

# Eurac Research RDM Roadmap

July 2021-December 2023



This RDM Roadmap is a living document that sets objectives and delivery targets for research data management services<sup>1</sup> in Eurac Research. The overall aim of research data management services is to ensure good data management practices in Eurac Research. This first RDM Roadmap draws on the RDM Assessment Survey, completed in 2019, and the SPARC Europe RDM service evaluation tool<sup>2</sup>, completed by the RDM Working Group in January 2021, as well as the knowledge and experience of the RDM Working Group members.

## **A. Strategy and Policy Development**

Actions needed to develop a common Eurac Research strategy for research data as well as a framework research data management policy that can be used by institutes and centers as a starting point for developing institute-level research data management policies if desired.

<b>OBJECTIVES</b>	<b>ACTIONS</b>	<b>MILESTONES/ DELIVERABLES</b>	<b>RESPONSIBLE PERSON(S)</b>	<b>TARGET YEAR (2021, 2022, 2023)</b>
1) Develop a research data strategy and a minimum-requirements research data management policy for Eurac Research.	Draft a strategy document  Consultation with the Head Office, institutes and centers, ICT, Legal Office  Finalize the strategy document  Approval of the strategy document by Verwaltungsrat	A draft document ready for consultations  A final document ready for presentation to the Verwaltungsrat  The approved document	RSO in consultation with the RDM WG	2023
2) Develop the Eurac Research RDM Roadmap for 2024-2026	Monitor the progress of the RDM Roadmap 2021-2023  Draft the RDM Roadmap 2024-2026  Consultation with institutes and centers  Finalize the RDM Roadmap 2024-2026.	Annual progress review report  A draft roadmap ready for consultation  The final Eurac Research RDM Roadmap 2024-26 published	RSO in consultation with the RDM WG	2021, 2022, 2023

<sup>1</sup> Research data services consist of services that support researchers through the research (data) lifecycle, including research data strategy and policy that shape the context in which the research takes place and the training and awareness raising that occurs within that context.

<sup>2</sup> <https://sparceurope.org/evaluate-your-rdm-offering/>

3) Maintain and strengthen Eurac Research profile in national and international networks focusing on RDM strategy and policy and its operationalization	Engage in and contribute to national and international networks around RDM	<p>Actively participate in RDM-related events organized by the EC, EOSC, RDA, FAIRsFAIR, etc.</p> <p>Report national and international events and developments back to Eurac Research management and RDM WG</p> <p>Present Eurac Research RDM-related activities in national and international networks (e.g. EARMA, RDA, EARTO, etc.)</p>	RSO with the participation of RDM WG members	2021, 2022, 2023
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## **B. Training and Awareness-Raising**

Training and awareness-raising actions that support a greater understanding of RDM themes and topics in Eurac Research and the achievement of objectives in other areas of the RDM Roadmap.

<b>OBJECTIVES</b>	<b>ACTIONS</b>	<b>MILESTONES/ DELIVERABLES</b>	<b>RESPONSIBLE PERSON(S)</b>	<b>TARGET YEAR (2021, 2022, 2023)</b>
1) Inform researchers about the latest developments in RDM. Keep researchers engaged and up-to-speed	<p>Monitoring RDM-related news and developments in the RDM/FAIR data community</p> <p>Communicating news and developments to Researchers using internal communication tools</p>	<p>At least fortnightly news, events, and resource announcements on Workplace (RDO)</p> <p>Institutes' internal communication</p>	RSO Data Stewards Data Champions Statistics Office	2021, 2022, 2023
2) Develop and maintain a section on the new Open Science website to include guides to RDM, best practices, etc.	<p>Secure the necessary space for RDM contents in the new website.</p> <p>Prepare the initial contents.</p> <p>Keep the RDM-related content on the website dynamic and up-to-date</p>	<p>Launch the RDM functional space at launch of the new website.</p> <p>2-3 new RDM-related blog posts/vlogs added to the website annually</p>	RSO	2021, 2022, 2023

<p>3) Create a Data Champions program to encourage peer-to-peer sharing and peer learning</p>	<p>Define data champions' profiles.</p> <p>Look for candidates.</p> <p>Engage data champions through regular programming for data champions</p> <p>Engage data champions through regular programming delivered by data champions to their peers</p>	<p>A report outlining the recruitment criteria</p> <p>Recruit champions from institutes and centers</p> <p>Quarterly best practice sharing events</p>	<p>RSO together with the RDM WG</p>	<p>2022, 2023</p>
<p>4) Develop a varied annual training program that supports an increase in knowledge among the researchers about RDM</p>	<p>Develop and monitor training offerings</p>	<p>An annual training schedule</p> <p>An annual monitoring report considering events, attendance, feedback</p>	<p>RSO, also in collaboration with Education and Training (Eurac Research)</p>	<p>2021, 2022, 2023</p>
	<p>Announce the RDM Roadmaps and its training program by offering a high-profile training event</p>	<p>Event: Training event with an external trainer</p>	<p>RSO</p>	<p>Early 2022</p>
	<p>Annual training on Data Management Plans [DMPs]</p>	<p>Event: Funder-mandated DMPs</p> <p>Event: training to early-career researchers on DMPs</p> <p>Events: discipline-specific clinics and peer-to-peer learning (e.g. SSH, biomedical sciences, natural sciences, engineering)</p>	<p>RSO</p> <p>Data stewards in institutes</p> <p>Data champions</p>	<p>2021, 2022, 2023</p>
	<p>Annual training events on FAIR data principles</p>	<p>Video: A primer to FAIR data (short-format video introduction)</p> <p>Events: Discipline-specific workshops: FAIRify your data</p>	<p>RSO</p> <p>Data stewards in institutes</p>	<p>2022, 2023</p>
	<p>Training around data protection and the management of personal data</p>	<p>Mandatory Basic Data Protection Online Course (Copernicus)</p> <p>Annual Refresher Course on specific topics in the field of data protection</p>	<p>Legal Office</p> <p>ICT</p>	<p>2021, 2022, 2023</p>

	Training around consent for data sharing and reuse	Institute-specific information exchange events  Training event for PhD students (in the context of PhD Roundtables)  Training event for ethics and AI	RSO Statistics Office Legal Office	2022, 2023
	Training around data documentation and generating metadata	Events: Discipline-specific lunch-time seminars around data documentation and metadata  Ad hoc: One-on-one training to researchers depositing data in internal repositories	RSO Repository managers Data stewards in institutes	2021, 2022, 2023
	Awareness raising and training around data classification in Eurac Research	Discipline-specific information events to researchers about choosing the right storage for data  Information events to team and project assistants about Eurac Research data classification guidelines	ICT RSO	2022, 2023

## C. Data Management Planning

Actions, tools, and support around planning activities that typically start before any research data is collected in a project and continue throughout the project implementation.

OBJECTIVES	ACTIONS	MILESTONES/ DELIVERABLES	RESPONSIBLE PERSON(S)	TARGET YEAR (2021, 2022, 2023)
1) Increase the number of projects in Eurac Research that develop a Data Management Plan [DMP]	Develop a repository of best practice DMPs	Establish an internal platform for the repository  c10 best-practice DMPs from different disciplines identified and included in the repository	RSO Data stewards Data champions Statistics Office	2022, 2023
	Facilitate peer-to-peer learning and experience exchange	Events: Discipline-specific clinics and peer-to-peer learning (e.g. SSH, biomedical sciences, natural sciences, engineering)	RSO Data Stewards Data Champions	2022, 2023

2) Clarify workflows related to Non-Disclosure Agreements and Data Access Agreements	<p>Awareness raising to researchers about the importance of NDAs/DAAs in research workflows</p> <p>Support-service coordination on how best approach and support researchers with NDAs/DAAs</p>	<p>Module on NDAs/DAAs integrated in training offerings on DMPs and FAIR data.</p> <p>Data stewards and data champions sensitized to the importance of NDAs/DAAs and the relevant workflows in Eurac Research.</p>	<p>Legal Office RSO Data Stewards Data Champions</p>	2022, 2023
3) Optimize workflows related to the Survey/Interview/Focus Groups Ticket system	<p>Awareness raising and support to researchers and team assistant about Eurac Research workflows regarding interviews/surveys/focus groups</p> <p>Support service coordination on how to approach and support researchers the best</p>	<p>Researchers and team assistants sensitized to the support available, why it is available, and the workflows regarding surveys/interviews/focus groups</p>	<p>Statics Office Legal Office Communication</p>	2021, 2022, 2023

## D. Active Data Management

Actions, tools, and support for acquiring, managing, and using data during a research project, and collaborating with internal and/or external partners.

OBJECTIVES	ACTIONS	MILESTONES/ DELIVERABLES	RESPONSIBLE PERSON(S)	TARGET YEAR (2021, 2022, 2023)
1) Define a Data Classification Schema for Eurac Research	Identify relevant data classes by looking at data security and preservation needs	<p>Define data classification based on storage used</p> <p>Document with description the available storage systems with definition of data classification, available space, backup, data retention and access policy</p> <p>Guidelines for researcher to select the right storage system based on the project requirements (retention, data security, access security).</p>	ICT	2021

<p>2) Perform a needs-analysis for tools facilitating data sharing and open collaboration with both internal and external partners; the analysis must cover all institutes and centers of Eurac Research</p>	<p>Assess the need for tools that aid and enable open collaboration and facilitate data sharing</p> <p>Scope out existing possibilities and costs of additional services.</p>	<p>Define requirements for data sharing and collaboration</p> <p>Market analysis of available tools</p> <p>Risk analysis for chosen/available tools for data sharing and open collaboration.</p> <p>Document that outlines the risks of the chosen tools provided to researchers</p> <p>Guideline for researchers which tools to use.</p>	<p>ICT Legal (in consultation with the RDM WG)</p>	<p>2022</p>
<p>3) Define storage capacity, optimize storage consumption (i.e avoid duplicates), and define investments for storage maintenance</p>	<p>Identify storage capacity needs</p> <p>Scope out yearly maintenance costs for available storage systems</p> <p>Scope out a billing model based on storage consumption</p>	<p>Document with description the available storage systems with available space, backup policy and costs per consumption</p>	<p>ICT</p>	<p>2021</p>
<p>4) Develop standardized workflows for informed consent in research projects involving human participants and the processing of personal data</p>	<p>Establish a GDPR-compliant internal personal data registry</p>	<p>Personal Data Registry operational</p>	<p>Legal Office ICT RSO Statistics Office</p>	<p>2021</p>
	<p>Develop guidelines for informed consent</p>	<p>Guidelines for informed consent in research involving human participants and the processing of personal data</p>	<p>Statistics Office RSO Legal Office</p>	<p>2022</p>
	<p>Develop a repository of best-practice ethics documentation in third-party funded projects</p>	<p>Establish the scope of the repository</p> <p>Select best-practice examples for the repository</p>	<p>RSO Statistics Office</p>	<p>2022</p>

## **E. Data Preservation and Discovery**

Actions, tools, and support for selecting, preparing, and depositing data for long-term archiving and ensuring the findability of the archived data

<b>OBJECTIVES</b>	<b>ACTIONS</b>	<b>MILESTONES/ DELIVERABLES</b>	<b>RESPONSIBLE PERSON(S)</b>	<b>TARGET YEAR (2021, 2022, 2023)</b>
1) Perform a needs-analysis for an institutional research data repository (NB! If data are already preserved in an existing in-house repository, the general Eurac Research repository should include metadata records in order to arrive at a common metadata catalogue for Eurac Research data for which either metadata or the data themselves are made available.)	<p>Canvas the current situation and future needs of different institutes and centers with regards to a repository for storing and sharing their data.</p> <p>Scope out possible internal and external solutions, including costs analysis.</p> <p>Gauge interest levels in the potential solutions across Eurac Research.</p>	<p>An interim report for the consultation with the institutes and centers.</p> <p>A final report to be presented to the Head Office.</p>	<p>RSO ICT</p>	<p>2023</p> <p>2023</p>
2) Introduce metadata and data documentation standards to Eurac Research	<p>Introduce the advantages of having well-structured metadata (i.e., quicker and more efficient search, sharing with other institutes and/or project partners) by means of internal seminar and/or with the support of external experts</p> <p>Identify the core set of standards for metadata and interoperability</p> <p>Identify metadata schemas to be adopted</p> <p>Identify metadata curators at Institute level</p> <p>Actions: those responsible for data must create the corresponding metadata</p>	<p>Deliverable: to have metadata for all data</p>	<p>The owner/producer of the data</p> <p>Repository managers</p>	<p>2023</p>



<p>3) Integrate DOI-minting in internal repositories (CSS, AlpEnv, IEO)</p>	<p>Investigate options for DOI minting for Eurac Research objects (requirements of institutes and the DOI provider, assess provider APIs for interoperability with Eurac Research repositories, cost analysis).</p> <p>Identify the necessary procedures to mint DOIs and operationalize them</p>	<p>Agreement with stakeholders on the most appropriate provider.</p> <p>Funding to pay for the service secured.</p> <p>Implementation task force established</p> <p>Membership with a DOI registration agency set up.</p> <p>Testing complete.</p> <p>Internal repositories minting DOIs.</p>	<p>DOI Working Group</p>	<p>2022</p>
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