

Research Data Management (RDM) Quick Start Guide

TU Wien has a Policy for RDM. Take a look how roles and responsibilities are defined

- [Policy for Research Data Management \(RDM\) at TU Wien](#)

Familiarise yourself with good scientific practice and research ethics at TU Wien

- [Code of Conduct – Rules to Ensure Good Scientific Practice](#)
- Reflect on the ethical issues and contact the [Service Unit of Responsible Research Practices](#) for funders' requirements and ethical review

Make a clear data management planning for your research

- Draft your data management plan (DMP): check our [DMP tool and guide](#)
- Understand [ownership](#) and rules for [licensing](#) your research output

Apply practical tips in [data organisation](#)

- Name files in a consistent and understandable way, for example: [Date]_[Run]_[SampleType], date format: YYYYMMDD
- Track changes made in research with version control, for example with [TUGitLab](#)

[Describe your data, its generation, and processing](#)

- So that it can be correctly interpreted, reproduced, and reused
- [Make a README](#)
- Use [metadata](#) and [disciplinary metadata standards](#)

Safely [store and share data](#) during the project

- Use secure and backed-up data storage with access control
- Ensure secure data sharing between partners for example by using [TUproCloud](#)

[Publish your data and preserve it for the long-term in dedicated data repositories](#)

- Find a [discipline specific repository](#) or use [TU Wien Research Data](#), the research data repository of TU Wien
- Use the TU Wien source code management system [TUGitLab](#). See also: [TUGitLab FAQ](#)

Consider data protection and security

- Consult [data protection at TU Wien](#) when collecting and processing personal data
- Use privacy-protecting tools, for example [LimeSurvey](#), to conduct online surveys
- Follow TU Wien's [guidance document on informed consent](#)
- Check [IT- security](#)

Integrate the [FAIR principles](#) into your research activities

- Publish data in dedicated [data repositories](#) and not on your personal or project websites. Make sure that published data can be cited and has a [persistent identifier](#)
- Use [file formats](#) broadly accepted in your community. Use open formats when possible, for example CSV instead of XLSX
- Make sure the structure and terms used to describe your data can be understood by others, either by using [controlled vocabularies](#) or by providing good [documentation](#)

Get familiar with RDM terms

- [Research data management glossary](#)

If you have any questions or would like to seek further advice, contact us:

research.data@tuwien.ac.at

<https://www.tuwien.at/en/researchdata>

