

Guidance data management section

The **green text** provides guidance in writing a data management section in your grant application. The template from NWO is taken as an example, but it might be useful for other grant applications as well.

1. Will data be collected or generated that are suitable for reuse?

Answer this question with YES or NO.

The VU encourages to publish your data for reuse. This increases the transparency of science, and speeds up scientific research.

However, open publication of data is not always possible. When your data includes personal or sensitive information, it is often not suited for publication and/or reuse.

2. Yes: Then answer questions 2 to 4 No: Then explain why the research will not result in reusable data or in data that cannot be stored or data that for other reasons are not relevant for reuse

In this question, please state for each data type in your study whether it is suitable for reuse or not.

Examples:

- a) **Interviews with managers.** Not suitable for reuse. The interviews will include personal data such as names and salaries. To protect the interviewees' privacy, I won't publish the interviews.
- b) **Reaction times in auction game.** Suitable for reuse. The data cannot be traced back to an individual.
- c) **Financial data from health insurance company.** Not suitable for reuse. We signed a data usage agreement with the company for this particular research project. Information on how the data is gathered will be discussed in the methods section of the resulting paper.
- d) **Questionnaires from Dutch and Belgian university students.** Suitable for reuse. The data cannot be traced back to an individual.
- e) **Length of traffic jams in Germany in May 2020.** Suitable for reuse.
- f) Etc.

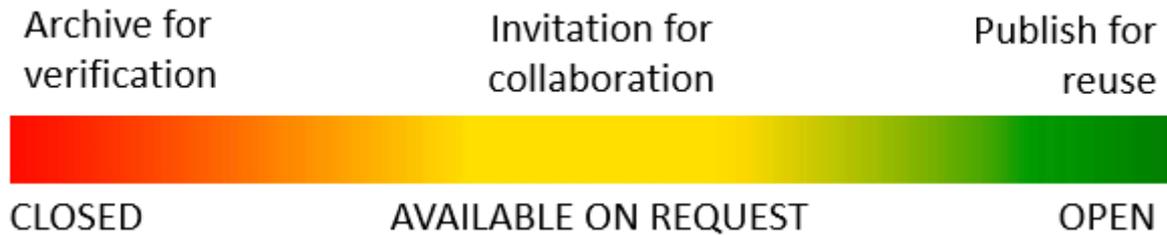
3. Where will the data be stored during the research?

SurfDrive and the VU-server (H-drive for personal use and G-drive for collaboration within VU) are often a good solution. In case of highly sensitive data, or large amounts of data, please contact rdm@vu.nl for advice.

Moreover, this [decision tree](#) might be helpful in answering this question.

4. After the project has been completed, how will the data be stored for the long-term and made available for the use by third parties? To whom will the data be accessible?

Scientific data should be stored for at least 10 years after publication of a paper. Long term storage can have various goals, ranging from archiving for verification to publishing for reuse. See the figure below.



The VU encourages to publish as open as possible. When this is not possible (e.g. due to privacy matters), you can make your data available on request, or you can archive your data solely for verification purposes.

Examples of possible long-term storage solutions are:

Archiving for verification: [DarkStor](#)

Available on request: e.g. [DataverseNL](#), [other repositories](#)

Publish for reuse: e.g. [DataverseNL](#), [Zenodo](#), [FigShare](#), [other repositories](#), at the journal of publication.

To increase findability of scientific data, the VU requires you to register your data in Pure (<https://research.vu.nl/> and log in to Pure at the bottom). Please find a manual for data registration [here](#).

5. Which facilities (ICT, (secure) archive, refrigerators or legal expertise) do you expect will be needed for the storage of data during the research and after the research? Are these available?*

The main considerations in answering this question are:

Do I expect very large amounts of data? Will I work with very sensitive data? If the answers are 'no', standard IT facilities will probably cover your needs. When in doubt, contact rdm@vu.nl.