Form ‘Data management section’

## Notes on Data management section

NWO wants to contribute to the development of good data management by asking researchers to make all relevant data sustainably available for reuse. Therefore in the data management section, researchers will be asked before their research starts to think about how the data collected should be ordered and categorised such that it can be made freely available. Researchers will often need to take measures to this effect during the production and analysis of the data.

NWO understands ‘data’ to include collected, unprocessed data as well as analysed, generated data. This includes all conceivable forms of digital and non-digital data (such as samples, completed questionnaires, sound recordings, etc.).

**NWO only requires the storage of data that are relevant for reuse.** NWO assumes that within disciplines there are widely held opinions about which data are relevant for storage and reuse. Research Data Netherlands offers a [checklist](http://www.researchdata.nl/diensten/datamanagement/onderzoeksgegevens-selecteren/) for the selection of data that can be eligible for archiving.

Research results should be stored in such a way that they can be retrieved and reused in the long term, also by researchers in disciplines and organisations other than those in which the research took place. The operating principle is that all stored data are, in principle, freely accessible and that access is only limited if aspects such as privacy, public security, ethical limitations, property rights and commercial interests require that.

The costs of data management are eligible for funding and should be included in the project budget. Important factors that determine the costs are:

* the type of data;
* the capacity needed for storage and backup;
* the amount of manual work needed to allocate metadata and the compilation of other documentation such as codebooks and the queries used in the statistical package;
* the extent to which the data needs to be protected;
* the hiring in of external data management expertise or other expertise.

With the data management section NWO mainly wants to raise awareness about the importance of responsible data management. The section is therefore not included in a committee's decision about whether a proposal should be awarded funding or not. NOW domain TTW does, however, submit this section to the committee and referees for advice. After a proposal has been awarded funding the researcher should elaborate the section into a data management plan. For this, applicants can make use of the advice they have received.

## Questions Data management section

1. Will data be collected or generated that are suitable for reuse? Yes / No

*If* ***Yes****: Then answer questions 2 to 4*

*If* ***No****: Then explain why the research will not result in reusable data or in data that cannot be stored
or data that for other reasons are not relevant for reuse*

Explanation:

1. Where will the data be stored during the research?
2. After the project has been completed, how will the data be stored for the long-term and made available for the use by third parties? To whom will the data be accessible?
3. Which facilities (ICT, (secure) archive, refrigerators or legal expertise) do you expect will be needed for the storage of data during the research and after the research? Are these available?\*

*\* ICT facilities for data storage are considered to be resources such as data storage capacity,
 bandwidth for data transport and calculating power for data processing.*