

## Guideline for Research Data Management at IfADo

### Preamble

A meaningful research data management serves as best possible use and assurance of the quality of the data of a research project. Together with measures for maintaining and curation (**data preservation**), research data management forms the basis for long-term usability of the data and making the data set accessible to the public or the scientific research community (**data sharing**) and thus represents an important value-added process. Research data management and data sharing improve the acquisition of scientific knowledge, promote a structured approach to complex research projects and serve the observance of good scientific practice and the guidelines of funding organisations. The IfADo supports the Berlin Declaration on Open Access to Scientific Knowledge<sup>1</sup> and the DFG Rules on Ensuring Good Scientific Practice<sup>2</sup>.

Based on the statement that IfADo has decision-making sovereignty over all data collected at the institute, this guideline for IfADo specifies the principles for dealing with research data<sup>3</sup> in accordance with the recommendations of the DFG<sup>4</sup> and the Leibniz Association<sup>5</sup> and is intended to convey the most important aspects of research data management to IfADo researchers. The accompanying recommendations for action on research data management<sup>6</sup> are intended to support researchers in drawing up a data management plan for their respective research projects and in the individual stages of the life cycle of research data.

### Definition

**Research data** are all (mainly digital) data that are generated before and during a research project. They can be available in a variety of forms and formats.

**Research data management** includes the planning of data collection, processing, documentation and its (long-term sustainable) storage, including the regulation and guarantee of access for subsequent use or deletion.

### Scope/Responsibility

This guideline for the management of research data is addressed to all IfADo researchers. Responsibility for this lies within the heads of the departments, central institutions, scientific working groups, junior research groups and research projects. In the case of third-party funded projects, this guideline should be taken into account as far as possible. Specific agreements with third-party funders with regard to research data management take precedence over this guideline.

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<sup>1</sup> <https://www.cbs.mpg.de/329920/Berliner-Erklaerung-ueber-den-offenen-Zugang-zu-wissenschaftlichem-Wissen.pdf>

<sup>2</sup> [http://www.dfg.de/download/pdf/dfg\\_im\\_profil/reden\\_stellungnahmen/download/empfehlung\\_wiss\\_praxis\\_1310.pdf](http://www.dfg.de/download/pdf/dfg_im_profil/reden_stellungnahmen/download/empfehlung_wiss_praxis_1310.pdf)

<sup>3</sup> <http://doi.org/10.2312/ALLIANZOA.019>

<sup>4</sup> [https://www.dfg.de/download/pdf/foerderung/antragstellung/forschungsdaten/richtlinien\\_forschungsdaten.pdf](https://www.dfg.de/download/pdf/foerderung/antragstellung/forschungsdaten/richtlinien_forschungsdaten.pdf)

<sup>5</sup> [https://www.leibniz-gemeinschaft.de/fileadmin/user\\_upload/downloads/Forschung/Leitlinie\\_Forschungsdaten\\_2018.pdf](https://www.leibniz-gemeinschaft.de/fileadmin/user_upload/downloads/Forschung/Leitlinie_Forschungsdaten_2018.pdf)

<sup>6</sup> Handlungsempfehlungen zum Forschungsdatenmanagement des IfADo, s. Entwurf vom 2019-04-30

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### Data management plan

The basis for successful data management is the data management plan. This is to be drawn up at the beginning of a research project and comprises measures to be carried out during the various phases of a research project.

### Standardisation

The collection of data, their evaluation and description are carried out in accordance with relevant technical standards and are documented accordingly in the data management plan (DMP). In order to refer to the data and their components, 'persistent identifiers' (e.g. DOI) should be used as far as possible.

### Support offers at IfADo

The sustainable management of research data requires organisational and technical coordination with various actors in the institute. The library is the contact for general and organisational questions as well as the publication of research data. It offers advice on the use of suitable **repositories, metadata and ontologies**, as well as on **persistent identifiers** (e.g. DOI) and **licensing issues** ('as open as possible, as closed as necessary'). In addition, it forwards those responsible for data maintenance to contacts in the fields of *Psychology & Neuroscience, Ergonomics, Toxicology and Immunology* or other contact points for specific questions. These are currently sorted by topic:

- **Data storage and archiving**, as well as local IT / server structure (EDP)
- **Electronic Laboratory Books** (FB Immunology / ZE AC)
- **Data management plan** (head of vital study / data protection officer)
- **Data Protection** (Data Protection Officer)
- Questions on **ethics and 'good scientific practice'** (ombudspersons)

Detailed information can be found in the recommendations for action on research data management<sup>6</sup>. Further details with templates and examples as well as information on basic and further training options on the subject of research data management can be found in the form of a wiki on the IfADo Intranet<sup>7</sup>.

### Validity

This guideline will enter into force on 01.07.2019 by resolution of the Executive Board and will be reviewed, updated and updated every 4 years by the Research Data Management organisational unit in agreement with the Executive Board of IfADo.

Dortmund, 01.07.2019

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<sup>7</sup> <http://ifathek.ifado.local/index.php/Kategorie:Forschungsdatenmanagement>

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