

NWO data paragraph guidelines



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Basic Principles for NWO Data Management Section

Responsible data management is considered as an important part of any research activity. The main aim of NWO data management section is for a researcher to **demonstrate his/her knowledge and awareness** of the topic. The most important message that needs to be delivered through this chapter is that you are **aware of the relevant policies and familiar with a support infrastructure that is available for you**. To summarize, you should clearly demonstrate that you give data management some thought.

Erasmus University Rotterdam adheres to **Open Access, FAIRness of data, and research integrity** as main guiding principles. Within ERIM we strive even further. Basic privacy and security for your data is a must. ERIM principles for responsible data management, ERIM internal ethical review process and ERIM principles for dealing with personal data are together creating a baseline for top-quality research. For relevant policy documents see www.irim.eur.nl/rdm.

Filling in the paragraph is mandatory, although it is not included in assessment criteria. In case your proposal will get funding approval, you will be asked to fill in a full data management plan.

In the following paragraphs, you will find basic background information to all parts of the data management paragraph, including an overview of options available at EUR/ERIM, and if applicable RSM/ESE. Each research proposal is specific, therefore creating a "one size fits all" template is not possible. Rather, we provide you with an overview of possibilities in order to freely choose the combination that suits you the most. You are also welcome to consult your choices with the data steward and/or privacy officer (for research involving personal data).

Will data be collected or generated that are suitable for reuse?

NWO:

"The data management section focuses on FAIR (findable, accessible, interoperable and reusable) data during and after the research (archiving). In this section, NWO understands 'data' to be both collected, unprocessed data as well as analysed, generated data. NWO only requests storage of reusable relevant data. NWO assumes, in principle, that within different disciplines there is a widely held view about which data are relevant to store for reuse. [1]"

There are two answers available – yes and no. In the case of choosing **"YES"**, move to next question directly.

In the case of **"NO"** you should clearly and in detail explain why your data are not suitable for reuse. There are various reasons for your data not to be reused. Just to name a few, your data can be **highly sensitive, confidential, or competitive-sensitive**. Remember, if choosing **"NO"** you have to be very **specific to justify your choice**.

Where will the data be stored during the research?

Explain where you are going to store your data during research. Take into account data security, sharing possibilities and accessibility. Always use the university provided and supported solutions. When personal data will be involved, consult the most suitable solution with privacy officer beforehand.

Following possibilities are available for EUR researchers:

- **SURFDrive** – personal storage space with possibilities to edit basic office-style documents (text, presentation, table); collaboration option within the Netherlands; option to send shareable link to documents for non-Dutch partners.
- **SURFFileSender** – solution for sending files including limited (up to 2 GB) end-to-end encryption.

- **EUR Document Vault*** – personal cloud service for work with highly sensitive data.
- **EUR shared folders and EUR workstations** – all EUR workstations are provided with Bitlocker (limited to Windows). Sync and back-up functions are enabled. University ICT security policy is inspired by ISO 27000 standard.
- **EUR Dropbox for Business** solution, which includes all functionalities of a free Dropbox account with guaranteed storage within EU and compliance with other relevant policies.

*EUR Document Vault is a solution that is currently in pilot (September 2019).

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?

NWO:

"The data should preferably be archived at a national or international data repository [1]."

Mention that archival package will be created consisting of all your data, metadata and documentation and stored internally for a minimum of 10 years after finalizing the project.

Specify what (sub)set of data can be made available for public re-use. Explain the reasons why not all data can be made available, e.g. personal data, company data, database terms and conditions.

What means will you use to make your **research data available for public re-use**? Following possibilities are available for EUR researchers:

- **RePub** – institutional repository for research publications. <https://repub.eur.nl/>
- **EUR datarepository** – institutional data repository. <https://datarepository.eur.nl/>

Other options:

- Other field-specific repositories.
- **DANSEasy** – archival solution for Dutch research. Available for research individuals only. No additional support is available from EUR. <https://easy.dans.knaw.nl/ui/home>

Comment on the possible limitations on re-use:

- What part(s) of your data will be made available for open re-use
- License (preferred options is CC-BY, for SW code MIT)
- Embargo period on accessibility

In case your potential publisher requires you to deposit data underlying your publication, mention this.

Which facilities (ICT, (secure) archive, refrigerators or legal expertise) do you expect you will be needed for the storage of data during the research and after the research? Are these available?

For every individual research, a different set of facilities is needed. See the following list of selected options for you to choose from as you need. Justify your selection and elaborate for what reason(s) you will use it.

- **Privacy** - RSM and ESE have dedicated privacy officers for your disposal to consult on topics related to personal data. They are able to perform a privacy impact assessment of your research and

evaluate whether a data protection impact assessment is required. Additionally, they can help you with data processing agreements.

- **Data management** - ERIM has a dedicated data steward to consult and help you to navigate all questions related to data management including storage, policies, and standards.
- **Legal** - RSM and ESE have legal counsels to consult legal issues and draft or check legal contracts.
- **Scientific development** – RSM has a group of scientific developers available for your research project. They can help during data collection, but also with custom build software or coding questions.
- **Databases** – EDSC (Erasmus Data Service Centre) has access to a wide selection of datasets and expertise in various topics related to research data.
- **Ethical review** – ERIM Internal Review Board (experimental, non-experimental) is available for your research proposal to be reviewed.

It is strongly advised to consult beforehand with the facilities you plan to involve, in order to understand the full possibilities and limitations.

References and further reading:

[1] <https://www.nwo.nl/en/policies/open+science/data+management>

[2] www.irim.eur.nl/rdm