

# No data, no research

Create a good Data Management Plan (DMP)  
and make your data FAIR



**Google Meet**

October 23th at 3 pm

**Library and IT**

**2024 session  
with news!**



## There's no research without data

Follow the advice of the Library to draft your DMP and the publication of the research data of your project

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If I'd known before...

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Summing up

# 01. If I'd known before...

## The Library helps you by:

- [Providing tools and reviewing the Data Management Plan](#)
- [Publishing the data](#) in the [CORARDR](#)



## The team supporting you:

- Marina Losada (manager)
- Cristina Monter
- Gemma Nández
- Aarón Tallón
- Alexis Vicioso

# 01. If I'd known before...

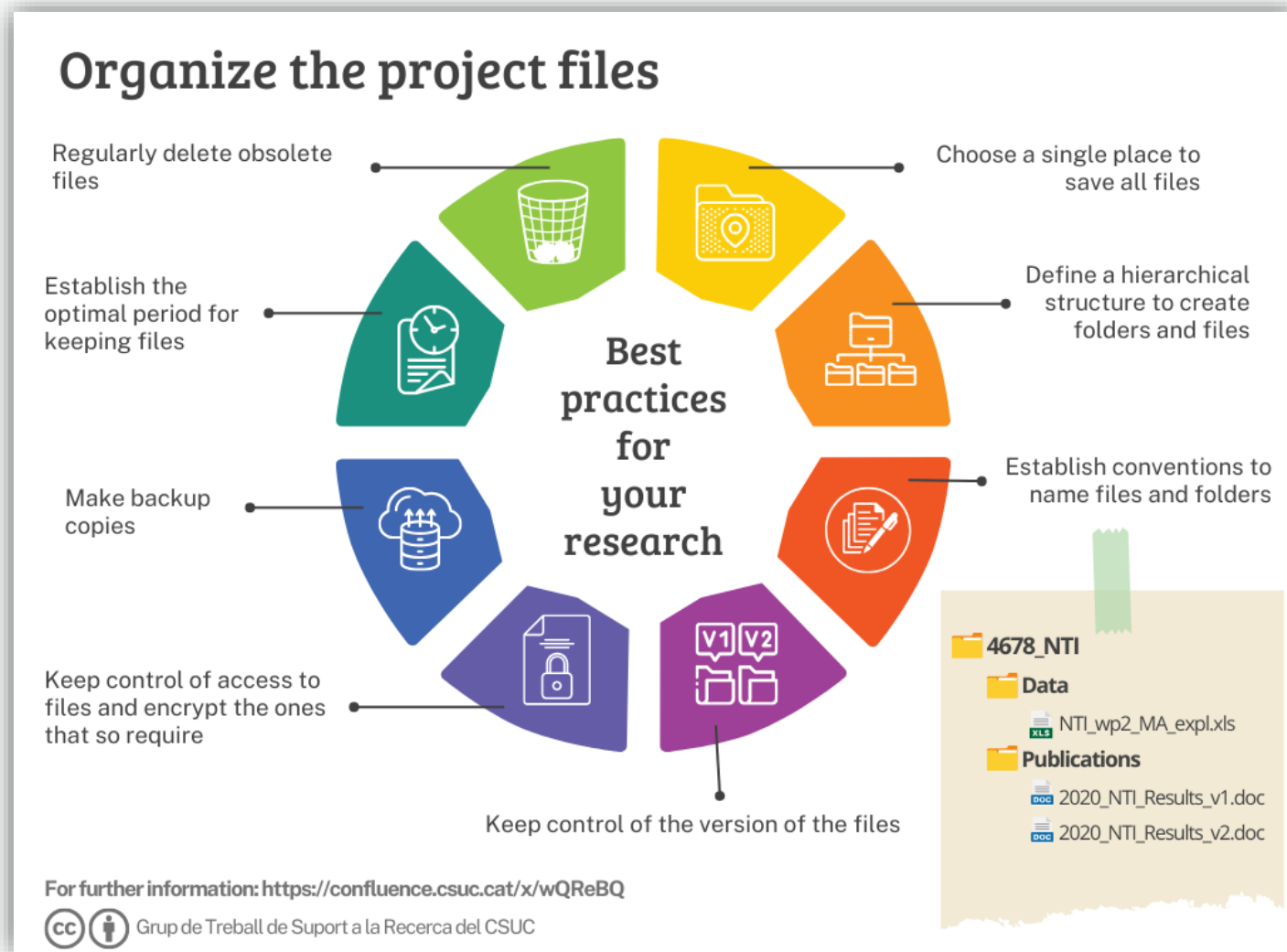
**In person, via the CAU, by phone or video call...**  
**Contact us, we adapt to your needs!**



## 02. Let's talk about research data

<b>WHAT</b>	<ul style="list-style-type: none"><li>• <b>Data collected, used or generated</b> during the research project (statistics, results of experiments, measurements, surveys, interviews, images, etc.)</li><li>• Data that can directly or indirectly identify specific individuals, is <b>sensitive data</b> and requires special processing</li></ul>
<b>WHO</b>	<ul style="list-style-type: none"><li>• The project <b>funding organization</b> will determine the data management requirements</li></ul>
<b>HOW</b>	<ul style="list-style-type: none"><li>• In what formats will you store the data? Use <b>open formats</b> (.csv, .tab, .tif) or formats that are widely known (.xlsx, .doc)</li><li>• See a table of recommended formats on the <a href="#">UK Data Service</a> website</li></ul>
<b>HOW MUCH</b>	<ul style="list-style-type: none"><li>• Estimate the amount of <b>storage space</b> you need</li></ul>
<b>WHERE</b>	<ul style="list-style-type: none"><li>• Establish where data will be stored and preserved. The <a href="#">IT Service</a> can help you find the right space to <b>store data</b></li><li>• Select a repository to <b>publish your data</b> in open access</li></ul>

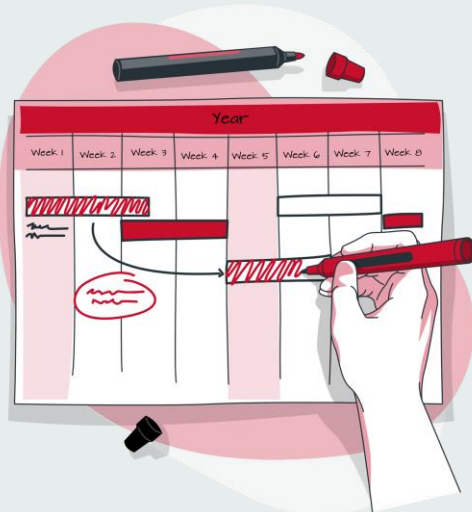
# 02. Let's talk about data: best practices



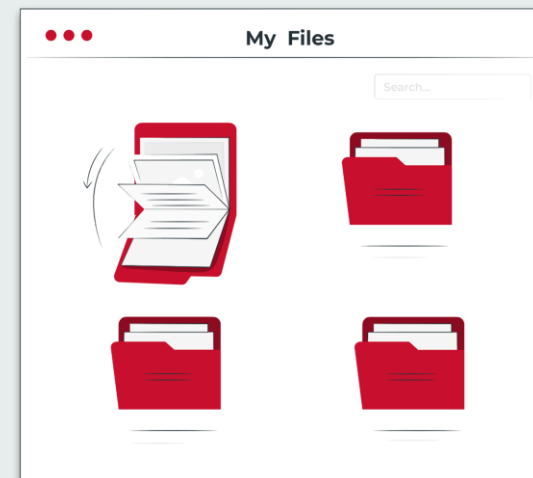
You'll find it in the [Research data management: Best practices](#) guide. Take a look!

# 03. CORA brand products

## CORA. eiNa DMP



## CORA.RDR





## 04. Let's draft a DMP

You need to draft a **Data Management Plan** as required for projects funded by **Horizon Europe** or **Plan Estatal**.



**Without this plan, there is no funding!**



**What is it?** It is a formal document where you will set out the management of the data during the project and once it ends.

**It will help you:**

- ✓ Save time
- ✓ Ensure data integrity and reproducibility
- ✓ Prevent potential data losses
- ✓ Disseminate and preserve data
- ✓ Increase the impact of your research

**ESSENTIAL!**

# 04. DMP: Drafting in ten steps



1. Review funder requirements



2. Identify the data: type, origin, volume, formats and files



3. Define the organization and management of the data: file names, version control, necessary software...



1. Explain how the data will be documented: identify the information to be processed, standards, metadata schemas and tools to manage them



2. Describe the processes that ensure good quality data

## 04. DMP: Drafting in ten steps



6. Prepare a strategy for storage (during the process) and for data preservation (repository)



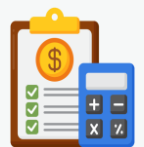
7. Define project data policies: intellectual property issues and how sensitive and personal data will be processed



8. Describe how the data will be disseminated: where, which, when it will be disseminated. If you are going to publish the data in a repository, as supplementary information or as a data paper



9. Assign roles and responsibilities: people and organizations involved in the project



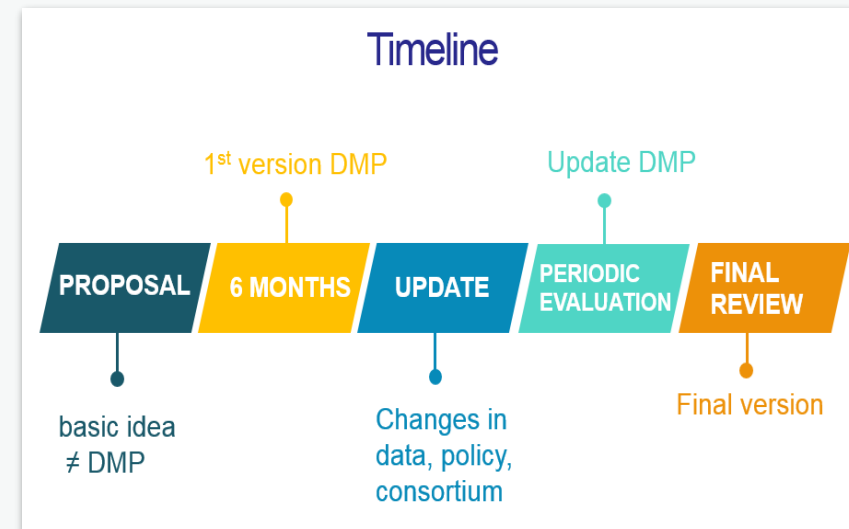
10. Prepare a realistic budget: data management takes time and costs money in terms of software, hardware, services and staff

# 04. DMP: Drafting in ten steps



## And remember:

- The DMP is a living, dynamic document, which will change as the project progresses
- At first, you may not know what to include in certain points... EXPLAIN IT!
- You are not alone! Once you have the first version, send it to us and we can review it together
- Create it using or [CORa.eiNa DMP](#): it will serve you as a guide and make the process easier



# 04. DMP: CORA.eiNa DMP



It allows you to write and draft the DMP online **quickly, easily and collaboratively**. It contains Horizon Europe (FAIR Data), State Plan and ERC, templates for doctoral students, for software...



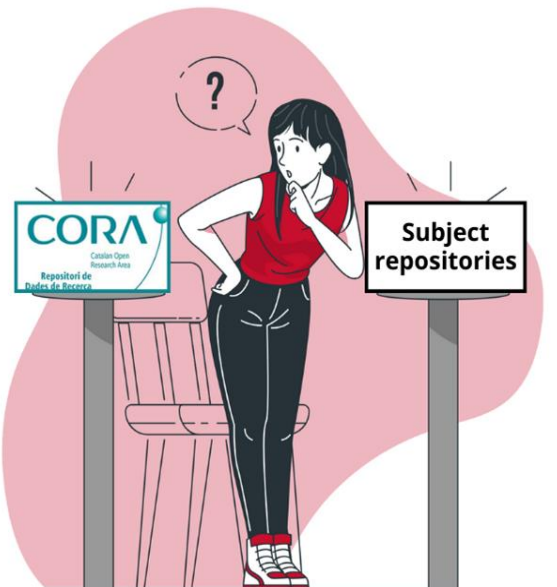
It offers **many advantages** when planning data management or drawing up a DMP, saving effort and time since:

- ★ It facilitates work on the DMP
- ★ It allows establishing different roles among the collaborating researchers
- ★ It allows making modifications and updates at any moment, it is a living document
- ★ It allows exporting in different formats (Word, PDF, rtf)



Duration: 1m 59 sec.

# 05. Let's talk about the CORA.RDR: Where to publish data?



If **you want to publish your data in open access**, you have **two options or both!** But make sure you know where your data is 😊

- ✓ **Publish in a data repository for your subject or discipline**

You can find some on search engines like [re3data.org](https://re3data.org), [FAIRsharing.org](https://FAIRsharing.org) or [Repository Finder](#).

**Let us know** at [repositori.dades@upf.edu](mailto:repositori.dades@upf.edu) if you use this option to link the data to related publications we have in the [e-Repository](#).

- ✓ **Publish data in the consortium repository**

If you wish to disseminate your research data at UPF, you can do so through the [CORA.RDR \(Research Data Repository\)](#)

Check how to [Deposit research data in the CORA.RDR repository](#).

**We can help you choose a repository for your data**

# 05. Publish research data. FAIR principles

Whether you have chosen to deposit the data in a subject repository in your field or in the consortium repository, they must follow the **FAIR** (**F**indable, **A**ccessible, **I**nteroperable, **R**eusable) principles, which imply facilitating the reproduction, replication and reuse of the data.

## What does it mean for data to be FAIR?

**F**indable



Discoverable through **metadata** (fields to describe them) and identified and located using a standard identification mechanism.

**A**ccessible



Always available and **obtainable**.  
Even if the data is restricted, the metadata will be open.

**I**nteroperable



Syntactically analyzable and semantically understandable, allowing **data exchange** and reuse among researchers, institutions, organizations, or countries."

**R**eusable



Sufficiently described and shared with the **least restrictive licenses**, allowing for the widest possible **reuse** and the least cumbersome integration with other data sources.

# 05. Let's talk about the CORA.RDR: What is it?



**A definition:** CORA.Repositori de Dades de Recerca (RDR – research data repository) is a **federated, multidisciplinary data repository** that allows researchers to publish research datasets in FAIR mode and following the guidelines of the EOSC (**E**uropean **O**pen **S**cience **C**loud) and providing a DOI (**D**igital **O**bject **I**dentifier).



## What should I do?

upf.

1

If you are a member of UPF; the data you are working with does not contain personal, confidential or legally protected information; and it is the final data or supplemental data to a publication, you're all set!  
Remember! It will be deposited in open access!  
You can request an embargo of up to 2 years.

2

Prepare the files with the data  
Remember to organize it in folders, give it clear names as it will have to be understood by whoever wishes to consult or reuse it!

3

Access [CORA.RDR](#), , create and deposit your dataset.



# 05. Let's talk about the CORA.RDR: What is it?

The screenshot displays the CORA.RDR (Repositori de Dades de Recerca) website interface. At the top, the logo and name 'CORA Repositori de Dades de Recerca' are visible, along with navigation links for Home, About, Search, User Guide, Metrics, Contact, English, and Log In. A search bar is present with the placeholder text 'Search this dataverse...' and an 'Advanced Search' button.

Below the search bar, a dark teal banner provides key statistics:

- 34 UNIVERSITIES & CERCA CENTERS
- 566 DATASETS
- 20,550 FILES
- 67,527 DOWNLOADS
- 1 TB STORAGE

A horizontal carousel of logos for partner institutions is shown, including Universitat Pompeu Fabra Barcelona, UNIVERSITAT DE BARCELONA, ISGlobal Barcelona Institute for Global Health, UNIVERSITAT ROVIRA I VIRGILI, UAB Universitat Autònoma de Barcelona, and UIC barcelona.

The main content area shows search results for '1 to 10 of 706 Results'. On the left, there are filters for 'Dataverses (140)', 'Datasets (566)', and 'Files (20,550)'. A 'Sort' button is located on the right. The first result is the 'LICCI Distribution Dataset', dated Oct 4, 2023, with the description: 'Local Indicators of Climate Change Impacts (LICCI)'. The author is listed as Reyes Garcia, Victoria, 2023. The result includes a DOI link and a file icon.

Below the result, a snippet of text reads: 'This file contains the data used in the manuscript "Indigenous Peoples and local communities report ongoing and widespread climate change impacts on local social-ecological systems", by V. Reyes-García et al. Under review in Communications Earth & Environment. Data were collected...'

On the far left, a 'Publication Year' filter is visible with the following counts:

- 2023 (219)
- 2022 (202)
- 2021 (123)
- 2020 (8)

# 05. Let's talk about the CORA.RDR: Creation of the Dataset



**Create and deposit the dataset, then the Library will check it out before publishing it**



**So what should I do?**

✓ Keep in mind the **4 Steps to follow to publish research data on CORA.RDR:**

- 1. Prepare the data:** consult the [Checklist to publish in CORA.RDR](#)
- 2. Access CORA.RDR** through the UPF (via UNIFICAT)
- 3. Create and deposit your dataset:** describe it in as much detail as possible and remember that if it is in CORA.RDR, it is FAIR!
- 4. Request the curation and publication of the dataset**



Don't hesitate and ask any question, [contact us!](#)

# 05. Let's talk about the RDR: Dataset creation

## Some questions on how create and deposit a dataset (1/2)

### Fill out the Citation metadata Form



#### Authorship

Is information on the authors of the dataset complete? Identify authors with their ORCID



#### Title

What is meant by title? The title identifies and indicates what is expected of the data. If it matches the related article, the following will be added in the CORA.RDR: "Replication data for" in front.



#### Description

Can what the data deals with be understood? Is there any information on how the data was processed? Describe the purpose, nature and scope of the dataset.



#### Keywords

They are compulsory! If you don't have any, you can consult various databases in your field. We can advise you if you wish to use specialized vocabularies.



#### Grants

What grant number do I have? Look it up and write it down.

# 05. Let's talk about the CORA.RDR: The form

## Some questions on how to fill in the deposit form (1/2)

### Add the files



#### Files

Are the files in open access or standard format? Can they be opened properly? It is recommended not to exceed 100 Gb per dataset (10 Gb per file). In case the dataset takes up more space, please contact the Library.



Add the [README](#) file: see below for details!

### Dataset license



#### License

By default, a CC 1.0 license is displayed. Modify this in the 'Dataset Terms' tab by clicking on the drop-down menu and selecting the appropriate license. If you are not sure, the Library will explain it to you.

# 05. Let's talk about the RDR: the README file

## The README file **ESSENTIAL!**

The README file provides information on published research data in order to ensure its correct interpretation and reuse.

A **readme.txt** file must be created for each dataset and it should be deposited with the rest of the files.

### Minimum data:

- ✓ Dataset title, contact information
- ✓ Methodology
- ✓ Summary of data and files
- ✓ Specific information on data
- ✓ Conditions for reuse: we mean Creative Commons licences!
- ✓ The DOI (Digital Object Identifier).



We make it easy for you to prepare a README:  
Use the **templates (Catalan, Spanish and English)** in the [Management of research data Best practices / Readme.txt file](#) guide

# 06. Summing up



Create a Data Management Plan with [COR.A.eiNA.DMP](#)

During the project, follow the **best practices**: file naming, organisation...

Once you have finished your project, deposit the data in the repository chosen in the DMP and/or fill in the form on the [COR.A.RDR](#)

Don't hesitate to contact the **Library** for any queries!

# Need help? Ask us!



# Thank you!

Library and IT

Sources: Authors' own and [CORA.RDR user guide](#)

Images: [Storyset](#)

Icons: At [Flaticon](#) and [Iconpacks](#)

