



handling data throughout the research cycle



Below you find tips for looking after your research data before, during and after data collection. Some of these are requirements following WUR's [research data policy](#). These are marked **MUST**

## 1 Planning your research planning for data collection

**MUST**

- Write a [Data Management Plan](#) (DMP) outlining your data practices (mandatory for all PhD candidates and chair groups). WUR offers a [DMP template](#).
- [Data Management Support](#) provides feedback on DMPs, also those written for funders (e.g. NWO).

## 2 Doing your research collecting and analysing data

**MUST**

- Make sure that you store your data securely, following the WUR [policy](#).
- Follow these [data security tips](#) provided by IT.
- [Organise](#) your data in a way that is understandable for your colleagues and your future self.
- Explain your data using [documentation](#) (e.g. Readme-files) and/or standard descriptors called [metadata](#).
- Follow ethics guidance provided by your group or institute when working with personal data, and start anonymising data early on.
- Find tips [here](#) on how to look for existing data sets that you can reuse in your own research.

## 3 Finishing your research archiving data (open or closed)

**MUST**

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- Keep [relevant](#) research data for ten years, following the national [VSNU Code of Conduct](#).
- [Archive all data underlying publications](#).
- Data Management Support can [help you](#) with archiving your dataset to the repositories [DANS-EASY](#) and [4TU.Centre for Research Data](#).
- Make sure to follow any [journal](#) or [funder](#) policies, which may outline what data you must make available.
- Choose an appropriate [licence](#) for your data.
- Make sure that data sets underlying publications are registered in Pure (the system behind [Staff Publications](#)) by emailing a link/DOI of such data sets to [Data Management Support](#).

Questions? Don't hesitate to contact [Data Management Support](#), or visit the [Data Management](#) website for more information