

Data Support University of Helsinki

Dynamic DMP template from the University of Helsinki

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BASIC PRINCIPLES

- First and foremost, our dynamic DMP template is designed to be **user-friendly**
 - Rather than focusing on individual datasets, the template is **project-specific**
 - Only information that can be utilised in practice is requested
- The DMP reminds the user of mandatory things
 - The aim is **to prevent risks**
- A DMP does not replace other documents that are needed for research projects
 - The DMP **makes the user aware** of which other documents should be prepared
- The prototype of a template is made with REDCap survey web application

TESTING THE TEMPLATE

- To ensure that the template is user-friendly and to achieve our goals, we thoroughly tested it with both researchers and data management specialist
- User testing was organised using observation method
- We met with researchers and asked them to create a DMP using the test version of our template
 - Simultaneously, multiple Data Support team members observed the researchers' actions with the template
 - The observations were written down and, afterwards, all the necessary amendments to the template were made

THE STRUCTURE

1. Background information

2. General description of the data

- Is the research theoretical or not?
 - If the research is purely theoretical, DMP is not needed, since there is not expected to be data as such
- How is the integrity and accuracy of the project's research data ensured?

THE STRUCTURE

3. Ethical and legal compliance

- What legal and ethical issues are to be considered in project's research data management?
- Does the research use data originating from humans?
 - Researchers are reminded of the GDPR documents

4. Required agreements

- How will the right of use of the research data produced in the project will be agreed?
- What actions will be taken if the research project transfers or obtains data/material outside the University of Helsinki?

THE STRUCTURE

5. Documentation and metadata

- What kind of guidelines and practices the research has for documenting research data?

6. Storage and backup

- What kind of needs the project has regarding IT solutions?
- How are the sensitive parts of the project's research data protected?
- Who grants the rights to access the research material used in the project?

THE STRUCTURE

7. Opening, publishing, and archiving of data

- What datasets the research project will open, store for the verification period, and/or archive?
- Which data will be destroyed after the research project?

8. Responsibilities and resources

- How are the responsibilities shared regarding project's data management?
- What kind financial costs or personnel work are associated with the project's research data management?

9. Support request

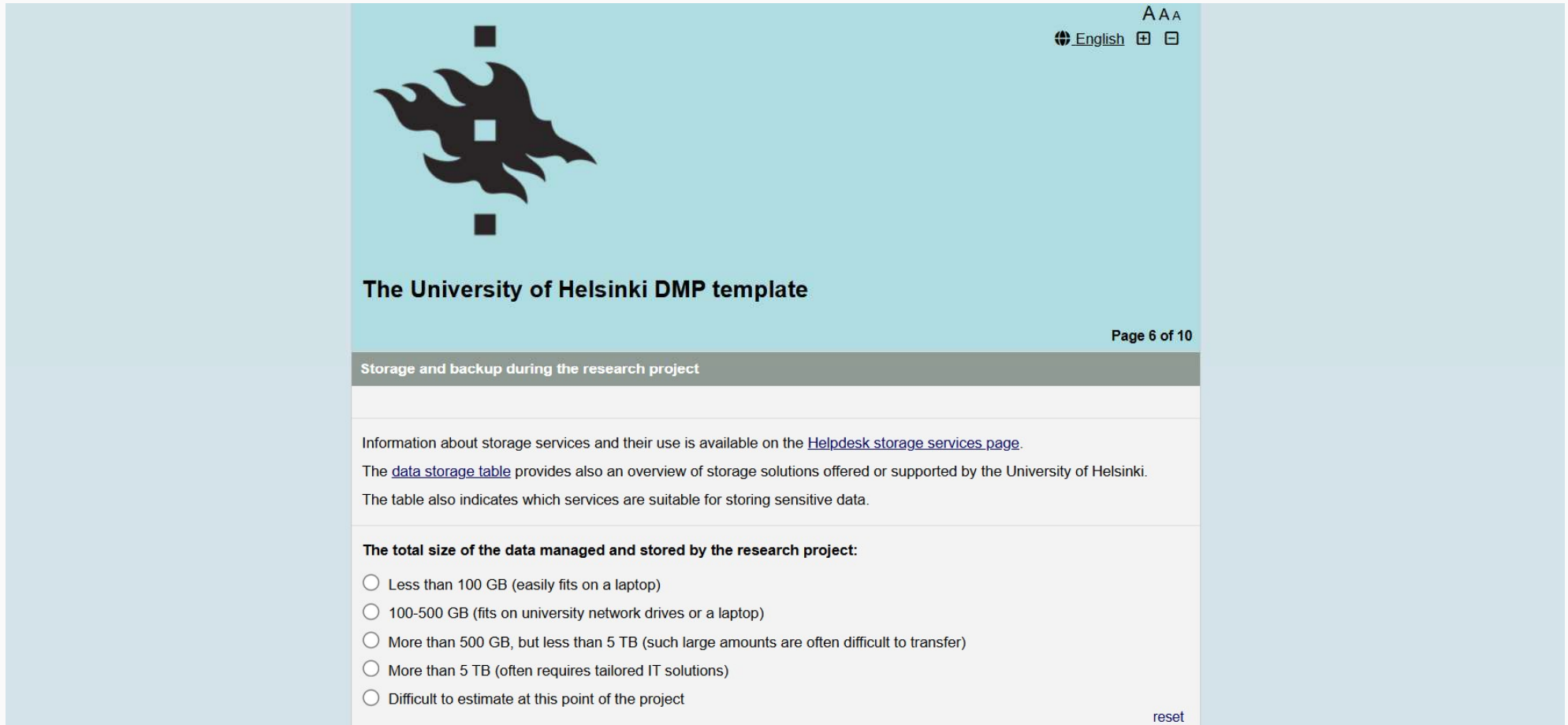
TEMPLATE FEATURES

- Most of the questions in the template are either check boxes or radio buttons
- The **template evolves based on the answers** given by the user
 - For example, if the user answers 'Yes' or 'Not yet determined' when asked about the usage of data originating from humans, more questions regarding the processing of personal information will be shown
 - In DMPOnline, answering in a certain way will result in some of the following questions being removed
 - When branching logic works by **adding more questions** (as in our template), it is possible to use this feature also with the multiple answer check boxes

TEMPLATE FEATURES

- We also incorporate so called **nested structure** in our dynamic template
 - When asked about the datasets to be opened, the user can add as many as they wish
 - This means that we have a set of questions in our template for each dataset, and users can answer these as many times as needed by simply clicking 'Add another dataset'
- Ideally, the template would also incorporate a feature that allows admins **to determine how each answer is printed in the final DMP document**, making the DMP easier to read for funders, for example
 - This is possible with REDCap, but we haven't had time to utilise the feature yet

See the template here: <https://redcap.link/dmp>



The University of Helsinki DMP template

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Storage and backup during the research project

Information about storage services and their use is available on the [Helpdesk storage services page](#).
The [data storage table](#) provides also an overview of storage solutions offered or supported by the University of Helsinki.
The table also indicates which services are suitable for storing sensitive data.

The total size of the data managed and stored by the research project:

- Less than 100 GB (easily fits on a laptop)
- 100-500 GB (fits on university network drives or a laptop)
- More than 500 GB, but less than 5 TB (such large amounts are often difficult to transfer)
- More than 5 TB (often requires tailored IT solutions)
- Difficult to estimate at this point of the project

reset

THANK YOU!