DMP Support @ ETH Zurich

What do researchers need?

Dr. Malin Ziehmer, ETH Zurich, ETH Library, Research Data Management and Digital Curation
Data Management Planning and Teaching
Who is providing the DMP support @ ETH Zurich?

Dr. Matthias Töwe
Dr. Ana Sesartic Petrus
Dr. Malin Ziehmer
Dr. Caterina Barillari
Dr. Henry Lütcke
Research Data Management Services @ ETH Library

Research Data Management & Digital Curation

• **Two sub-teams** and **one associated group**
  • Data management planning and trainings
  • ETH Data Archive customer service and support
  • Library IT Services

• **Two major topics**
  • Research data management including DMPs
  • Digital curation / long-term preservation
Process Overview and Outline

DMP Support @ ETH Zurich

**Outreach**
via website, social media and print advertisement

Aim: inform researchers on our DMP services and events

**Transfer**
of knowledge
via info events or trainings
(basic knowledge on DMPs)

Aim: communicate basic knowledge and funding regulations to researchers

**Consulting**
before and during preparation of DMPs
via email, phone or in person

Aim: consulting for researchers when they actively start preparing their DMP

**DMP review**
Who is providing the services on DMPs at ETH Zurich?

**ETH Library Innovation, Marketing and Communities (IMC)**

**Outreach**
via website, social media and print advertisement

Aim: inform researchers on our DMP services and events

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**Research Data Management and Digital Curation @ ETH Library and Scientific IT Services (ID-SIS) @ ETH IT Services**

**Transfer of knowledge**
via info events or trainings (basic knowledge on DMPs)

Aim: communicate basic knowledge and funding regulations to researchers

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**Consulting**
before and during preparation of DMPs via email, phone or in person

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**DMP review**
Outreach - Spreading the information
via website, social media and print advertisement
Outreach to researchers and early career scientists

... is not as easy as it sounds!

- Researchers at ETH Zurich are often **not aware** of services provided, e.g. by the **ETH Library** or the **Scientific IT Services**
  - Research data management consulting and training
  - DMP consulting and review
  - Consulting on ELN and LIMS
  - Code and data clinic
  - And many, many more...
- There are often **more pressing issues** than research data management
- Many other interesting **events** plus **obligations**

... and sometimes, the **view beyond the horizon** is missing (focus only on own department/ institute/ professorship) – **never change a running system**...
How do we reach out to researchers at ETH?

- Important first step to make researchers aware of our services
- Managed by the ETH Library-internal marketing and communication group (IMC, Innovation, Marketing and Communities)
- Outreach to researchers via
  - Our website https://www.library.ethz.ch/en/
  - Social media
  - Paper-printed ads on posters and flyers
- Raising awareness of information events and trainings on DMPs by
  - Information videos
  - News items
→ especially before deadlines of funders!
Outreach I: News items and videos on the ETH Library website
Outreach I: News items and videos on the ETH Library website

- **News item** as a reminder for researchers:
  - The **semi-annual deadline** for applications for **project funding** from the Swiss National Science Foundation (SNSF) is approaching (1 October 2018)
  - ETH Library’s RDM team **supports researchers** at ETH Zurich in **creating their DMPs** and offers **advice** as well as reviews of individual DMPs

- **Plus**: publication of a **DMP Video** presenting our services
  - Part of the **#Library Service for Scientists** campaign by the IMC group at ETH Library
Outreach I: News items and videos on the ETH Library website

#Library Service for Scientists (regular animation videos)

https://www.youtube.com/watch?v=mYNgLsSJaMw
Outreach II: Social media
Outreach III: Print advertisement

Data Management in Research: Why and How?

31 October, 13.15–17.00
Workshop at: Main building, HG F 33.5

- General requirements of Research Data Management
- Existing guidelines and responsibilities
- Issues of research ethics
- Data management in practice
- Procedures for reuse
- Useful services and tools
- Exchange of experiences, methods and tools

Further information and registration
www.library.ethz.ch/urkurse/
... and what if scientists google ETH and DMP or vice versa?

«dmp eth»/«DMP ETH»

«eth dmp»/«ETH DMP»
Communication via info events and trainings

Imparting knowledge on DMPs and funding regulations to scientists
Info events vs. trainings

Info events
- Short (approx. 1 hour) events in lecture form
- Plus Q&A
- Presentation of latest news and new regulations from funding agencies in a compressed form
  - How do they influence researchers in their work
- Mostly covers novelties of the Swiss National Science Foundation (SNSF)

Trainings
- Various forms
  - Workshops
  - Seminars
  - Webinars
  - Customised trainings for individual research groups or the like
- Up to half a day or a day
- One-on-one consulting
- Covers research data management along the entire research data lifecycle
- Also includes funding regulations and data management planning (DMP), embedded in the bigger picture of the research data life cycle
Content of trainings – Focus on DMPs

What is a Data Management Plan (DMP)?

A brief plan written at the start of a project and updated during its course to define:
- What data will be collected or created?
- How will the data be documented?
- Where will the data be stored?
- Who will be responsible for data security and backup?
- Which data will be shared and/or preserved?
- How will the data be shared with whom?

DMPs are e.g. demanded by:

Aims of the DMP according to SNSF

- Planning and documenting the life cycle of data
- In the ideal case, you only need to document your current practice / best practice in your field
- Making data FAIR:
  - Findable
  - Accessible
  - Interoperable
  - Re-usable

Support

- Collection of SNF information on Open Research Data including FAQ: http://www.snf.ch/en/research/open-research-data/
- SNF’s explanation of the DMP for projects: http://www.snf.ch/what/research/what-you-need-to-know/data-management/
- Guidance for ETH researchers on filling out SNF’s Data Management Plans: https://documentation.library.ethz.ch/opendata/17829599/en

Information to support you

- Collection of DMP examples: http://www.doc.ethz.ch/services/data-management/share/examples Of course, all information is valid for ETH Zürich.

Information to support you

Other funders

- Data Management Checklist by ETH and EPFL: http://www.epfl.ch/epfl/what-you-need-to-know/data-management/
- Collection of DMP examples: http://www.doc.ethz.ch/resources/data-management/share/examples

What to do for other funders?

Research Group Policy

- Self-critical questions:
  - What must data look like to enable us to reuse it with the group?
  - Discuss and document roles (in writing) with CHRs

- Agree on binding rules
- Define data management responsible (DMR) within the group
- Agree on roles and responsibilities

How research group policies can help

Consulting

before and during the preparation of DMPs via email, phone or in person
Guidelines and Checklists

→ Data Management Checklist for ETH researchers

https://documentation.library.ethz.ch/display/DD/Data+Management+Checklist

PDF:

• Checklist is based on a generalised research data lifecycle, and is flexible enough to be applied to requirements from different funding organisations
Guidelines and Checklists

→ Guidance for ETH researchers on filling out SNSF DMPs

https://documentation.library.ethz.ch/display/DD/Guidance+for+ETH+researchers+on+filling+out+SNSF+Data+Management+Plans

PDF:
https://documentation.library.ethz.ch/download/attachments/13762611/DLCM_SNSF-DMP_v2.pdf

- Includes explanations per question, examples from DMPs, contacts and links specific for ETH Zurich
Consulting before and while writing a DMP

ETH Library

or

data-archive@library.ethz.ch

data-management@library.ethz.ch

personal email

or

www.ethz.ch/researchdata

researchdata@ethz.ch
Short excursion:
Sharing consulting tasks between library and IT services

Research Data Management
and Digital Curation (ETH Library)
www.library.ethz.ch/RDM
data-management@library.ethz.ch

Various forms of RDM training
• Info events
• Lectures
• Seminars
• Workshops
• Individual trainings

Consultation on RDM and DMP

Review of DMPs

Consulting
• Advice on research data workflows
• Advice on and review of DMPs for Grant applications

RDM Training

since 2018:
Mandate to provide ARDM services to all ETH

Data Management Service based on openBIS
• Basic offer
  • Install and maintain openBIS on ID infrastructure
  • Initial openBIS training
  • User support
• additional services on demand
  • Database customization
  • Migration of existing databases
  • Instrument integration for direct data upload
Short excursion:
Sharing consulting tasks between library and IT services

Consulting & Training
- ETH website
- DM plans
- DM guidance
- RDM workshops on concepts and available services

Data Management Planning (DMP)
Active Research Data Management (ARDM)
Publication and Preservation of Research Data

Library
• Training
• Consulting

IT Services
• Software
• Hardware
• Services

IT Services

Library
• Publications services
• Preservation services

http://www.ethz.ch/researchdata
DMP review
Why do we offer a DMP review?

- **Large insecurity** and a lot of **open questions** among the research community after the implementation of the **Open Research Data Policy by the SNSF**
  - What are the exact requirements?
  - How can I meet the novel requirements?
  - Fear of project proposal rejection due to an insufficient DMP with consequences for their research
- **General strive of researchers to apply good scientific practice**
- **Thankful for help** from someone who knows the requirements by heart
- **Consultings** at Swiss universities partly **differ**
  - → researchers from the same research community might receive varying advice
- A proper **consultation and DMP review** saves the additional amount of work of correcting a DMP
General information on review process

- **Emergency service** on weekends before the most important deadlines
- **Regular monitoring** of national and EU-funders deadlines

**Incoming DMP**

**Review process starts**

**DMP Review Process**

**Notification of client**

**Review process**

- Complete review process in **48 hours** (2 workdays)
- For **complex DMPs** at maximum **72 hours**
Who are the experts and what do we review?

Who?
• **Core team:**
  • Experimental scientist
  • Modeller
  • Scientific IT specialists
    → all former researchers
• **RDM team at ETH Library**
  • Familiar with funders’ and ETH’s regulations
• **Scientific IT Services**
  • ELN-LIMS, versioning, storage
  • Active research data management, especially in life and natural sciences

In addition:
• Close contact with the e-publishing team
  • Experts on the ETH Zurich Research Collection
    (repository for publications and research data)

What?
• DMPs are reviewed for their
  • Plausibility
  • Completeness
  • Comprehensibility
  • Fulfillment of regulations
  • Grammar and spelling
How do we receive DMPs?

**Phone call** by clients, short **consultation** and subsequent **mailing** of DMPs

**Directly via email to**
- Personal email accounts (ETH Library, ID-SIS)
- data-archive@library.ethz.ch
- data-management@library.ethz.ch
- researchdata@ethz.ch
Overview on Review Process

Request for DMP review

Four eyes principle and comparison of comments

Review by Scientific IT Services

Send back DMP to researchers

Reply to queries

2nd review round?

Corrections by researchers

Queries

Researchers

Ready for submission

RDM & DC
ID-SIS

Researchers

Reply to queries

Corrections by researchers

Queries

Request for DMP review

Four eyes principle and comparison of comments

Review by Scientific IT Services

Send back DMP to researchers

Reply to queries

2nd review round?
Four-eyes principle for DMP review

... iteratively reads DMP and focuses on various review criteria.

In case of doubt, a third reviewer is consulted.

... iteratively reads DMP, focuses on various review criteria, and critically assesses the comments of Reviewer 1.

An expert from the Scientific IT Services reviews for IT issues.

For any questions regarding repositories and long-term preservation, experts at ETH Library are contacted.

General rule of thumb: 1 + x reviewers plus expert advice on special issues
Review criteria for DMP evaluation

Iterative Review Process

Step 1
- Check for comprehensibility
  - Can I follow the structure?
  - Are there any open points?
  - Is any contextual information missing?
  - Is it plausible?

Step 2
- Are the individual questions in the DMP properly answered?
  - Is there any confusion in storage, long-term preservation of data or data sharing?
  - Is there anything that could be improved during the course of the project?

Step 3
- General formal issues
  - File formats
  - Grammar and spelling
  - Naming of measurement devices
  - Correct naming of repositories
  - Etc.
Summary

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of DMPs
via email, phone or in person

**DMP review**

... and those that find us, our services and support, are thankful!
Tusen tack!
Personal contact information

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