HANDOUTS FROM THE WORKING GROUP RESEARCH DATA MANAGEMENT

DFG PROPOSALS

Exposée

Wording example for RDM information in DFG proposals | Conditions of storing and publishing research results in DFG funded projects

Edited

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Please still direct inquiries regarding DFG applications and proposals in general to the Research Services.

Background

Guidelines and templates for submitting proposals in the various DFG funding programmes (German Research Foundation) have been updated in recent years. Consequently, the **handling of research data is becoming increasingly important and visible in the application and review process**. The handling of research data should no longer only be described in a separate section of the proposal template, but – depending on the funding programme – already in the presentation of the state of the art and especially in the work programme. Therefore, when planning your DFG application, you must comprehensively reflect on which research data you will **use or collect** and how you will **process it, secure it and make it available** for further research.

Concretely, when developing the work programme of your proposal, you have to describe in each work package or step how you will handle research data – according to subject-specific scientific standards and along the research data lifecycle. Depending on how detailed your explanations are at this point, in a separate section of the template – for the Individual Research Grant e.g. Section 2.4 "Handling of research data" – you outline or describe even more detailed all relevant work steps or packages in which quality assurance measures for research data management are important, always in referring to the work programme. Please keep in mind: A promising DFG proposal consists of cross-references and well demonstrated connections between the different proposal sections.

The following wording example in the context of an Individual Research Grant (*DFG-Sachbeihilfe*) is based on the DFG's checklist for information on research data management. Mentioned guidelines, standards, tools, methods, etc. are freely chosen and may not correspond to the standards of your discipline. Please make sure that your explanations on research data management are always sufficiently concrete and project-specific and pay attention to the respective scientific standards of your discipline. Further information, including subject-specific recommendations from the DFG's review boards or on funding for research data management, can be found on the DFG's website on research data management.

Example

2.4 Handling of research data
See DFG-template 53.01 – Formulation example for social, cultural, economic sciences, etc.

Guidelines & standards I. p. Reference to ethical or legal aspects that are particularly relevant to data collection or re-use	For the project-specific research data management, we refer to the research data policy of the University of Passau[1]. In addition, we are guided by the RatSWD handout "Research data management in small research projects", particularly on the aspects of pseudonymisation and anonymisation as well as on securing and archiving anonymised data (RatSWD 2023, RatSWD Output Series, 7th appointment period No. 3[2]; see also our comments on research ethics in sections 4.1.1 and 4.1.2).
Data description Types, volume Reference to the work programme	As already described in work package 1 (section 2.3), we were unable to identify any existing data sets that would allow us to coherently investigate the working hypotheses 1-3 and 5-7 (see section 2.2), which is why we will collect pseudonymised primary data as part of the project. The audio files created during the interviews will be recorded in .wav file format and, after transcription, in .txt format, as will the observation protocols and the entire data documentation. We estimate the volume of this raw data at ## GB.
Storage & Archiving Protection against manipulation by third parties and data loss	The raw data is stored with limited access exclusively for the PI and the project staff on the secure network drive of the chair at the University of Passau, which is intended for data with high protection requirements, and redundantly backed up at two other, access-restricted storage locations (LRZ Sync+Share and local drive). The data in the network drive is protected against data loss via an (automated) backup of our Centre for Information Technology and Media Services (ZIM). Pseudonymisation codes and later anonymisation codes as well as informed consents are encrypted and stored separately with exclusive access rights for the PI in the same way.

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[1] https://www.uni-passau.de/fileadmin/dokumente/forschung/forschungsdatenmanagement/230503_UP_Forschungsdaten-Policy_final.pdf

[2] https://www.konsortswd.de/publikation/fdm-in-kleinen-forschungsprojekten/

Used instruments/**software** with details of version and methods	The current version of MAXQDA software is used for the qualitative content analysis (see work package 3, section 2.3).
Re-Usability Archiving, dissemination, metadata standards, licensing	The processed, anonymised data will be archived in accordance with the FAIR principles in XML format on the basis of the DDI standard, including a data management plan and data documentation, at ### [storage system] (for 10 years) or made publicly accessible in the subject-specific repository ### with a retention period of ## years and a CC BY-NC-SA licence after completion of the project at the latest.
Responsibilities & Costs	We apply for the costs incurred for the latter point in section 5.1.2.5. The PI is responsible for research data management in the project and is supported by the project staff in the collection and preparation of data for re-use.

Additional Hints

- Use the DFG's checklist linked above!
- To date, no separate data management plan is required as an attachment to the DFG proposal.
- The costs for material resources and any additional personnel resources required can be applied for.
- In accordance with our research data policy, the retention period for research data is generally ten years from the publication of research results or – in the case of research results that have not (yet) been published –after completion of the respective research activity.
- The secure network drive of the chair intended for data with high protection requirements is the directory with the ending -S in your I-drive, see the information page of our ZIM. Always store your research data in this directory!
- The DFG expects research results, including research data, to be made publicly accessible as soon as possible, unless legal or ethics aspects prevent this.
- Licences should be chosen as open as possible and as restricted as necessary.
- For personal data, provided that it can be sufficiently anonymised and thus published, follow subject-specific standards and data protection regulations!
- In this context, please also check whether your research project requires a statement from the Ethics Committee. If this is the case, experience has shown that the statement is increasingly required at the time of application. Otherwise there may be delays in the review process. Therefore, please inform yourself at an early stage about any lead times that need to be considered when obtaining the statement.
- DDI is a metadata standard in the social and economic sciences/for interview data; alternatively, for example, QuDEx as a standard for qualitative research/interview data.

Links

- Further examples are provided by Otto-Friedrich-Universität Bamberg [PDF file; Content in German] and the Computer and Media Service of the Humboldt-Universität zu Berlin
- Example of CC Licences
- See also the handouts and information sheets from the Working Group Research Data Management