Data Support
University of Helsinki

RDM Advanced –

Resources and Responsibilities

Datasupport at the University of Helsinki
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RDM Advanded 4: 5.4.2023

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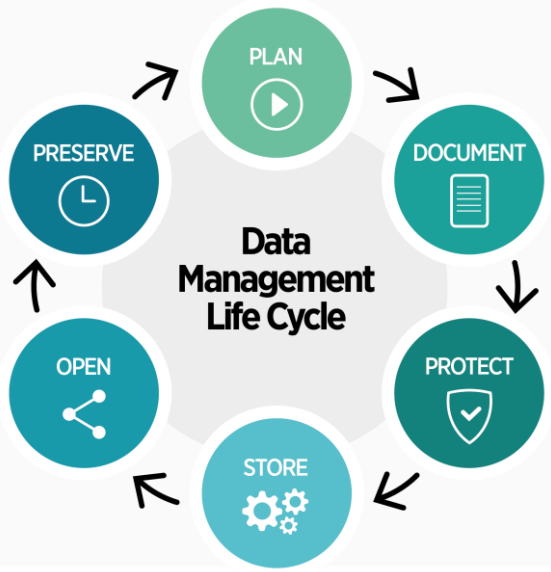
KEY QUESTIONS TO CONSIDER HERE

- Do you identify the RDM details, which cause a need to allocate time and money in your project?
- How do you plan to cover these needs?
- Do you identify RDM tasks in different phases of your project life cycle?

- Can you name persons who
  a) are responsible for the different tasks and
  b) execute them on a grassroots level?



KNOW YOUR RDM WORKFLOW AND LIFE-CYCLE

- Outlining a DMP helps you to know your data and your processes
- The 1st question we ask: what did you write in your DMP?
- Plan your RDM workflow and RDM life-cycle on a concrete, step-by-step level
- Do you know what your funding instrument allows you to do?
- Do you know what your **home organization** or **research infrastructure** can provide for you and what needs to be handled **by yourself**?

RESOURCES (TIME, WORKLOAD AND MONEY)

TIME AND WORKLOAD

- Identify the steps in your workflow, which eat up your precious time from the research conduct
  - Have you integrated the documentation as a part of your daily routine?
    - E.G. 40 000 digital photographs collected in a project with insufficient metadata production; huge waste of time in the end of the project when the collection should be ready for archiving
  - Data quality control, conversions, data transfer etc.
    - Are you planning to transcribe recorded interviews? Transcription is typically laborious, quality control takes time
    - 100 GB upload to a data storage via moderate internet connection can take some 4-5 hours; who verifies the transfer?
    - Proprietary software and file formats needs to be converted into non-proprietary/open format for archiving and re-use purposes
  - Data privacy administration, data processing, agreements
    - Research lawyers typically have a 3-5 weeks turnaround
  - Preparing documents, agreements, privacy notices w/ translations to n languages
    - Has to be done BEFORE DATA COLLECTION!
  - Data management planning? Takes time, but SAVES time at the end of the day

MONEY

- Identify the tasks in your workflow, which requires funding/money
- Do you know
  - … what your funding instrument covers or allows you to do?
  - … which tasks require external funding and which can be covered with overhead?
  - … how much different tasks, hardware or technical solution costs?
- Some examples of tasks:
  - Documenting the data and processes – can you hire a data manager?
  - Anonymization, transcriptions, digitization bought outside the project
  - In UH a named lawyer for BIG projects – small projects take a number or hire a lawyer
  - Language services (e.g. translations or language revision)
  - Storing solutions for large datasets – especially outside the UH services
  - Software licenses for processing data, if not provided in UH software central

  (e.g.. E-lab notebooks, anonymization tools, documenting tools) – MAKE A PROPOSAL!
  - Computing power/services outside UH or CSC
  - Opening/publishing data? e.g. Dryad 120 € / dataset
  - Costs from long-term preservation, curation etc. – Typically deposited i.e. also rights transfered

MONEY

- UH guidance on AoF funding
  - https://flamma.helsinki.fi/s/U6b5T

- Costing tool and checklist: https://dam.ukdataservice.ac.uk/media/622368/costingtool.pdf
- Estimating cost RDM tool: https://www.openaire.eu/how-to-comply-to-h2020-mandates-rdm-costs

RESOURCES FOR RDM

Tasks	Resources
Data management planning	1 week
Agreements (consortium, transfer of rights)	2-4 weeks
Data privacy (GDPR) admistration	2-4 weeks
Data documentation and cleaning	1-2 hour/week/person (~5% of the project FTE)
Data publishing (include checking the anonymization)	1-2 week(s)/data set (8 main data sets)
Storage space for sensitive data	10 TB = 2 000€/year
Archiving and deleting data	1-2 week(s)/data set (5 unpublished data sets)

Expert help for data management, preservation, and sharing tasks is provided by UH Data Support

DMP, 2019

ROLES AND RESPONSIBILITIES

DATA MANAGEMENT TASKS AND RESPONSIBILITIES

- **Who** is responsible for data management in your project?
- **Gather the tasks and roles from the lifecycle of your project**
- **Outline** the roles and responsibilities for data management/stewardship activities
  - e.g. data capture, documentation, data quality, storage and backup, access control, agreements, archiving, clean-up, metadata production, data sharing, data archiving
- **Name** the responsible individual(s) where possible, if the tasks are shared among the research group
- If expertise or services are acquired outside the project, how are the responsibilities agreed?
- Remember! Even though tasks can be handled by different actors, the PI (that is YOU) is responsible for everything!

RESPONSIBILITIES LISTED IN THE UH RESEARCH DATA POLICY

3.1 Researchers' responsibilities

3.2 Responsibilities of faculties and independent institutes involved in research

3.3 The University's responsibilities

https://www.helsinki.fi/en/research/research-integrity/open-science#responsibilities-related-to-research-data-management--title

THE UH RESEARCH DATA POLICY: RESEARCHERS' RESPONSIBILITIES

- Familiarising themselves with guidelines related to responsible research data management and complying with them
- Planning and implementing data management for their research
- Ensuring that agreements, undertakings, and consents required for research are drawn up and concluded
- Familiarising the members of their research group with responsible data management when serving as principal investigators
- Ensuring that data that have been agreed to be shared by the group or the collaborative research project are accessible to others
- Conveying the principles and good practices of responsible data management when serving as thesis supervisors
- Updating their skills in research data management on a regular basis

https://www.helsinki.fi/en/research/research-integrity/open-science#responsibilities-related-to-research-data-management--title

THE UH RESEARCH DATA POLICY: RESPONSIBILITIES OF FACULTIES AND INDEPENDENT INSTITUTES

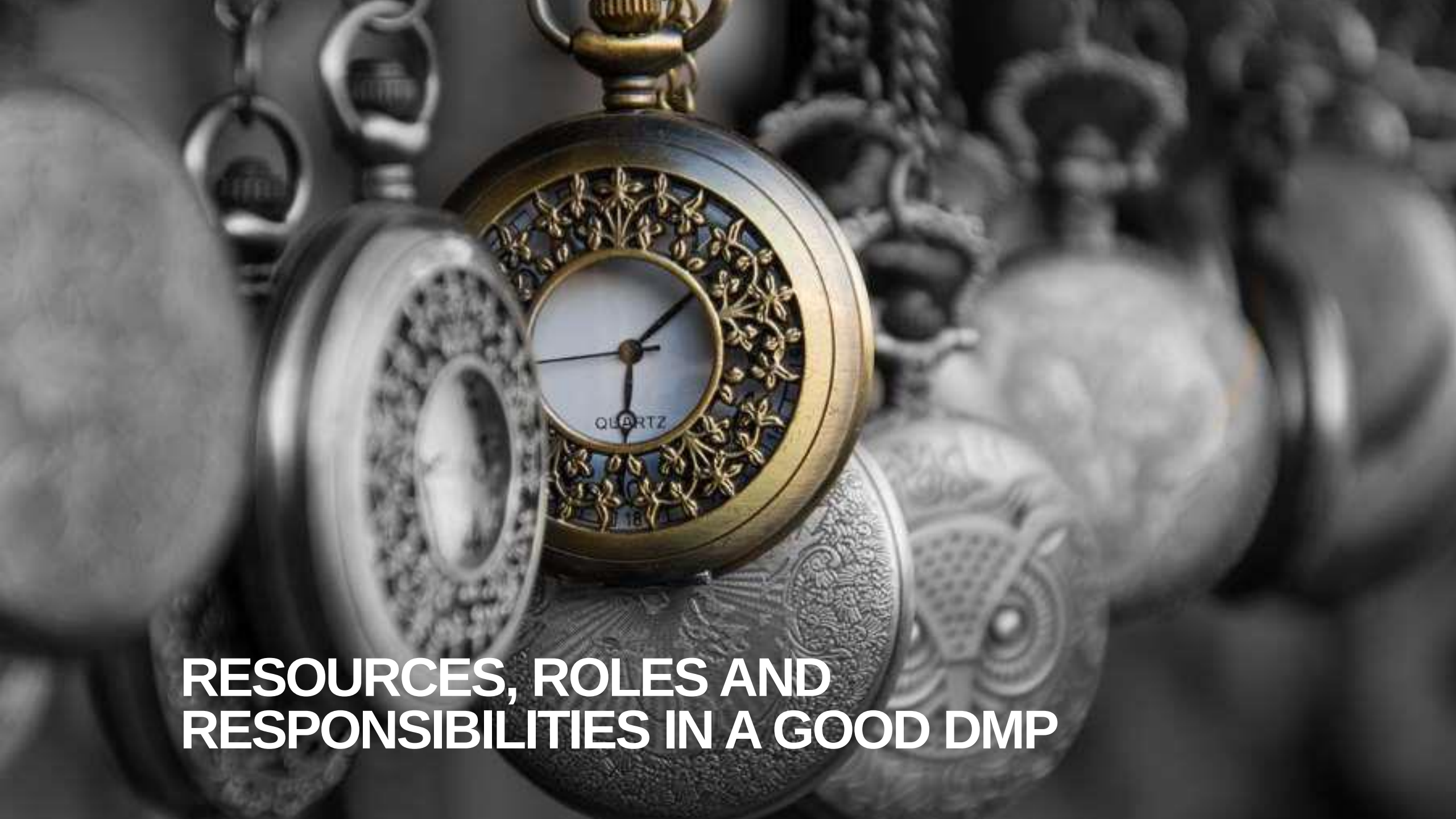
- Maintaining an overview of research data and their management in the unit, including the unit's agreements and obligations
- Taking the research data policy into consideration in the planning of operations and finances, as well as allocating the necessary resources
- Integrating University-level guidelines and policies into unit operations, taking research field–specific differences into account
- Ensuring that the academic staff and students are familiar with research data management as part of the responsible conduct of research
- Offering and allocating resources for on-site support for research data management together with research support services
- Carrying out preventive risk management and anticipating potential information security incidents (for the definition of 'risk management' and 'information security incident', see the glossary).
- Ensuring the implementation of responsible research data management in research infrastructure

https://www.helsinki.fi/en/research/research-integrity/open-science#responsibilities-related-to-research-data-management--title

THE UH RESEARCH DATA POLICY: THE UNIVERSITY'S RESPONSIBILITIES

- Engendering the necessary preconditions for the implementation of responsible research data management at the University
- Ensuring that the University-level research data infrastructure is fit for purpose, up to date and sufficiently funded so that services are available at all stages of research projects' lifespans
- Establishing, in collaboration with academic units, assessment practices and incentives to consider researchers' efforts to promote the sharing and further use of research data as well as skills in research data management as academic merits
- Establishing incentives for University units for responsible research data management
- Promoting opportunities for researchers and support services specialists to specialise in the management of research data by consolidating related specialist roles and developing career paths
- Coordinating development efforts related to research data management
- Drawing up University-level policies for research data management and processes that support their implementation
- Drawing up the necessary guidelines for research data management
- Carrying out and supporting preventive risk management and anticipating potential information security incidents
- Offering researchers and other staff training and orientation related to research data management
- Offering researchers and academic units support in research data management

https://www.helsinki.fi/en/research/research-integrity/open-science#responsibilities-related-to-research-data-management--title



RESOURCES, ROLES AND RESPONSIBILITIES IN A GOOD DMP

CRITERIA FOR A GOOD RDM PLAN: RESOURCES

Criteria based on the Science Europe DMP assessment criteria translated for the national Finnish purposes DOI 10.5281/zenodo.5454662

Resources

- Lists the required resources and facilities for data management (e.g. storing environment, computational facilities, hardware, staff time for preparing data for sharing, deposit, and repository charges)
- Provides estimates of time and money needed to prepare the data for sharing, publishing, preservation (data curation).
- Describes investments to expertise, like how lawyer, data steward, IT expert's consultancy is purchased, or are these experts hired to the project.
- Also, refers to the specified financial costs in the budget (according to funder requirements).

CRITERIA FOR A GOOD RDM PLAN: ROLES AND RESPONSIBILITIES

Roles and responsibilities

• Clearly outlines all the roles and responsibilities described in the DMP and names the individuals where possible: e.g. Data management / stewardship, data capture, metadata production, data quality, storage and backup, data archiving, and data sharing.

• Clearly states who is responsible for the data resulting from the project after the project has ended.

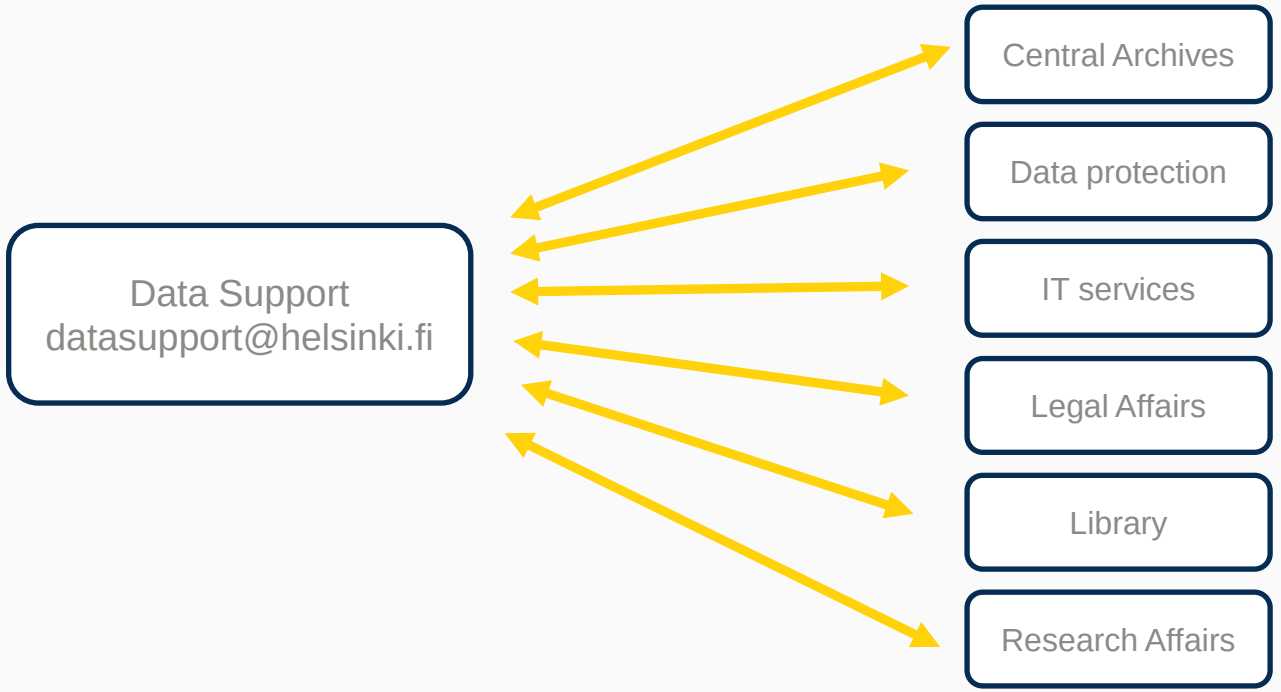
• Clearly states the procedure for transferring these responsibilities (in case the person is expected to leave the project).

• Explains how data management responsibilities are co-ordinated in collaborative projects.

• Indicates who is responsible for implementing the DMP and updating it during the project.

HELP AND SUPPORT

DATA SUPPORT AT THE UNIVERSITY OF HELSINKI



More information: https://www.helsinki.fi/en/research/university-of-helsinki-datasupport

RDM RESEARCH GUIDE

Research Data Management Web-page
https://www.helsinki.fi/en/research/services-researchers/data-support/research-data-management

Might be handy to keep the page open in another window while outlining a DMP with DMPTuuli

RESEARCH / RESEARCH ENVIRONMENT /

RESEARCH DATA MANAGEMENT

We provide assistance in research data management through out the research life cycle including data organization, storing and sharing. On this page you can find guidance to the above mentioned topics and how to answer the general questions of a Data Management Plan (DMP).

- Data policy and support services
- Data management planning
- 1. Research data
- 2. Ethical and Legal Compliance
- 3. Documentation and metadata
- 4. Storing data and access control
- 5. Opening data and long-term preservation after the research project
- 6. Data management responsibilities and resources

Data policy and support services

Every member of the University of Helsinki community is responsible for good data management. The University provides research data infrastructures that includes tools and services for supporting the management, use, findability and sharing of data as well as with the capacity for storage, preservation, computing and processing.

Data Support at the University of Helsinki assists researchers in the management of research data. Data Support is a network of experts from the university library, IT Services, Central Archives, Research Affairs, Personnel Services, and Legal Affairs. You can contact us by email: datasupport@helsinki.fi

On this page you can find University of Helsinki guidance for research data management.

Research data policy

Research data service catalogue

Data Support at the University of Helsinki

Courses & workshops

Data management services available from Data Support

datasupport@helsinki.fi

Long term preservation (PAS)

DMP tool: DMPTuuli & commenting service

Research data management guide

Courses & Workshops

Documentation guide

PLAN

DOCUMENT

PRESERVE

Data Management Life Cycle

Data Support
University of Helsinki

THANK YOU!

Datasupport at the University of Helsinki
Tuija Korhonen

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