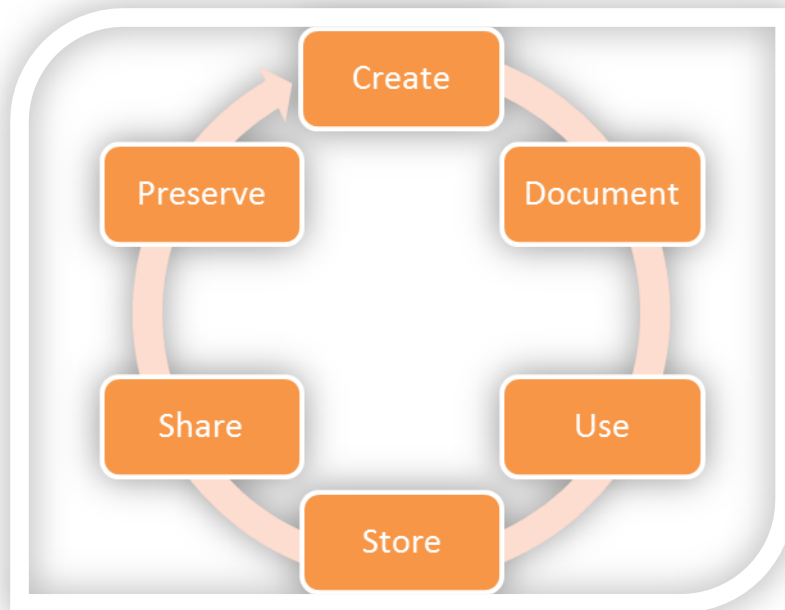


# Research Data Management

Research data management is caring for, facilitating access to, preserving and adding value to research data throughout its lifecycle.



## Activities involved in research data management

- Data management planning:** Writing a brief plan at the start of your project. Most funding applications now require a 'data management plan' (DMP) or similar document.
- Creating data:** What type and format of data you will create and how you will create your data.
- Documenting data:** Providing information to users (and yourself later) to understand your data. Is the file structure/naming understandable to others? Which data will be kept? Which data can be discarded?
- Accessing / using data:** How will you organise your data? At least two people should have access to your data.
- Storage and backup:** Storing and saving your data safely and securely during your project.
- Sharing data:** Making your data publicly available (where possible) at the end of your project. Are you expected / allowed to share your data?
- Preserving data:** How will you preserve your data after the end of your project?

## Useful links

UK Data Archive (2011). Managing and sharing data: Best practice for researchers. Third edition.

<http://www.data-archive.ac.uk/media/2894/managingsharing.pdf>

DataONE: Best practices.

<http://www.dataone.org/best-practices>. Viewed 18 March 2014.

## How we support you?

We provide help and support for researchers with any aspect of research data management.

If you need help please email IS Helpline at: [IS.Helpline@ed.ac.uk](mailto:IS.Helpline@ed.ac.uk) with “Help with Research Data Management in general” in your subject line.

*If you require this document in an alternative format, please contact Cuna Ekmekcioglu by phone on (0131)6515261 or email at [cuna.ekmekcioglu@ed.ac.uk](mailto:cuna.ekmekcioglu@ed.ac.uk)*