

Checklist concerning the development of a data management plan (DMP) for the SNSF

Version: August 2022

1. What do I have to consider when submitting a SNSF application??

A data management plan (DMP) must be submitted with each SNSF application. The SNSF provides a form ([template](#)) for the development of the DMP. The final report must state how and where the research data used or collected will be stored and made accessible.

2. What data will you be using and/or produce during your project?

Every scientific research project generates and makes use of research data. E.g. text, image and audio files, surveys, data resulting from observations and measurements. The following checklist does not apply to data that was already published or was otherwise made publicly available.

3. How should I organize and document my data during the research process?

In order for the data to remain comprehensible it is necessary to continuously describe the data during their collection and analysis: This includes consistent organizing (i.e. a good folder structure and file names) and archiving the tools used in producing the data (e.g. questionnaires), as well as describing the project and documenting all activities concerning the research data.

4. My research project will produce much research data – what now?

If your project is bound to produce a large amount of research data you should in any case early on establish a deliberate, sustainable concept regarding the management of the data. It is especially important to think of how to store data during and after the research project. In case of a very large number of data, please contact the respective IT department of your institution.

5. How should I store and preserve my data during the research project?

In order to guarantee the preservation of the research data during the entire research project, it is advisable to consider possible storage and backup solutions at the initial stage of the project. The solution chosen is particularly dependent upon the amount and content of research data supposedly to be developed during the research process. Personal data, for example, must be adequately protected from access by third parties.

6. To what ethical and legal guidelines do I need to conform?

The collection, use, storage and publication of data needs to be conform to ethical and legal guidelines and regulations: Personal and other sensitive data will likely have to be anonymized and protected against unauthorized access. All data should at all times be stored securely and according to ethical and legal standards.

7. What file formats should I choose for my research data?

The choice of the file format is essential, when it comes to long-term usability of research data. If possible, such choice should be made at the beginning of the research project. It is advisable to choose a format that allows for changes during the project without risking data loss. Additionally focus should be given to compatibility. To use rare and hardly supported software is not advised.

8. How can I archive and share my data at the end of the project?

Data, which can be published should be published on a repository suitable for research data. Please consider ethical and legal guidelines and regulations, which may require an anonymization or the termination of a retention period. In case a publication is not possible the data is to be archived on the university's servers. In any case a sustainable, long-term curation of the data is required.

9. Where can I publish my data?

It is recommended to publish the data on a subject-specific repository based on the FAIR principles. Of course, the data can also be published on the university's repository (LORY).

10. What are the FAIR principles and how do I comply with them?

FAIR means: **F**indable, **A**ccessible, **I**nteroperable, **R**eusable. Repositories following the FAIR principles will enhance the reusability of the data. This means, that the data will be findable on search engines along with their necessary documentation and licensing agreements as well as that the file formats will follow common standards providing for reuse. LORY is based on Zenodo, which complies with the FAIR principles.

11. Where can I get help?

The ZHB Lucerne is concerned with research data management. We would gladly like to be of your assistance. In case of any questions please contact: Dr. iur. Nadja Meyenhofer, forschungsdaten@zhbluzern.ch

12. Where can I find additional information on research data management?

www.unilu.ch > Research

www.zhbluzern.ch > Services > Research & Publish