

Data Management Plan Template

Graham Pryor, Sarah Jones, Angus Whyte

Managing Research Data Graham Pryor, 2012-01-20 This title defines what is required to achieve a culture of effective data management offering advice on the skills required, legal and contractual obligations, strategies and management plans and the data management infrastructure of specialists and services. Data management has become an essential requirement for information professionals over the last decade, particularly for those supporting the higher education research community, as more and more digital information is created and stored. As budgets shrink and funders of research demand evidence of value for money and demonstrable benefits for society, there is increasing pressure to provide plans for the sustainable management of data. Ensuring that important data remains discoverable, accessible and intelligible and is shared as part of a larger web of knowledge will mean that research has a life beyond its initial purpose and can offer real utility to the wider community. This edited collection, bringing together leading figures in the field from the UK and around the world, provides an introduction to all the key data issues facing the HE and information management communities. Each chapter covers a critical element of data management: • Why manage research data? • The lifecycle of data management • Research data policies: principles, requirements and trends • Sustainable research data • Data management plans and planning • Roles and responsibilities - libraries, librarians and data • Research data management: opportunities and challenges for HEIs • The national data centres • Contrasting national research data strategies: Australia and the USA • Emerging infrastructure and services for research data management and curation in the UK and Europe Readership: This is essential reading for librarians and information professionals working in the higher education sector, the research community, policy makers and university managers. It will also be a useful introduction for students taking courses in information management, archivists and national library services.

Practical Guide to Clinical Data Management Susanne Prokscha, 1999-01-31 Clinical data management (CDM) has changed from being an essentially clerical task in the late 1970s and early 1980s to a highly computerized, highly specialized field today. And clinical data managers have had to adapt their data management systems and processes accordingly. *Practical Guide to Clinical Data Management* steers you through a basic understanding of the role of data management in clinical trials and includes more advanced topics such as CDM systems, SOPs, and quality assurance. This book helps you ensure GCP, manage laboratory data, and deal with the kinds of clinical data that can cause difficulties in database

applications. With the tools this book provides, you'll learn how to: Ensure that your DMB system is in compliance with federal regulations Build a strategic data management and databasing plan Track and record CRFs Deal with problem data, adverse event data, and legacy data Manage and store lab data Identify and manage discrepancies Ensure quality control over reports Choose a CDM system that is right for your company Create and implement a system validation plan and process Set up and enforce data collection standards Develop test plans and change control systems This book is your guide to finding the most successful and practical options for effective clinical data management.

Data Management for Researchers Kristin Briney,2015-09-01 A comprehensive guide to everything scientists need to know about data management, this book is essential for researchers who need to learn how to organize, document and take care of their own data. Researchers in all disciplines are faced with the challenge of managing the growing amounts of digital data that are the foundation of their research. Kristin Briney offers practical advice and clearly explains policies and principles, in an accessible and in-depth text that will allow researchers to understand and achieve the goal of better research data management. Data Management for Researchers includes sections on: * The data problem - an introduction to the growing importance and challenges of using digital data in research. Covers both the inherent problems with managing digital information, as well as how the research landscape is changing to give more value to research datasets and code. * The data lifecycle - a framework for data's place within the research process and how data's role is changing. Greater emphasis on data sharing and data reuse will not only change the way we conduct research but also how we manage research data. * Planning for data management - covers the many aspects of data management and how to put them together in a data management plan. This section also includes sample data management plans. * Documenting your data - an often overlooked part of the data management process, but one that is critical to good management; data without documentation are frequently unusable. * Organizing your data - explains how to keep your data in order using organizational systems and file naming conventions. This section also covers using a database to organize and analyze content. * Improving data analysis - covers managing information through the analysis process. This section starts by comparing the management of raw and analyzed data and then describes ways to make analysis easier, such as spreadsheet best practices. It also examines practices for research code, including version control systems. * Managing secure and private data - many researchers are dealing with data that require extra security. This section outlines what data falls into this category and some of the policies that apply, before addressing the best practices for keeping data secure. * Short-term storage - deals with the practical matters of storage and backup and covers the many options available. This section also goes through the best practices to insure that data are not lost. * Preserving and archiving your data - digital data can have a long life if properly cared for. This section covers managing data in the long term including choosing good file formats and media, as well as determining who will manage the data after the end of the project. * Sharing/publishing your data - addresses how to make data sharing

across research groups easier, as well as how and why to publicly share data. This section covers intellectual property and licenses for datasets, before ending with the altmetrics that measure the impact of publicly shared data. * Reusing data – as more data are shared, it becomes possible to use outside data in your research. This chapter discusses strategies for finding datasets and lays out how to cite data once you have found it. This book is designed for active scientific researchers but it is useful for anyone who wants to get more from their data: academics, educators, professionals or anyone who teaches data management, sharing and preservation. An excellent practical treatise on the art and practice of data management, this book is essential to any researcher, regardless of subject or discipline. —Robert Buntrock, Chemical Information Bulletin

Research Data Management Joyce M. Ray, 2014 It has become increasingly accepted that important digital data must be retained and shared in order to preserve and promote knowledge, advance research in and across all disciplines of scholarly endeavor, and maximize the return on investment of public funds. To meet this challenge, colleges and universities are adding data services to existing infrastructures by drawing on the expertise of information professionals who are already involved in the acquisition, management and preservation of data in their daily jobs. Data services include planning and implementing good data management practices, thereby increasing researchers' ability to compete for grant funding and ensuring that data collections with continuing value are preserved for reuse. This volume provides a framework to guide information professionals in academic libraries, presses, and data centers through the process of managing research data from the planning stages through the life of a grant project and beyond. It illustrates principles of good practice with use-case examples and illuminates promising data service models through case studies of innovative, successful projects and collaborations.

DAMA-DMBOK Dama International, 2017 Defining a set of guiding principles for data management and describing how these principles can be applied within data management functional areas; Providing a functional framework for the implementation of enterprise data management practices; including widely adopted practices, methods and techniques, functions, roles, deliverables and metrics; Establishing a common vocabulary for data management concepts and serving as the basis for best practices for data management professionals. DAMA-DMBOK2 provides data management and IT professionals, executives, knowledge workers, educators, and researchers with a framework to manage their data and mature their information infrastructure, based on these principles: Data is an asset with unique properties; The value of data can be and should be expressed in economic terms; Managing data means managing the quality of data; It takes metadata to manage data; It takes planning to manage data; Data management is cross-functional and requires a range of skills and expertise; Data management requires an enterprise perspective; Data management must account for a range of perspectives; Data management is data lifecycle management; Different types of data have different lifecycle requirements; Managing data includes managing risks associated with data; Data management requirements must drive information technology decisions;

Effective data management requires leadership commitment.

Engaging Researchers with Data Management: The Cookbook Connie Clare, Maria Cruz, Elli Papadopoulou, James Savage, Marta Teperek, Yan Wang, Iza Witkowska, Joanne Yeomans, 2019-10-09 Effective Research Data Management (RDM) is a key component of research integrity and reproducible research, and its importance is increasingly emphasised by funding bodies, governments, and research institutions around the world. However, many researchers are unfamiliar with RDM best practices, and research support staff are faced with the difficult task of delivering support to researchers across different disciplines and career stages. What strategies can institutions use to solve these problems? *Engaging Researchers with Data Management* is an invaluable collection of 24 case studies, drawn from institutions across the globe, that demonstrate clearly and practically how to engage the research community with RDM. These case studies together illustrate the variety of innovative strategies research institutions have developed to engage with their researchers about managing research data. Each study is presented concisely and clearly, highlighting the essential ingredients that led to its success and challenges encountered along the way. By interviewing key staff about their experiences and the organisational context, the authors of this book have created an essential resource for organisations looking to increase engagement with their research communities. This handbook is a collaboration by research institutions, for research institutions. It aims not only to inspire and engage, but also to help drive cultural change towards better data management. It has been written for anyone interested in RDM, or simply, good research practice.

Exploring Research Data Management Andrew Cox, Eddy Verbaan, 2018-05-11 Research Data Management (RDM) has become a professional topic of great importance internationally following changes in scholarship and government policies about the sharing of research data. *Exploring Research Data Management* provides an accessible introduction and guide to RDM with engaging tasks for the reader to follow and develop their knowledge. Starting by exploring the world of research and the importance and complexity of data in the research process, the book considers how a multi-professional support service can be created then examines the decisions that need to be made in designing different types of research data service from local policy creation, training, through to creating a data repository. Coverage includes: A discussion of the drivers and barriers to RDM Institutional policy and making the case for Research Data Services Practical data management Data literacy and training researchers Ethics and research data services Case studies and practical advice from working in a Research Data Service. This book will be useful reading for librarians and other support professionals who are interested in learning more about RDM and developing Research Data Services in their own institution. It will also be of value to students on librarianship, archives, and information management courses studying topics such as RDM, digital curation, data literacies and open science.

Data and Information in Online Environments Rogério Mugnaini, 2020-06-15 This book constitutes the refereed post-

conference proceedings of the First International Conference on Data and Information in Online Environments, DIONE 2020, which took place in Florianópolis, Brazil, in March 2020. DIONE 2020 handles the growing interaction between the information sciences, communication sciences and computer sciences. The 18 revised full papers were carefully reviewed and selected from 37 submissions and focus on the production, dissemination and evaluation of contents in online environments. The goal is to improve cooperation between data science, natural language processing, data engineering, big data, research evaluation, network science, sociology of science and communication communities.

Caring for Digital Data in Archaeology ,2013-05-31 A wide variety of organizations are both creating and retaining digital data from archaeological projects. While current methods for preservation and access to data vary widely, nearly all of these organizations agree that careful management of digital archaeological resources is an important aspect of responsible archaeological stewardship. This guide provides information on the best way to create, manage, and document digital data files produced during the course of an archaeological project and aims to improve the practice of depositing and preserving digital information safely within an archive for future use. It is structured in three main parts: Digital Archiving - looks at the fundamentals of digital preservation and covers general preservation themes within the context of archaeological investigations, research, and resource management, with an overview of digital archiving practice and guidance; The Project Lifecycle - looks at common project lifecycle elements such as file naming, metadata creation, and copyright and covers general, broad themes that should be considered at the outset of a project; Basic Components - looks at selected technique and file type-specific issues together with archive structuring and deposit. This section covers common file types that are frequently present in archaeological archives, irrespective of a project's primary technique or focus.

Practical Guide to Clinical Data Management, Third Edition Susanne Prokscha,2011-10-26 The management of clinical data, from its collection during a trial to its extraction for analysis, has become a critical element in the steps to prepare a regulatory submission and to obtain approval to market a treatment. Groundbreaking on its initial publication nearly fourteen years ago, and evolving with the field in each iteration since then, the third edition of Practical Guide to Clinical Data Management includes important updates to all chapters to reflect the current industry approach to using electronic data capture (EDC) for most studies. See what's new in the Third Edition: A chapter on the clinical trial process that explains the high level flow of a clinical trial from creation of the protocol through the study lock and provides the context for the clinical data management activities that follow Reorganized content reflects an industry trend that divides training and standard operating procedures for clinical data management into the categories of study startup, study conduct, and study closeout Coverage of current industry and Food and Drug Administration (FDA) approaches and concerns The book provides a comprehensive overview of the tasks involved in clinical data management and the computer systems used to perform those tasks. It also details the context of regulations that guide how those systems are used and how those

regulations are applied to their installation and maintenance. Keeping the coverage practical rather than academic, the author hones in on the most critical information that impacts clinical trial conduct, providing a full end-to-end overview or introduction for clinical data managers.

Delivering Research Data Management Services Graham Pryor, Sarah Jones, Angus Whyte, 2013-12-10 Step-by-step guidance to setting up and running effective institutional research data management services to support researchers and networks. The research landscape is changing, with key global research funders now requiring institutions to demonstrate how they will preserve and share research data. However, the practice of structured research data management is very new, and the construction of services remains experimental and in need of models and standards of approach. This groundbreaking guide will lead researchers, institutions and policy makers through the processes needed to set up and run effective institutional research data management services. This 'how to' guide provides a step-by-step explanation of the components for an institutional service. Case studies from the newly emerging service infrastructures in the UK, USA and Australia draw out the lessons learnt. Different approaches are highlighted and compared; for example, a researcher-focused strategy from Australia is contrasted with a national, top-down approach, and a national research data management service is discussed as an alternative to institutional services. Key topics covered: • Research data provision • Options and approaches to research data management service provision • A spectrum of roles, responsibilities and competences • A pathway to sustainable research data services: from scoping to sustainability • The range and components of RDM infrastructure and services Case studies: • Johns Hopkins University • University of Southampton • Monash University • The UK Data Service • Jisc Managing Research Data programmes. Readership: This book will be an invaluable guide to those entering a new and untried enterprise. It will be particularly relevant to heads of libraries, information technology managers, research support office staff and research directors planning for these types of services. It will also be of interest to researchers, funders and policy makers as a reference tool for understanding how shifts in policy will have a range of ramifications within institutions. Library and information science students will find it an informative window on an emerging area of practice.

Managing and Sharing Research Data Louise Corti, Veerle Van den Eynden, Libby Bishop, Matthew Woollard, 2014-02-04 Research funders in the UK, USA and across Europe are implementing data management and sharing policies to maximize openness of data, transparency and accountability of the research they support. Written by experts from the UK Data Archive with over 20 years experience, this book gives post-graduate students, researchers and research support staff the data management skills required in today's changing research environment. The book features guidance on: how to plan your research using a data management checklist how to format and organize data how to store and transfer data research ethics and privacy in data sharing and intellectual property rights data strategies for collaborative research how to publish and cite

data how to make use of other people's research data, illustrated with six real-life case studies of data use.

Target-setting Methods and Data Management to Support Performance-based Resource Allocation by Transportation Agencies National Cooperative Highway Research Program, 2010 TRB's National Cooperative Highway Research Program (NCHRP) Report 666: Target Setting Methods and Data Management to Support Performance-Based Resource Allocation by Transportation Agencies - Volume I: Research Report, and Volume II: Guide for Target-Setting and Data Management provides a framework and specific guidance for setting performance targets and for ensuring that appropriate data are available to support performance-based decision-making. Volume III to this report was published separately in an electronic-only format as NCHRP Web-Only Document 154. Volume III includes case studies of organizations investigated in the research used to develop NCHRP Report 666.

The Open Handbook of Linguistic Data Management Andrea L. Berez-Kroeker, Bradley McDonnell, Eve Koller, Lauren B. Collister, 2022-01-18 A guide to principles and methods for the management, archiving, sharing, and citing of linguistic research data, especially digital data. Doing language science depends on collecting, transcribing, annotating, analyzing, storing, and sharing linguistic research data. This volume offers a guide to linguistic data management, engaging with current trends toward the transformation of linguistics into a more data-driven and reproducible scientific endeavor. It offers both principles and methods, presenting the conceptual foundations of linguistic data management and a series of case studies, each of which demonstrates a concrete application of abstract principles in a current practice. In part 1, contributors bring together knowledge from information science, archiving, and data stewardship relevant to linguistic data management. Topics covered include implementation principles, archiving data, finding and using datasets, and the valuation of time and effort involved in data management. Part 2 presents snapshots of practices across various subfields, with each chapter presenting a unique data management project with generalizable guidance for researchers. The Open Handbook of Linguistic Data Management is an essential addition to the toolkit of every linguist, guiding researchers toward making their data FAIR: Findable, Accessible, Interoperable, and Reusable.

Implementation Monitoring and Process Evaluation Ruth P. Saunders, 2015-04-01 This practical guide helps readers understand and use the steps that program planners and evaluators take in implementing and monitoring a new program, policy, or practice in an organizational setting. The book covers the entire process, from planning, to carrying out the plan, and summarizing, reporting, and using the results. A wide range of real-world examples in the book are drawn from health, education, non-profit organizations, and public administration, and an extended case study, Your Turn boxes, and worksheet templates help readers apply concepts to their own projects. Ideal for practitioners, researchers, and students, this book can be used as a primary text for a process evaluation or an implementation monitoring course or as a supplemental text in a broader program evaluation course.

Research Methods in Information Alison Jane Pickard,2013-01-23 The long-awaited 2nd edition of this best-selling research methods handbook is fully updated and includes brand new coverage of online research methods and techniques, mixed methodology and qualitative analysis. This edition includes two new contributed chapters: Professor Julie McLeod, Sue Childs and Elizabeth Lomas focus on research data management, applying evidence from the recent JISC funded DATUM project; Dr Andrew Shenton examines strategies for analysing existing documents. The first to focus entirely on the needs of the information and communications community, this handbook guides the would-be researcher through the variety of possibilities open to them under the heading research and provides students with the confidence to embark on their dissertations. The focus here is on the doing and although the philosophy and theory of research is explored to provide context, this is essentially a practical exploration of the whole research process with each chapter fully supported by examples and exercises tried and tested over a whole teaching career. Readership: Students of information and communications studies and archives and records management, and practitioners beginning a piece of research.

Data Management Margaret E. Henderson,2016-10-25 Libraries organize information and data is information, so it is natural that librarians should help people who need to find, organize, use, or store data. Organizations need evidence for decision making; data provides that evidence. Inventors and creators build upon data collected by others. All around us, people need data. Librarians can help increase the relevance of their library to the research and education mission of their institution by learning more about data and how to manage it. Data Management will guide readers through: Understanding data management basics and best practices. Using the reference interview to help with data management Writing data management plans for grants. Starting and growing a data management service. Finding collaborators inside and outside the library. Collecting and using data in different disciplines.

How to be FAIR with Your Data Claudia Engelhardt,Katarzyna Biernacka,Aoife Coffey,Ronald Cornet,Alina Danciu,Yuri Demchenko,Stephen Downes,Christopher Erdmann,Federica Garbuglia,Kerstin Germer,Kerstin Helbig,Margareta Hellström,Kristina Hettne,Dawn Hibbert,Mijke Jetten,Yulia Karimova,Karsten Kryger Hansen,Mari Elisa Kuusniemi,Viviana Letizia,Valerie McCutcheon,Barbara McGillivray,Jenny Ostrop,Britta Petersen,Ana Petrus,Stefan Reichmann,Najla Rettberg,Carmen Reverté,Nick Rochlin,Bregt Saenen,Birgit Schmidt,Jolien Scholten,Hugh Shanahan,Armin Straube,Veerle Van den Eynden,Justine Vandendorpe,Shanmugasundaram Venkataram,Cord Wiljes,Ulrike Wuttke,Joanne Yeomans,Biru Zhou,2022 This handbook was written and edited by a group of about 40 collaborators in a series of six book sprints that took place between 1 and 10 June 2021. It aims to support higher education institutions with the practical implementation of content relating to the FAIR principles in their curricula, while also aiding teaching by providing practical material, such as competence profiles, learning outcomes, lesson plans, and supporting information. It incorporates community feedback received during the public consultation which ran from 27 July to 12 September 2021.

Fundamentals of Clinical Data Science Pieter Kubben, Michel Dumontier, Andre Dekker, 2018-12-21 This open access book comprehensively covers the fundamentals of clinical data science, focusing on data collection, modelling and clinical applications. Topics covered in the first section on data collection include: data sources, data at scale (big data), data stewardship (FAIR data) and related privacy concerns. Aspects of predictive modelling using techniques such as classification, regression or clustering, and prediction model validation will be covered in the second section. The third section covers aspects of (mobile) clinical decision support systems, operational excellence and value-based healthcare. Fundamentals of Clinical Data Science is an essential resource for healthcare professionals and IT consultants intending to develop and refine their skills in personalized medicine, using solutions based on large datasets from electronic health records or telemonitoring programmes. The book's promise is "no math, no code" and will explain the topics in a style that is optimized for a healthcare audience.

The Category Management Handbook Andrea Cordell, Ian Thompson, 2018-04-27 Category management is one of the biggest contributors of commercial value in the area of procurement and supply chain. With a proven track record of successful delivery since the early 1990s, it helps organisations gather and analyse key data about their procurement spend before subsequently creating and delivering value-adding strategies that change the value proposition from supply chains. The aim of category management is to find long-term breakthrough strategies that help lift an organisation's commercial performance to a new level. Because of its strategic long-term orientation and complex execution, category management has long been the preserve of commercial consulting companies - in effect a 'black box' toolkit shrouded in expensive methodologies. This practical handbook lifts the lid on category management by providing readers with a step-by-step process and established toolkit that allows them a 'do-it-yourself' approach. Each activity is presented as a simple tool or technique for practitioners to apply to their own organisations. To support each activity, easy-to-use templates and checklists have been provided, together with simple but practical hints and tips for implementation. This handbook is a 'must read' for all procurement and supply chain managers looking to find significant improvements in their organisations. Its practical approach cuts through long-winded consultant-speak and provides an easy-to-use practical toolkit for everyday application.

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