

# *Data Management services at FORS: from planning to practice*

DMP workshop  
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# FORS

## Swiss Centre of Expertise in the Social Sciences

- Methodological research
- Large Surveys
- Data and research information services (DARIS)

## DARIS

### **FORSbase**

#### **Data archiving**

New requirements

Long-term preservation

Enhance the value of  
research projects

#### **Data access**

Direct access to:

• 600 datasets

• 11'000 project  
descriptions

#### **Data management**

Training

Consultancy

Development of materials  
(i.e. guides)

# Data management planning

## Common apprehensions

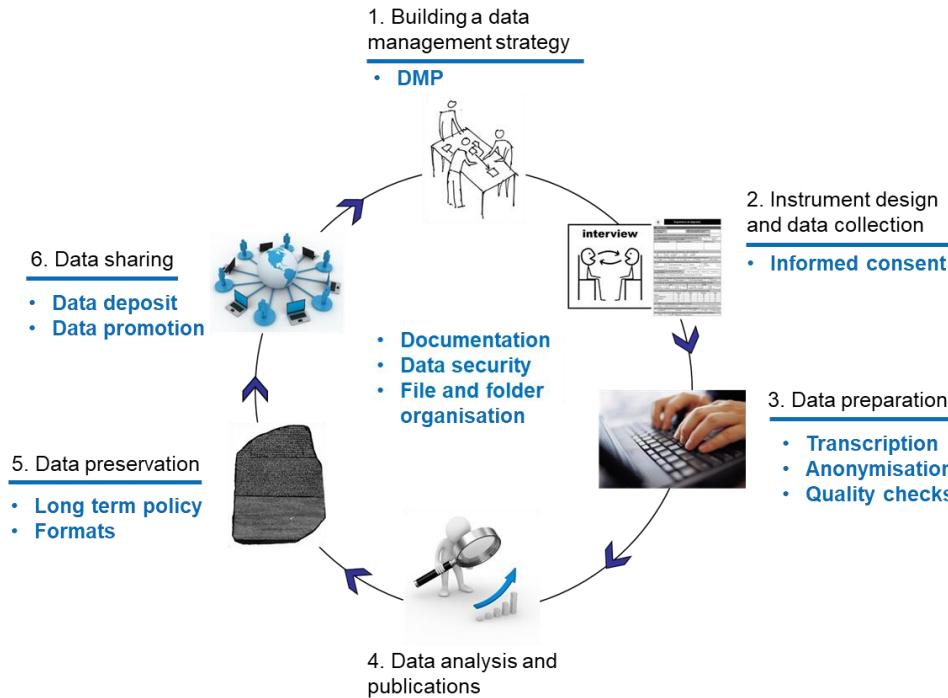
- ‘DMPs are an extra administrative burden’
- ‘It’s complicated to write a DMP’
- ‘DMPs are not adapted to the realities of the SHS’
- ‘Data management is resource intensive’
- ‘If I share my data after my publication others may publish first’

That said...

- Researchers are usually in favour of Open Data
- It’s all about explaining the DMP
- Most practices are already applied ‘naturally’
- Extra costs can be planned for
- Re-using other people’s data does take time

## Why plan?

- Set up an efficient and organized work environment
- Reflect on the data underlying your research project
- Facilitate future re-use of materials by yourself and others



## Incentives

... to better manage your project

- Budget data management
- Identify an effective and appropriate work environment
- Comply with funder, journal, and institutional requirements
- ...

... to better manage data

- Organize files and folders
- Protect your data and your respondents
- Gain adequate consent
- ...

... to engage reflexively with your research

- Clarify epistemological stand
- Identify the nature of the data
- Ensure compliance with ethical and legal obligations
- Reflect on the relevance of data sharing

## From planning to practice

DMPs offer a global strategy. Once funding is obtained, it is important to further develop the strategy according to the various phases of the project. In particular:

- Identify needs with respect to the project and team
- Fix rules (read-me) and apply them (file naming, versioning, etc.)
- Review rules regularly and adapt them throughout
- Update the DMP

Remember: a good DMP is useless if not applied in practice!

## From DMPs to day-to-day data management: a few examples

### Planification

#### 1. Data collection and documentation

### Practice

- How to define and manage file organisation in a collective research project?
- How to fix documentation rules and limits?

#### 2. Ethics, legal and security issues

- When to ask for consent? What does 'informed' mean? What do we consent for?
- Should we go through an ethical committee?
- How to ensure security of materials during and after its treatment?
- Is anonymisation always necessary? Should we also anonymise investigators?
- How to handle multiple judicial frames as part of an international survey?

#### 3. Data storage and preservation

- What data should be preserved beyond the project and how should it be preserved?
- Who inherits the data?

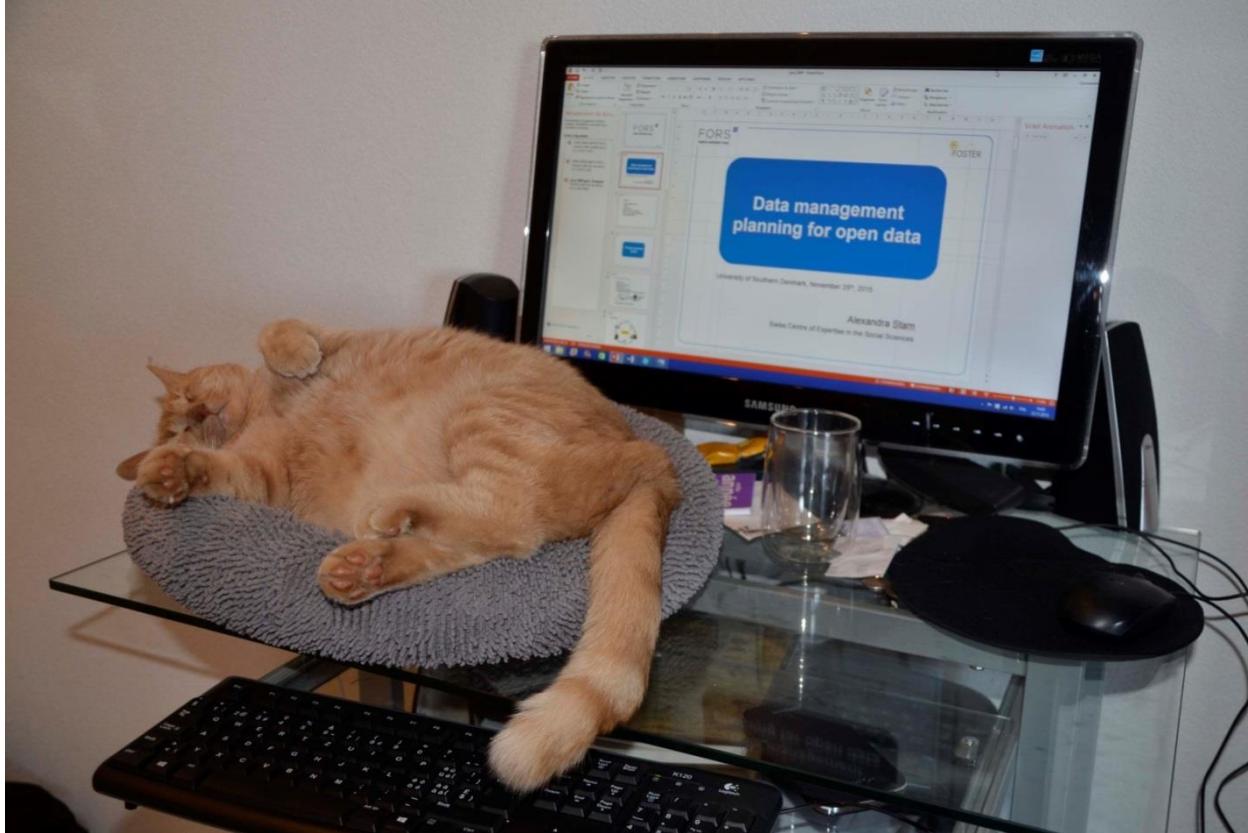
#### 4. Data sharing and reuse

- How to ensure confidentiality in a coherent way across materials?

## Recommendations

- Anticipate the future as much as possible
- Consider data management as an opportunity





Thanks for your attention  
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