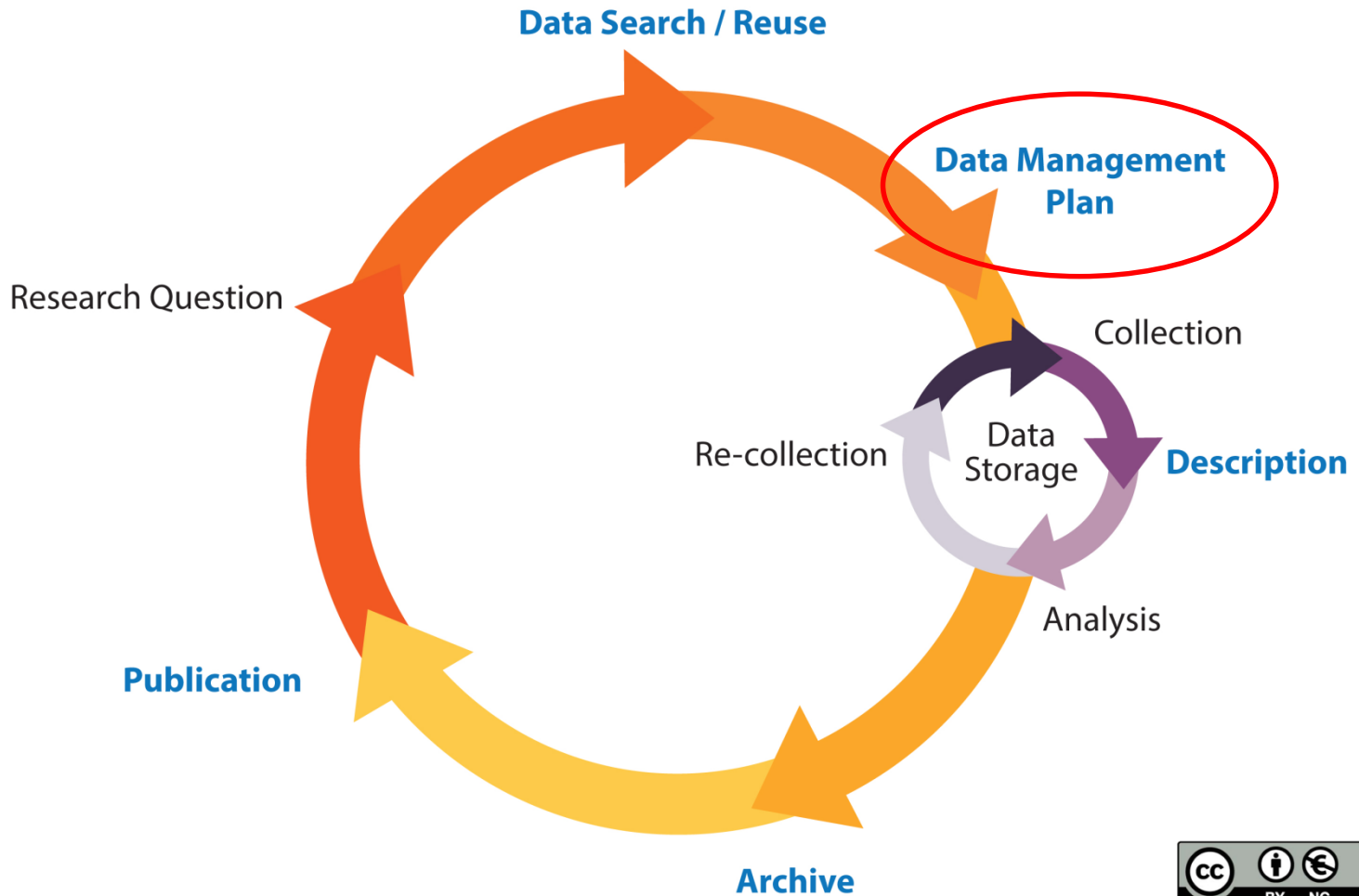
[Learn about major social and political survey data](#)

Get personalised assistance

Contact the [Research Data Service](#) staff to discuss your particular data requirements and get help sourcing data or working with datasets, by email, phone or a one to one meeting. We can also tailor training to your class or research group.

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Data Management Plan (DMP) du FNS

DESCRIPTION

Objectif : Analyser les éléments clés d'un plan de gestion des données (DMP) selon les nouvelles directives du Fonds national suisse (FNS)

Description : Désormais, pour la soumission des requêtes, le FNS requiert des informations sur le cycle de vie des données via son formulaire de DMP. Lors de cet atelier, le type et les besoins d'informations qui doivent y être mentionnés seront abordés

Public : Chercheurs, enseignants, doctorants, post-doctorants, personnel administratif et technique de l'UNIGE

Prérequis : aucun

Format :

- atelier pratique d'1h30 (12 participants/session)
- en français et, si nécessaire en anglais ([Uni Arve Sciences](#))

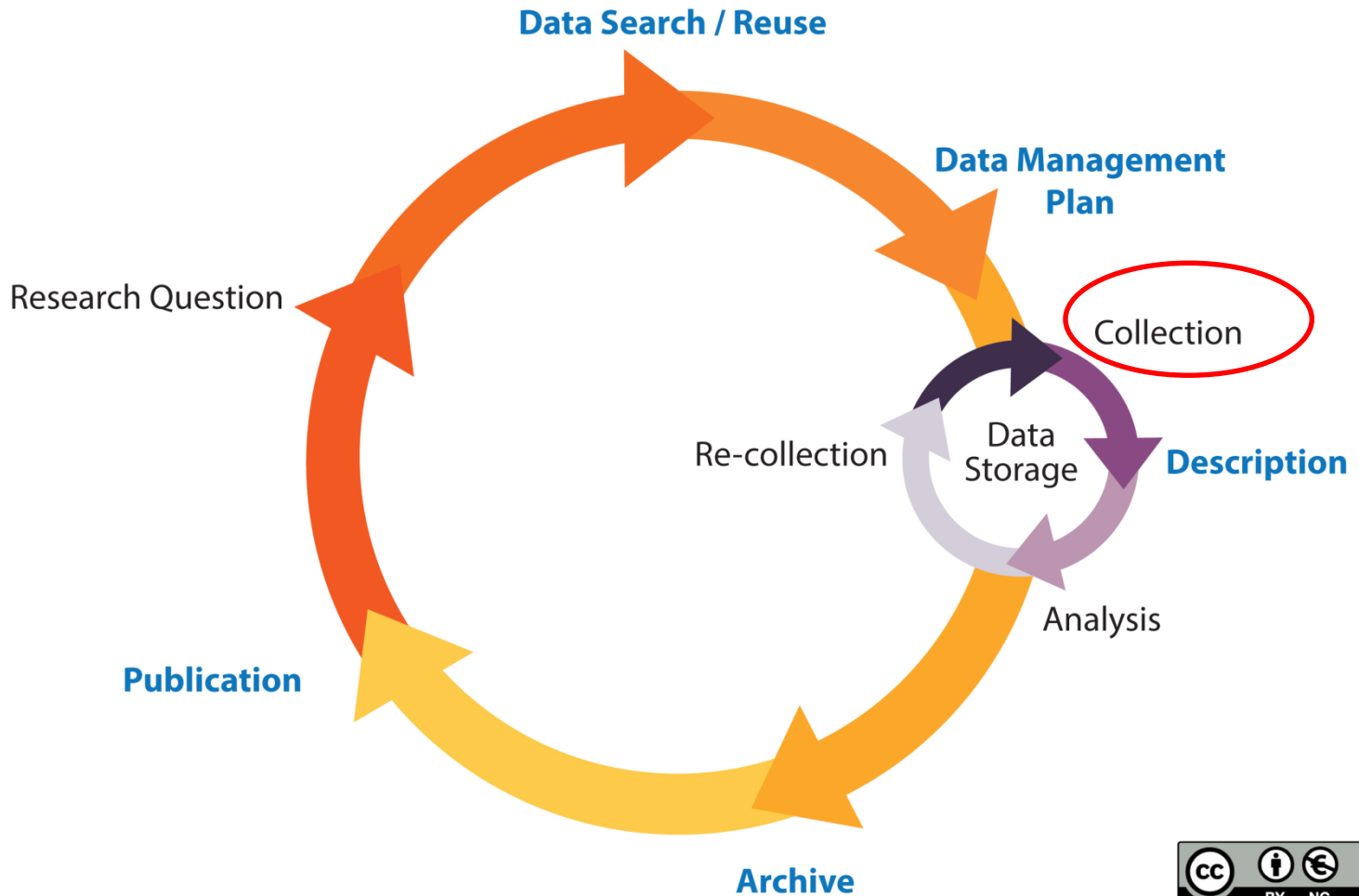
Programme : Les questions du formulaire du FNS seront traitées à l'aide de cas pratiques de DMP déjà existants

PROCHAINES SESSIONS

[agenda complet >>](#)

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Research

- > Open Science
- > Copyright Information Point (CIP)
- ▼ Expert Centre Research Data
 - > Informed consent and ethics committees
- > Order an ISBN
- > Literature research



Informed consent and ethics committees

In research involving people it is an ethical necessity to get participants' informed consent. Informed consent is an agreement between the researcher and the participant, that includes the following two points in particular:

- The participant is informed: the informed consent form includes information that is received and understood by the participant. Informed consent should be given only on the basis of full and correct information
- The participant gives consent: the informed consent form includes the explicit statement that the participant freely agrees to participate in the research project

Nowadays, not only participation in the research project has to be consented, but also the archiving and sharing of the data.

We present [information \(docx, 53 kB\)](#) on the context for and contents of an informed consent form and the accompanying information document, as well as information on ethics committees at Radboud University. This document also contains a paragraph on the use of personal data within research.

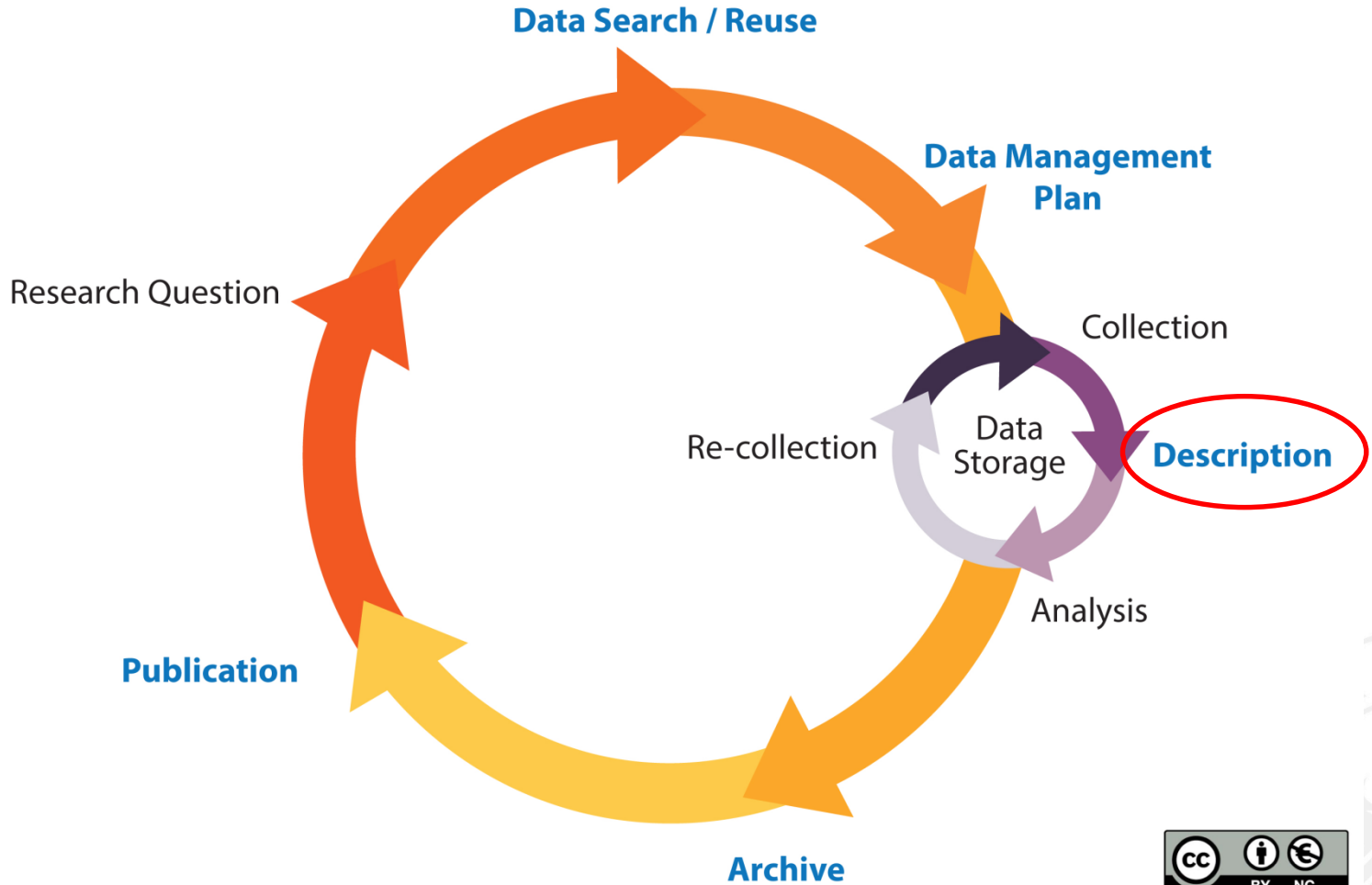
Radboud University provides a website with information on how to deal with [personal data](#) according to the Data Protection Act.

Ethics Committees

| <i>Faculty/Committee</i> | <i>Type of research</i> | <i>Procedures</i> |
|---|---------------------------------------|----------------------------------|
| Ethics Committee Faculty of Law and Nijmegen School of Management | All research involving human subjects | Procedures ECFLM |
| Ethics Committee Faculty of | All research involving human | Procedures ECSW |

Thématiques

The Research Data Management Lifecycle





Read the ANDS Guide Metadata



This comprehensive **11 page Guide** is intended to provide a generic working-level view of the needs, issues, and processes around metadata collection and creation as it relates to research data.

For those needing information and advice about the RIF-CS metadata schema used for Research Data Australia, please see the [RDA Content Providers Guide](#)

Key messages

- Richly described metadata is the key to making research data publishable, discoverable, citable and reusable into the longer term
- Collection, updating and maintaining metadata are necessary inclusions in the planning and budgeting of all research projects
- Because digital data objects often change location, managing the link between data and metadata is critical and there are technologies eg persistent identifiers which support this persistent linking of data and metadata
- Use one or several of the plethora of established metadata standards as much as possible: If your project is the only one to use a particular metadata element set, it creates a barrier to interoperability and reuse.

Related ANDS Guides

- > Defining a data collection
- > Vocabularies and research data

Related information

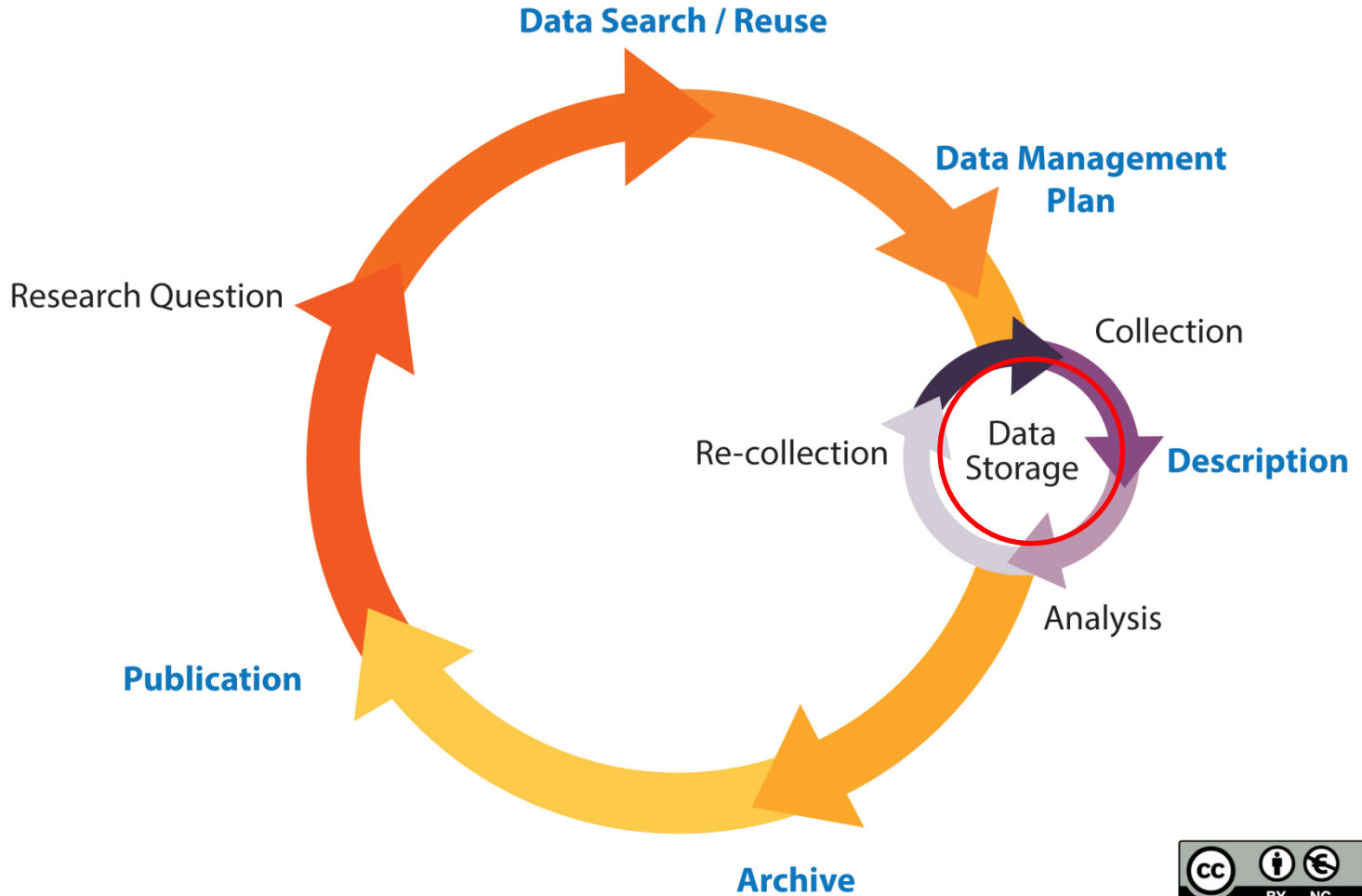
- > Metadata
- > Data management overview
- > Sharing sensitive data
- > Crosswalks: Transform your metadata

Link between
data and
metadata

Metadata
standards

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The services in the list below can be used before (B), during (D) and after (A) research projects. Their suitability during these three general phases is indicated using the symbols below.

✓ Meets all requirements ? Partly meets all requirements ✗ Does not meet all requirements □ Not applicable

Local

- | B | D | A | |
|---|---|---|-------------------------------|
| □ | ✓ | ✗ | Bulkstorage |
| □ | ? | ✗ | Dataopslag Cell Observatory |
| □ | ✓ | ✗ | Departments |
| ✓ | □ | □ | Template DMP Leiden |
| □ | ✓ | ? | Virtual Research Environments |
| □ | ✓ | ✗ | Workgroups |

National

- | B | D | A | |
|---|---|---|---|
| □ | □ | ✓ | 4TU.ResearchData |
| □ | ? | ✗ | BeeHub |
| □ | ✓ | ✓ | CLARIN INL Portal |
| □ | □ | ✓ | DANS Dark Archive |
| □ | ✓ | ✓ | De Digitale Koepel (Meertens Instituut) |
| □ | ✓ | ? | Dutch Dataverse Network (DDN) |
| □ | □ | ✓ | EASY |
| □ | □ | ✓ | EDNA |
| □ | □ | □ | Essentials 4 Data Support |
| ✓ | □ | □ | NWO datamanagementplan |
| □ | ✓ | ✗ | SURF Data Archive |
| □ | ? | ? | SURFdrive |
| □ | ✓ | ✗ | SURFfilesender |
| □ | ✓ | ✓ | Surveydata Nederland |
| □ | ✓ | ✓ | The Language Archive |

International

- | B | D | A | |
|---|---|---|---|
| □ | ? | ? | B2DROP |
| □ | □ | ✗ | B2FIND |
| □ | ? | ✗ | B2SAFE |
| □ | ? | ✗ | B2SHARE |
| □ | ? | ✗ | B2STAGE |
| □ | ✓ | ✗ | Data Verse Network |
| □ | □ | ? | DataFirst |
| □ | ✓ | ✗ | DCCD |
| □ | ✗ | ✗ | DDMoRe - Drug Disease Model Resources |
| ✓ | □ | □ | DMP Online |
| □ | □ | ? | Dryad |
| □ | ? | ✗ | Figshare |
| □ | □ | ✓ | ICPSR |
| □ | ✗ | ✗ | Infrared Space Observatory data archive |
| □ | □ | □ | MANTRA |
| □ | □ | ✗ | Mycobank |
| □ | ✓ | ✓ | NESSTAR |
| □ | □ | □ | Open Machinery Learning |
| □ | □ | ✗ | OpenfMRI |
| □ | ✓ | ? | SeaDataNet |
| □ | □ | ✓ | TalkBank |
| □ | ✓ | ? | World Data Centre for Soils (WDC-Soils) |
| □ | ✓ | ? | Zenodo |

<https://vre.leidenuniv.nl/vre/lrd/Pages/information-sheet.aspx?item=28>

General information

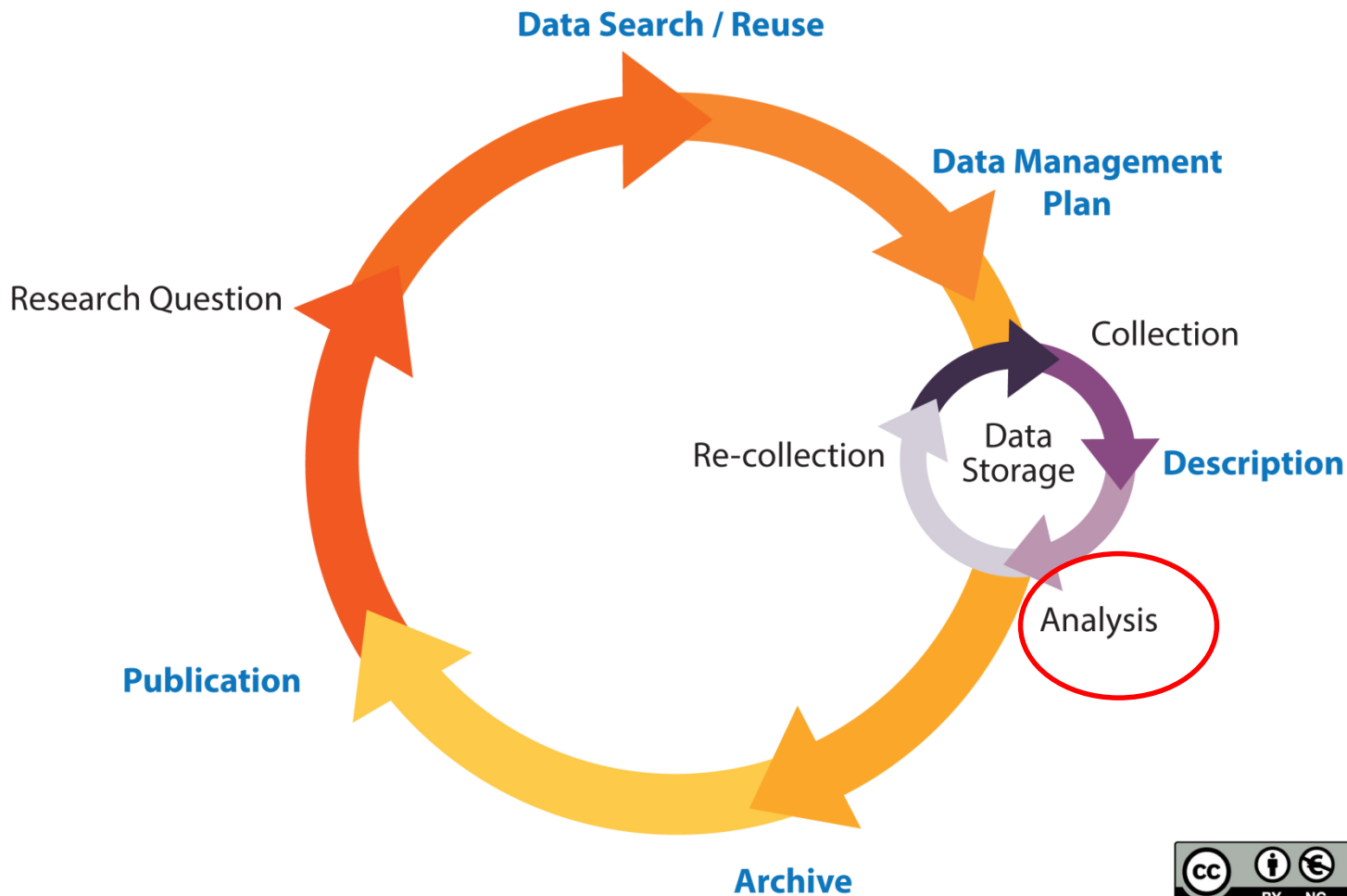
| | | |
|-------------------------------|---|---|
| <i>URL</i> | | |
| <i>Description</i> | Providing large volumes of data storage for project and research data | <ul style="list-style-type: none"> - Minimal order amount 1 TB - Extension in steps of 1 TB - Accessible in the Research Network - Read and write file structure on 1 level. - Backups and restoring data - Retention period: 35 days (can be deviated from if necessary) |
| <i>Organisation</i> | ISSC | Local facility |
| <i>Type of service</i> | Storage facility | |
| <i>Legislation</i> | Netherlands | Security policy of Lieden University |
| <i>Usage and appreciation</i> | | Max 1 Petabyte beschikbaar voor hele Universiteit, ook in gebruik voor reguliere storage. |
| <i>Support organisation</i> | ISSC | |

Context

| | | |
|---|--|---|
| <i>Stage in the research project</i> | During | |
| <i>Position within the research process</i> | 1. Creating data, 2. Processing data, 3. Analysing data, 5. Giving access to data | |
| <i>Domain</i> | 1. Private Research Domain, 3. Shared Research Domain | |
| <i>Type of data</i> | 1. Raw data and data sets, 2. Data collections and structured databases, 3. Processed data and data representations, 4. Publications with data | |
| <i>Data curation</i> | | |
| <i>Data classification</i> | Klasse 3 voor openbare informatie, Klasse 2 voor interne informatie [voor een beperkte groep] | According to the data classification model of Leiden University |

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Handling Data using SPSS

Description

The aim of this half day course is to show you how the facilities provided by SPSS 19 can help with the management of your research data and to suggest some ways of keeping a record of your data work and getting your data out of SPSS, whether for long-term preservation or for further analysis in other software.

The course is open to all postgraduate research students who are interested to learn how to use SPSS to handle their data.

This course is not about teaching you how to use SPSS to analyse your research data. It assumes that you have used an SPSS dataset before and you are familiar with using the SPSS menus. If you have never used SPSS before you may still be able to work through the exercises but in order to learn about data analysis you should use another course.

By attending the course you will:

- Gain practical experience of setting up SPSS and initial files
- Practise creating new variables in SPSS
- Understand how to add data to a data file
- Be able to get your data out of SPSS for long-term preservation or further analysis in other software

You will have the opportunity to practise with a dataset which is accompanied by a step-by-step guide.

Topics covered

- Setting up SPSS and initial files
- Creating new variables
- Adding data to a data file

Eligibility

All staff All students

Date

Monday 11-Dec-2017, 09:30 - 12:30

Venue

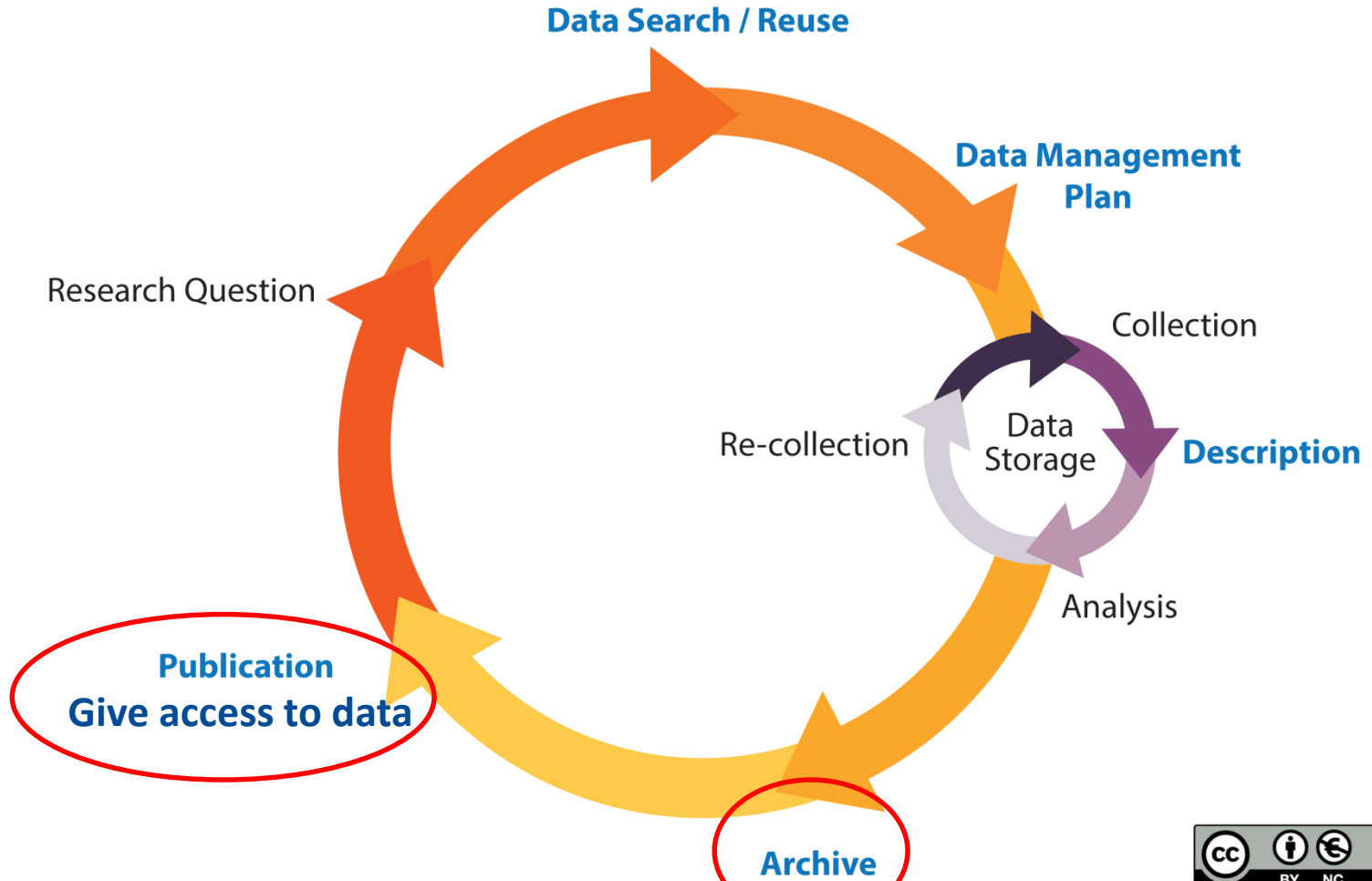
Room 1.08, Meeting Suite, First Floor, Main Library, George Square Central Area

Bookings

If you are eligible, you can [Book a place on this course](#).

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Five steps to decide what data to keep

Version 1 of the DCC checklist for appraising research data

By Angus Whyte, Published: 31 October 2014

Please cite as: DCC (2014). 'Five steps to decide what data to keep: a checklist for appraising research data v.1'. Edinburgh: Digital Curation Centre. Available online: <http://www.dcc.ac.uk/resources/how-guides>

This work is licensed under Creative Commons Attribution BY 2.5 Scotland, except Section 4, which is adapted under licence CC-BY-NC-SA. from UK Data Archive (2013) Data management costing tool and checklist. Available at: <http://www.data-archive.ac.uk/create-manage/planning-for-sharing/costing>

Browse the guide below or [download the pdf](#).

Where to keep research data

Version 1.1 of the DCC checklist for evaluating data repositories

[Home](#) [Digital curation](#) [About us](#) [News](#) [Events](#) [Resources](#)

By Angus Whyte, Published: 28 December 2015. Updated 22 January 2016.

Please cite as: Whyte, A. (2015). 'Where to keep research data: DCC checklist for evaluating data repositories' v.1.1 Edinburgh: Digital Curation Centre. Available online: www.dcc.ac.uk/resources/how-guides

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The guide is available to browse below, or you can [download the PDF](#).

**** This publication is available in print and can be ordered from our [online store](#) ****

- [Introduction - what does the checklist include and exclude, and when should it be applied?](#)
- [What are the options - where should I share data for public access, and store confidential data ?](#)
- [Where can I find a data repository?](#)
- [What is the right service level for the data?](#)
- [Checklist: is it the right repository for your data?](#)
- [Bibliography: policy, good practice and standards](#)
- [Acknowledgements](#)

<http://www.dcc.ac.uk/resources/how-guides-checklists/where-keep-research-data/where-keep-research-data>

This guide will help you decide how to apply a licence to your research data, and which licence would be most suitable. It should provide you with an awareness of why licensing data is important, the impact licences have on future research, and the potential pitfalls to avoid. It concentrates on the UK context, though some aspects apply internationally; it does not, however, provide legal advice. The guide should interest both the principal investigators and researchers responsible for the data, and those who provide access to them through a data centre, repository or archive.

<http://www.dcc.ac.uk/resources/how-guides/license-research-data>

By Alex Ball, Digital Curation Centre, in association with JISC Legal

Published: 9 February 2011

Revised: 17 July 2014

Browse the guide below or [download the PDF](#).

**** This publication is available in print and can be ordered from our [online store](#) ****

Please cite as: Ball, A. (2014). 'How to License Research Data'. DCC How-to Guides. Edinburgh: Digital Curation Centre. Available online: <http://www.dcc.ac.uk/resources/how-guides>

Contents

- [Why license research data?](#)
- [Licensing concepts](#)
- [Prepared licences](#)



Acteurs dans les services de support

- Autorités académiques: cadre/politique générale
- Administration de la recherche
- Bibliothèques
- Service IT
- Conseiller juridique, Data Protection Officer
- Comité d'éthique

Collaborations extérieures

- Centre national (ex: Australian National Data Service; Data Archiving and Networked Services (NL); Digital Curation Centre (UK)...
- Bailleurs de fonds (ex: NERC Nature & Environment Research Council, UK)



RESEARCH DATA SERVICES *in* European Academic Research Libraries

one hundred and nineteen libraries

FROM 22 COUNTRIES TOOK OUR SURVEY. ALMOST ALL SAID THEY CURRENTLY OFFER CONSULTATIVE RESEARCH DATA SERVICES, OR WILL IN THE NEXT TWO YEARS.



77%
of libraries discuss Research Data Services with others on campus

VS



41%
which currently have policies relating to Research Data Services

TWO-THIRDS

OF LIBRARY DIRECTORS STRONGLY AGREE: **LIBRARIES NEED TO OFFER RESEARCH DATA SERVICES TO REMAIN RELEVANT**

WHY

THIS IS IMPORTANT



Increasing amounts of scientific data are being collected, stored, analyzed and shared globally.

Solid Research Data Management is essential to ensure the transparency of scientific research, to preserve and reuse data, and to advance knowledge.

Academic libraries can help, and this LIBER survey shows what is currently being done across Europe.



91%

collaborate within their institution regarding Research Data Services, and 77% collaborate with other institutions

39%



provide data storage



60%
OF LIBRARY DIRECTORS SAY THAT LOSING DATA PUTS FUTURE SCHOLARSHIP AT RISK

“RESEARCH DATA IS INCREASINGLY SEEN AS AN **ESSENTIAL PART** OF THE SCHOLARLY RECORD.”

www.libereurope.eu

Ligue des Bibliothèques Européennes de Recherche
Association of European Research Libraries

DataONE

Research data management

This website is developed by the [EPFL Library](#) and aims to support EPFL researchers in the management of their research data, providing tools and guidance at any step of the data life cycle.

GET STARTED

SUPPORT AND TRAINING

1 Plan and fund

- Data management plan
- Data management costs
- Funder's data requirements

2 Work with data

- Active data management
- Analysis and visualisation of data
- Metadata and documentation
- Storage and back-up

3 Publish and preserve

- Data selection for long term preservation
- Data repositories and data journals
- Publishers' requirements

Be part of our survey

If you are an EPFL researcher, please take just 15 minutes of your time to help us to shape the best and most profiled services for managing, preserving and reproducing your research data.


[Link to survey](#)

Benefits of good research data management

- Enhance research integrity and reproducibility
- Higher research visibility and impact
- Increased citation rate
- Easier own data reuse
- Reduced data loss risk

NEED HELP ?

Contact the Research Data Library Team: we will get back to you within 24 hours.

 researchdata@epfl.ch

TOOLS

[EPFL SNSF DMP Template](#)

[EPFL Recommended File Formats](#)

[EPFL Data Publication Decision Tree](#)

[EPFL Data Management Plan Checklist](#)

[EPFL Data Management Plan Template](#)

YOUR DATA PARTNERS

EPFL Library
Research office



Niveaux de service dans les bibliothèques

- **Orientation/référence** : aide pour trouver et accéder à des données
- **Soutien à la gestion des données**: sensibilisation, conseil et guidance, formation (bonnes pratiques, standards de métadonnées, archivage...)
- **Gestion des données**: recueil et dépôt des données dans une archive; préservation des données.





Sous quelle forme

- Sensibilisation, informations, guide de bonnes pratiques: pages web, vidéos, guides...
- Formations: cours en ligne (MOOC, Moodle + session pratique, slides + exercices), cours ou séminaire (jusque 20h), atelier (1h30 à 3h)
- Conseil, assistance personnelle: helpdesk (tel, email), sur RV



Research Data Management: Introduction

- [Introduction](#)
- [Data management plan](#)
- [Documentation & metadata](#)
- [Using & storing](#)
- [Sharing & reuse](#)
- [Legal aspects & research integrity](#)
- [Glossary](#)
- [Open access !\[\]\(c6a8736a601a632e2c96605cf66055ed_img.jpg\)](#)
- [Feedback](#)

Contents

Introduction

- Research data management
- Why manage your data?
- News


Data management plan

- Write a DMP
- DMP Workshops & Clinics 2017
- DMP guides & checklists
- Funder requirements
- DMP examples

Research Data Management

The management of research data refers to **creating and storing research data** and related **descriptive metadata** so as to preserve the usability and reliability of the material, taking into account confidentiality and data protection issues throughout the lifespan of the data.

The [University of Helsinki research data policy](#) defines high-level principles regarding the collection, storing, use, and management of research data.



Questions?

Contact [researchdata at helsinki.fi](mailto:researchdata@helsinki.fi)
or phone 02 941 23000

- [UH DataSupport-network !\[\]\(43c1bcef0c417c4ff3164f2bfea00264_img.jpg\)](#)



Publics cibles

- Doctorants
- Responsables de labo, de centres de recherche
- Project manager (H2020, ...)
- Chercheurs
- ...



INFOSESSIONS & WORKSHOPS



The good management of research data is high on the agenda, both with funders (EC, FWO), publishers and research institutions. The University Library and the Research Coordination Office join forces to organize different infosessions and workshops on **Research Data Management**.

These infosessions and workshops target various audiences:

NEW! [Workshops for PhD-students](#)

NEW! [Workshops for researchers](#)

NEW! [Workshops for library staff](#)

Presentations of previous workshops and information sessions can be found [here](#).

Workshops for PhD-students

The University Library and the Research Coordination Office join forces to organize a workshop on **Research Data Management for PhD-students**. The first part of this workshop will focus on topics as: *What are research data? What is research data management? What is a data management plan? What services and infrastructure are available at KU Leuven?* Thanks to this background information you will be able to make informed decisions on how to treat your research data. In the second part of the workshop, you will learn how to write your own data management plan (DMP) based on the KU Leuven DMP online tool.



RESEARCH DATA MANAGEMENT TRAINING FOR PHD STUDENTS AT UNIVERSITY OF HELSINKI

<https://fr.slideshare.net/libereurope/research-data-management-training-for-phd-students-at-university-of-helsinki>

INFORMATION MANAGEMENT FOR DOCTORAL CANDIDATES (1 CREDIT)

The course consists of the following topics:

- 1) Finding and managing research information
- 2) Research evaluation
- 3) Publishing
- 4) Online presence
- 5) **Research data management**

and open access as an ongoing thread.

There are typically five voluntary contact sessions (5 x 2 hours).
The course can also be completed online as a distance course.



II. Compétences nécessaires

Connaitre :

- Politiques des bailleurs de fonds, des revues
- Dépôts de données, leurs caractéristiques et critères de sélection
- Bonnes pratiques de nommage, structuration, types, formats, standards de métadonnées, citation des données et identifiant
- Données sensibles, vie privée et règles à respecter
- DMP
- Options de partage, open access, PI, licences





II. Compétences nécessaires

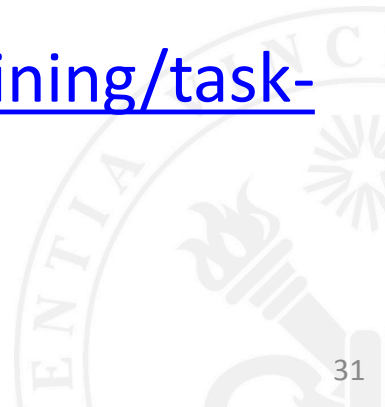
Particularités des disciplines

-> Travailler en partenariat avec les chercheurs pour comprendre leur pratiques

Voir

Librarians' Competencies Profile for Research Data Management. (June 2016)

<https://www.coar-repositories.org/activities/support-and-training/task-force-competencies/>





III. Situation à l'ULB

Attentes : Résultats de l'enquête

Les services qui seraient utilisés s'ils étaient disponibles:

- Helpdesk (75% - Architecture 77%)
- Service de conseil juridique (70% - Archi. 55%)
- Support spécifique à la GDR, DMP, description des données (55% - Archi. 55%)



Résultats de l'enquête (2)

Actions estimées prioritaires :

- Inclure la GDR dans le cursus doctoral (82% - Architecture 100%)
- Fournir des recommandations et des conseils sur la GDR (88% - Archi. 77%)
- Inclure la GDR dans les responsabilités du chercheur (90% - Archi. 55%)

-> indispensable de développer les services de soutien : informations, conseil, formations

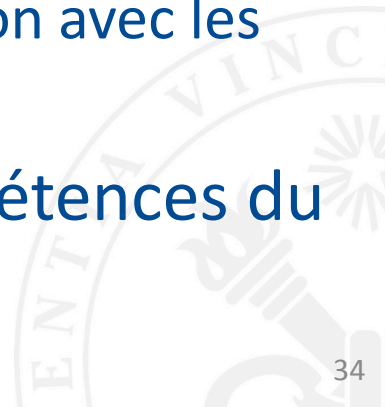


Suites?

Recommandations du Groupe de travail GDR pour le soutien aux chercheurs:

- Développer un site web dédié à la GDR
 - Impliquer tous les acteurs concernés (Admin. Recherche, Bibliothèques, Dpt Informatique, DPO)
- Développer un programme de sensibilisation et de formations des chercheurs à la GDR
 - Basique pour les doctorants
 - Spécifique selon les disciplines, en collaboration avec les chercheurs

=> développer les connaissances et les compétences du personnel selon les services visés





Merci!

