WAGENINGEN
UNIVERSITY & RESEARCH

How to take care of your research data

A list of tips and resources for good research data management.
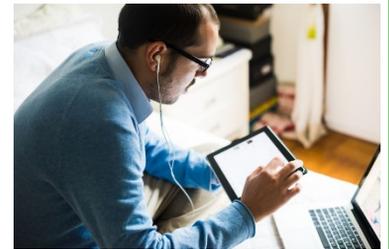
For support: data@wur.nl

⚑ WUR policy requirement

1 Planning your research

- ⚑ Fill in a <u>Data Management Plan (DMP)</u> at the beginning of your research project.
- Use the WUR <u>DMP template</u> or go to <u>dmp.wur.nl</u>.
- <u>Request feedback</u> on your (funder-required) DMP.
- Consult your group Data Steward if you need domain specific data support.

2 Doing your research

- ⚑ <u>Securely store</u> your data, following <u>WUR policy</u>.
- Follow these <u>data security tips</u> provided by IT.
- <u>Organise</u> your data in a way that is understandable for your peers and your future self.
- <u>Document</u> your research process thoroughly (e.g., Readme.txt files) and consider using discipline-specific <u>metadata</u> standards.
- Follow <u>GDPR requirements</u> and good practice when working with personal data.

3 Finishing your research

- ⚑ <u>Archive</u> all research data underlying publications for 10 years.
- Ask <u>data@wur.nl</u> for support with <u>archiving</u> your data set in the repositories <u>DANS-EASY</u> or <u>4TU.Centre for Research Data</u> or for advice on any other repository.
- ⚑ Consult the WUR <u>data sharing guidelines</u> for advice on what to consider before sharing data and which <u>licence</u> is appropriate for your data.
- ⚑ Register data sets underlying publications in Pure (the system behind <u>Research@WUR</u>) by emailing a link/DOI of data sets to <u>data@wur.nl</u>.