



# DATA MANAGEMENT 101

## *Planning Checklist*

1. What type of data will be produced?
  - How will data be collected?
  - Will it be reproducible? What would happen if it got lost or became unusable later?
  - How much data will it be, and at what growth rate? How often will it change?
  - Are there tools or software needed to create/process/visualize the data?
  - Storage and backup strategy?
  
2. What standards will be used for documentation and metadata?
  - How to document data collection?
  - Is there good project and data documentation?
  - What directory and file naming convention will be used?
  - What project and data identifiers will be assigned?
  - Is there a community standard for data sharing/integration?
  
3. What steps will be taken to protect privacy, security, confidentiality, intellectual property or other rights?
  - Who controls it (e.g., PI, student, lab, University, funder)?
  - Any special privacy or security requirements (e.g., personal data, high-security data)?
  - Any embargo periods to uphold?
  
4. If you allow others to reuse your data, how will the data be accessed and shared?
  - Any sharing requirements (e.g., funder data sharing policy)?
  - Audience? Who will use it now? Who will use it later?
  - When will I publish it and where?
  - Tools/software needed to work with the data?
  
5. How will the data be archived for preservation and long-term access?
  - How long should it be retained (e.g., 3-5 years, 10-20 years, permanently)?
  - What file formats? Are they long-lived?
  - Are there data archives that my data is appropriate for (subject-based, institutional)?
  - Who will maintain my data for the long-term?

Source: University of Minnesota Libraries, Science & Engineering Library.



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## *Michigan State University Resources*

### *MSU Libraries & University Archives*

Research Data Management Guidance (<http://lib.msu.edu/rdmg>)

- Advising for data management plans
- Tools, tutorials, MSU Research Data Services catalog

### *Office of the Vice President for Research and Graduate Studies*

Data Management for Research (<http://vprgs.msu.edu/data-management-research-office-vice-president-research-and-graduate-studies>)

Research Integrity Officer

- Best practices for Research Data: Management, Control, and Access (<http://rio.msu.edu/research-data>)

Research & Scholarly Integrity

- Responsible Conduct of Research: Management of Research Data (<http://grad.msu.edu/researchintegrity/resources/management.aspx>)

Research Facilitation and Dissemination (<http://resfacil.msu.edu/>)

- Research Coffee Breaks and other workshops
- Research and Creative Activity Resources

### *Information Technology Services*

Research Resources (<http://tech.msu.edu/filter/research/research-resources/>)

- FileDepot file transfer service (<http://filedepot.msu.edu/>)
- Storage Solutions (<http://tech.msu.edu/storage/>)

Guidelines & Policies (<https://itservices.msu.edu/guidelines-policies/>)

### *Questions?*

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