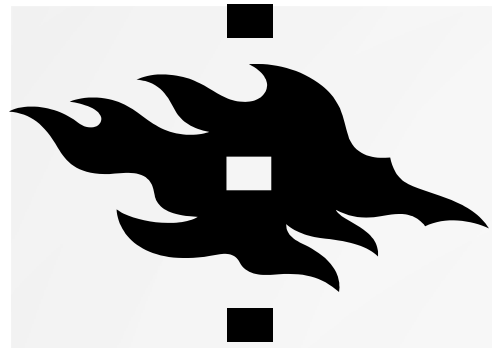


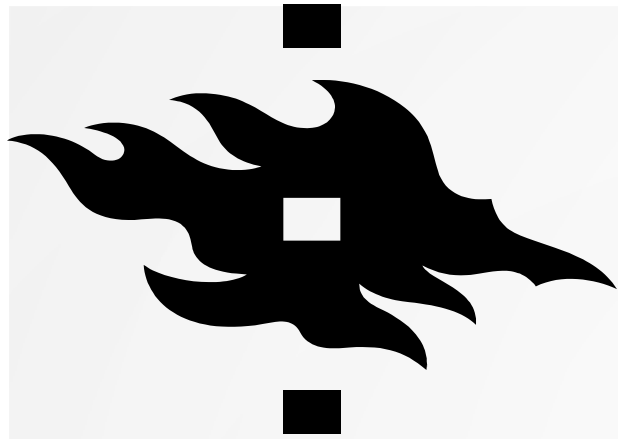
THE RESEARCH COUNCIL OF FINLAND WINTER CALL AND DATA MANAGEMENT PLANS

WEBINAR organized by the University of Helsinki Data Support



CONTENT

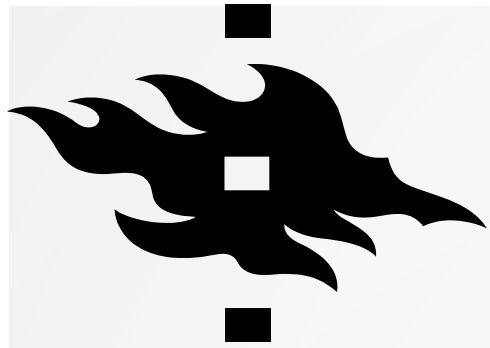
- Introduction
 - Know your data – key features of a DMP
 - Research Council of Finland and DMP process: DMP at two stages
- How to write about research data management
 - Short data management plan in the application form
 - How to anticipate the need for resources (time, money) arising from my DMP?
- Help and Support



INTRODUCTION

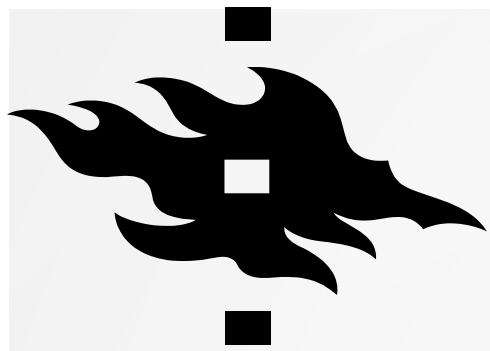
Know your data – key features of a DMP

DMP at two stages



KNOW YOUR DATA: SOME TIPS

- Start by categorizing your data in some way to get a full picture of your data
 - You can use a table or a bullet point list
- If you've already written a DMP, use it as a basis
- Thinking about data management already at the application stage will help you control risks and ensure that you have all the resources you need to take care of your data
- Planning makes the project run smoother



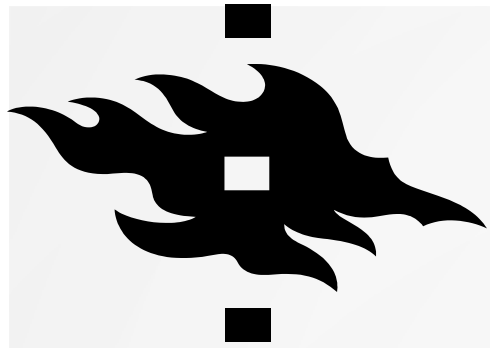
KNOW YOUR DATA: SIZE AND FILE FORMATS

- What kinds of data do you have?
- How much data do you have or produce?
- What software and file formats do you use?

Prefer widely
used, open file
formats

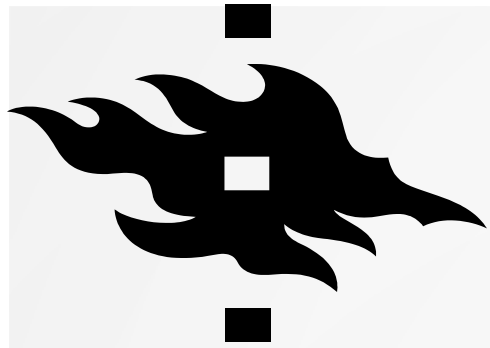


	Data type	Source of the data	File Format	Size estimate
1	Microscopy images	collected	.tif	5 GB
2	Cell countings	produced	.xlsx, .csv	
3	Statistical data	reused	database	
4	Lab notebooks + metadata files	produced	paper, Scinote-program, .txt, .csv	100 MB
5	Managerial documents (agreements, contracts etc.)	collected, produced	paper, .pdf	1 MB



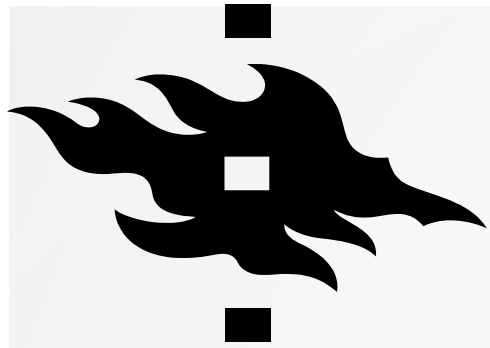
KNOW YOUR DATA: STORING AND SHARING

- How much disk space you need?
 - Is your data a static set or is it growing?
- How do you back up your data?
- Do you process your data on a daily basis?
- Do you only use it yourself or do you need to share it with others?



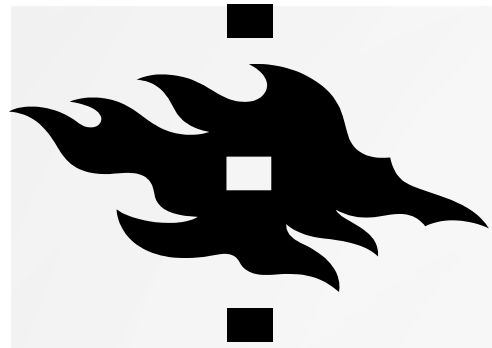
KNOW YOUR DATA: ETHICAL AND LEGAL ISSUES

- Does your research contain sensitive data?
 - Do you need to share data that kind of data?
 - Can you publish that kind of data?
- Who has the rights to your data?
 - Do you have the rights to publish the data?
 - The rights holder of the data usually sets the terms of reuse



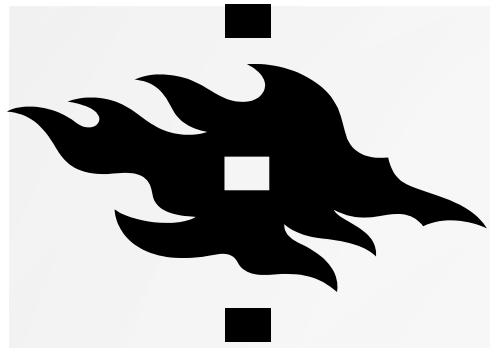
KNOW YOUR DATA: OPENING, PUBLISHING AND ARCHIVING

- Where will you open your data?
- Which part of your data valuable to others?
- Where will you archive your data?
- How do you prepare your data for archiving?



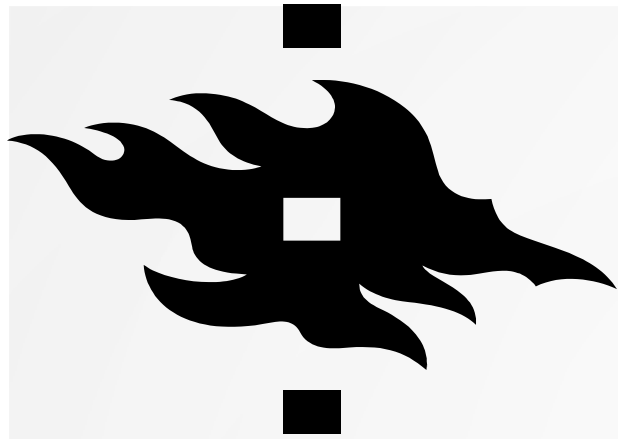
DMP AT TWO STAGES

- The data management plan is submitted at two stages:
 1. **At the application stage**, all applicants shall briefly describe their data management on the application form
 - Here, describe the following (max 2500 characters):
 - Where the data will be stored and how they will be backed up during the project
 - How any legal and ethical issues related to the sharing of data (e.g. ownership, copyright, sensitivity) will be resolved
 - Where the data or a publishable portion of them will be made available after the end of the project
 - If the project does not collect or produce any data fully or partially suitable for reuse, justify why the data cannot be made available even partially



DMP AT TWO STAGES

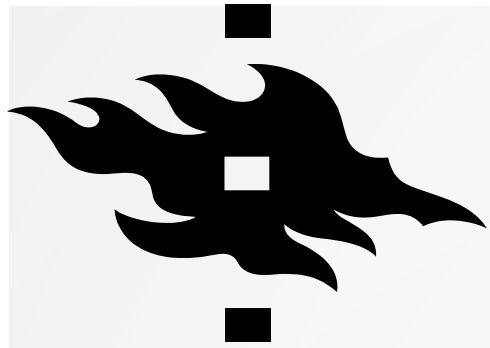
2. **After a positive funding decision**, the researcher must submit the actual data management plan **within eight weeks**
 - The DMP is due in August 2025, so be aware of this in your vacation planning
 - Host organization must review the DMP within these eight weeks
 - Use the DMPTuuli tool to draft the data management plan
 - The plan should be no longer than approximately two to three pages



WHAT TO WRITE ABOUT DATA MANAGEMENT...

Data management on the application form

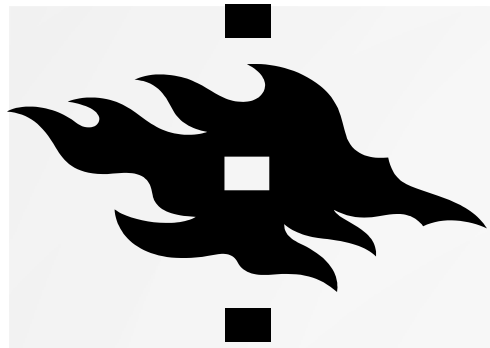
How to anticipate the need for resources (time, money) arising from my DMP?



WHAT TO WRITE ABOUT DATA MANAGEMENT...

“Where the data will be stored and how they will be backed up during the project?”

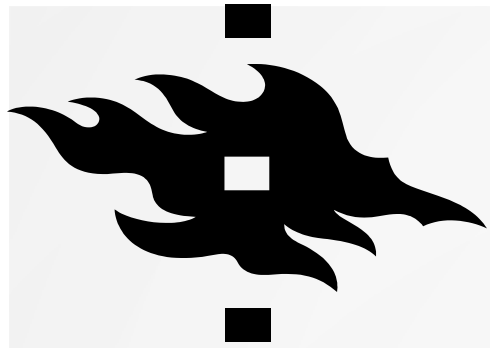
- Using UH storing solutions, e.g. group folder
 - Secure system, automatic backups
- How much storage do you need? What is the size of your data?
 - Are UH solutions sufficient?
- Different solutions for sensitive data, e.g. Umpio
 - Make sure your data is safe enough
- View [the table of UH data storage solutions](#)
- If you are still unsure, you can contact datasupport@helsinki.fi



WHAT TO WRITE ABOUT DATA MANAGEMENT...

“How any legal and ethical issues related to the sharing of data (e.g. ownership, copyright, sensitivity) will be resolved?”

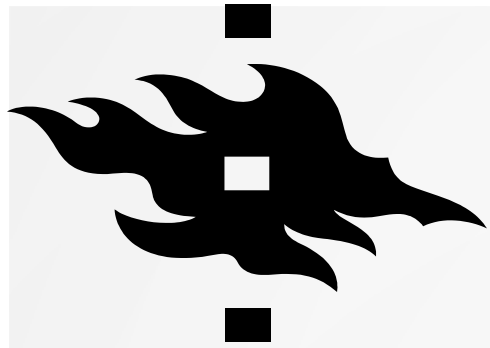
- Make clear agreements with **everyone** who will be working with the data as early as possible, preferably before the project begins
- Plan how to share (sensitive) data
 - This is especially important if you have partners outside the UH or outside Finland
- Make a clear distinction between sharing the data during the project and publishing the data
- Write only about data sharing here, the research ethics questions are answered elsewhere



WHAT TO WRITE ABOUT DATA MANAGEMENT...

“Where the data or a publishable portion of them will be made available after the end of the project?”

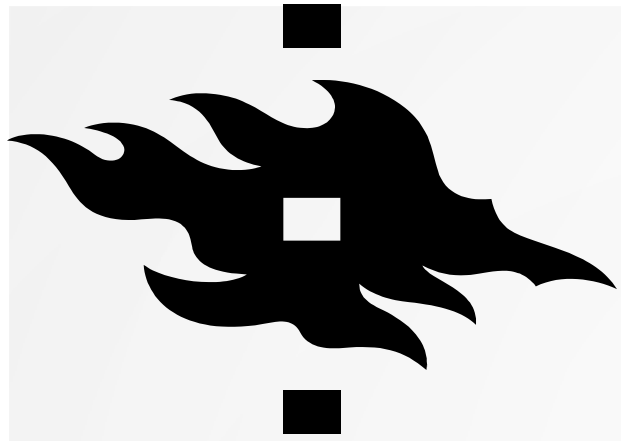
- Start thinking about where to open the data in good time
 - This makes creating metadata easier during the project
 - You must also include this information in your privacy notice, which should be written before you begin collecting information
- Publish data via a data repository or a data journal
- Get to know the data repositories in your field: re3data.org
- **The level of data openness can justifiably vary from fully open to strictly confidential**
 - If the research data cannot be made fully openly available, the metadata must be stored in a Finnish or international data finder



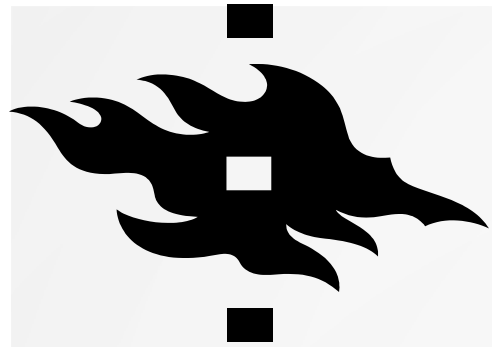
HOW TO ANTICIPATE THE NEED FOR RESOURCES (TIME, MONEY) ARISING FROM MY DMP?

See [Research Council's guidelines](#): *“In the application’s funding plan, the applicant should consider that the costs associated with storing and sharing research data and material are regarded as overheads for the project’s host organisation, but they may also be legitimately accepted as research costs to be covered with Research Council research funding. If a project is focused, for instance, on the processing of large amounts of data, or if the processing of the project’s data requires exceptionally much work or time, the researcher may apply for funding for salary costs related to the data processing. In this case, a researcher whose working hours are spent on data management and processing may be hired to the project.”*

- Think about all the resources your data requires (both time and money)
- Find out if you use UH research infrastructure or not
 - Consult your own faculty as well
- Storing and sharing solutions
- Data publication
- You can use [UK Data Service's data management costing tool](#) to estimate the resources needed



HELP AND SUPPORT



FIND GUIDANCE

- [UH research data management guide](#)
- [Basic data management guidelines](#)
- [Research data services at UH](#)
- [DMPTuuli](#) for making a Data Management Plan
- For help with any research data issue: datasupport@helsinki.fi

The screenshot shows the University of Helsinki Data Support website. The header includes the university logo and navigation links for News, Admissions and Education, Research, Innovations and Cooperation, About Us, and Faculties and Units. The main content area is titled "DATA MANAGEMENT PLANNING" and includes a breadcrumb trail: Home > Research > Services for researchers > The University of Helsinki Data Support > Data management planning. The page text states that data management and planning are integral parts of responsible research conduct. A "Contents of this page" box is visible. Below, there is a section titled "Careful planning minimises risks" with a paragraph explaining that a Data Management Plan (DMP) describes the management of research datasets throughout their lifecycle. To the right of this text is a circular diagram titled "Data Management Life Cycle" with five stages: PLAN, PROTECT, PRESERVE, OPEN, and DOCUMENT, connected by arrows in a clockwise cycle. A final paragraph states that a data management plan is part of a research plan and is a dynamic document updated throughout the research project.

Data management planning

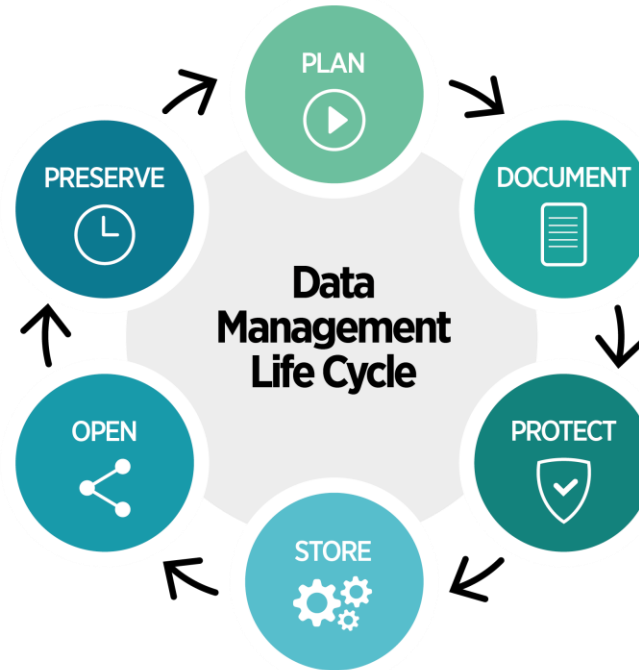
- DMP review service
- An online tool for data management planning: [DMPTuuli](#)

Long-term preservation of research data

- Consultation to find the right preservation solutions
- [UH Databank](#) & [UH Data archive](#)
- [Guide to the responsible preservation](#)

Opening of research data

- Consultation to find the right opening and publishing solution
- [DOI identifiers for research data](#)



IT support and storing solutions

- Consultation for suitable storing solution
- Sensitive data storage: [Umpio](#)
- Support for [CSC Services](#)

Teaching and training

- [Courses & workshops](#)
- Webinars and other events

Data collection

- [Guide for data documentation](#)
- Electronic data capture software for sensitive data: [REDCap](#)

Legal services

- Technical data protection services
- Consultation on ethical issues


→ [Table of the various storage and sharing solutions that the UH has to offer](#)

TURN TO UH DATA SUPPORT!

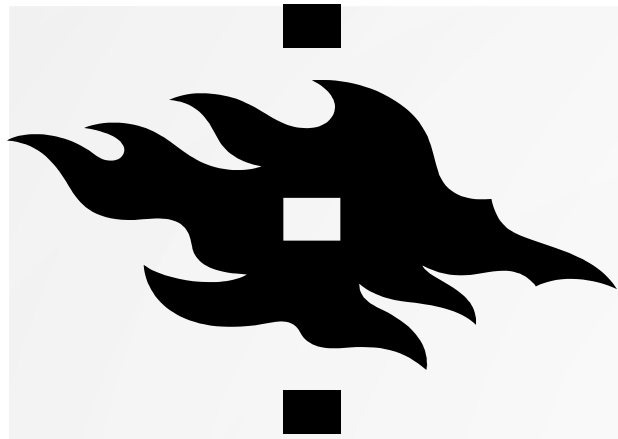
IMPROVE YOUR

DMP

BY SENDING IT TO
DATASUPPORT@HELSINKI.FI



In this research
project I will
collect data from...



THANK YOU!

datasupport@helsinki.fi