

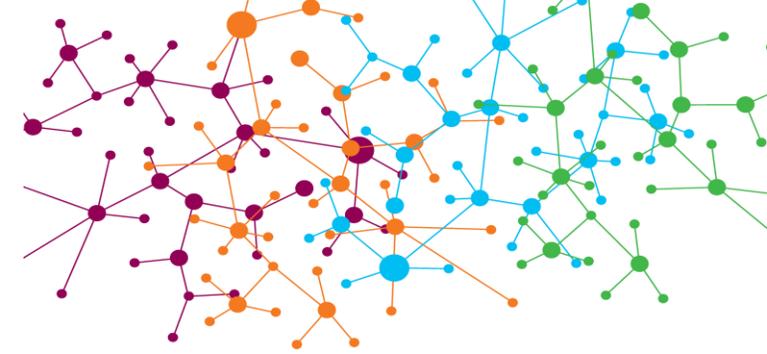
SCIENCE EUROPE  
PRACTICAL GUIDE TO  
THE INTERNATIONAL ALIGNMENT OF  
RESEARCH DATA MANAGEMENT

Extended Edition with DMP Evaluation Rubric

#RDMguide



# THE AIM OF THE GUIDE

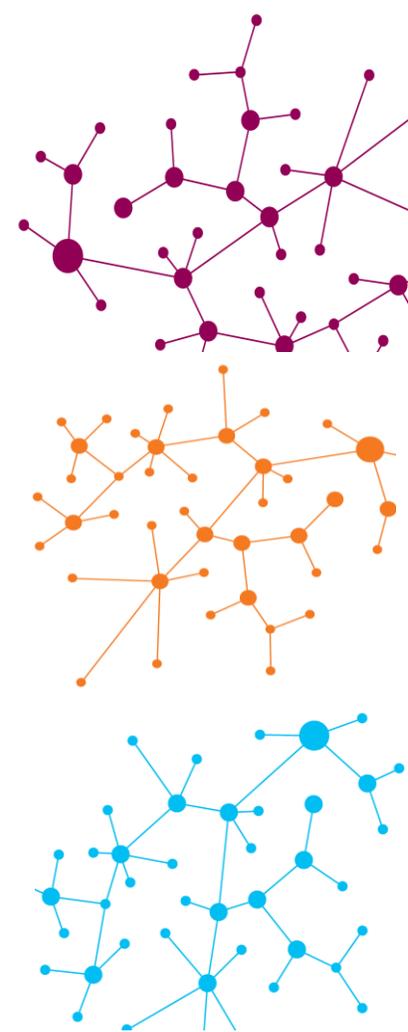


- Align research data management (RDM) policies and practices among research funding organisations, research performing organisations and other research stakeholders
  - to ensure that researchers do not have to adapt to varying requirements when changing home institutions, working with different funders or collaborating with researchers from other institutions
  - to make it easier for organisations to assess researchers' RDM activities as researchers follow the same approach
- Therefore: support
  - organisations to set up clear and aligned requirements
  - researchers with guidance on how to comply with these requirements

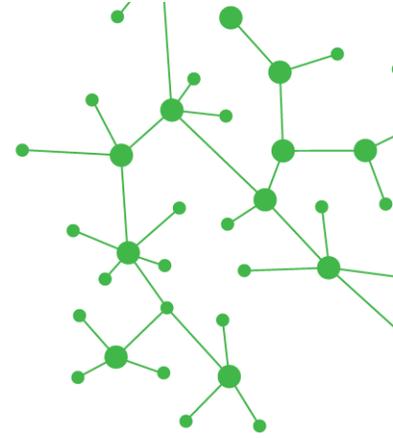
# THE FIRST EDITION (2019)

- Core Requirements for Research Data Management Plans
- Criteria for the Selection of Trustworthy Repositories
- Guidance for Researchers
  - Translating the Core Requirements into a DMP template
  - Guiding the Selection of Trustworthy Repositories

The first edition was quickly taken up by a number of organisations, referenced by the European Commission and used as training material in some universities.



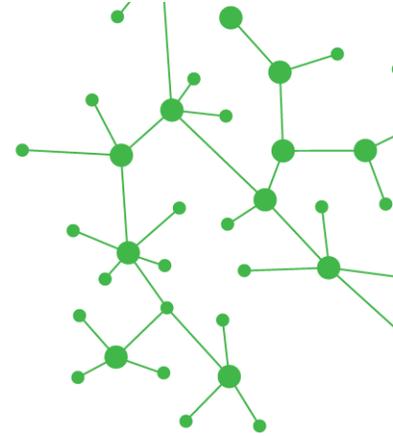
# THE EXTENSION: NEW DMP EVALUATION RUBRIC



- Following feedback received from various research stakeholders
- Objective: facilitate evaluation of DMPs and follow-up and provide feedback to researchers
- Target group: everyone who is called to evaluate a DMP, such as research officers, reviewers and institutional data managers
- As the entire Guide, the rubric is designed to ensure that research data are findable, accessible, interoperable and re-usable (FAIR)

# THE DMP EVALUATION RUBRIC

- 100% aligned with the other chapters of the Guide and provides additional context on the aspects to address

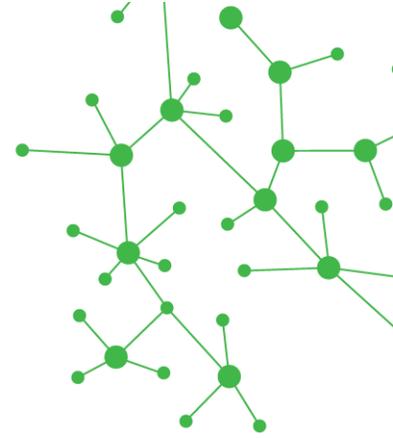


2 DOCUMENTATION AND DATA QUALITY		Sufficiently Addressed: The DMP...	Insufficiently Addressed: The DMP...
<p><b>2a</b></p> <p><b>What metadata and documentation (for example the methodology of data collection and way of organising data) will accompany the data?</b></p>	<ul style="list-style-type: none"> <li>Indicate which metadata will be provided to help others identify and discover the data.</li> <li>Indicate which metadata standards (for example DOI, TEI, EML, MARC, ChDO) will be used.</li> <li>Use community metadata standards where these are in place.</li> <li>Indicate how the data will be organised during the project, mentioning for example conversions, version control, and folder structures. Consistent, well-ordered research data will be easier to find, understand, and re-use.</li> <li>Consider what other documentation is needed to enable re-use. This may include information on the methodology used to collect the data, analytical and procedural information, definitions of variables, units of measurement, and so on.</li> <li>Consider how this information will be captured and where it will be recorded for example in a database with links to each item, a 'readme' text file, file headers, code books, or lab notebooks.</li> </ul>	<ul style="list-style-type: none"> <li>Clearly outlines the metadata that will accompany the data, with reference to good practice in the community (e.g. metadata standards where they exist).</li> <li>Clearly outlines the documentation needed to enable data re-use, stating where the information will be recorded (e.g. a database with links to each item, a 'readme' text file, file headers, code books, or lab notebooks).</li> <li>Indicates how the data will be organised during the project, e.g. naming conventions, version control strategy and folder structures.</li> </ul>	<ul style="list-style-type: none"> <li>Provides little or no details on metadata that will accompany the data.</li> <li>Provides no information, or only a very vague mention of documentation, without providing any detail or expansion.</li> </ul>
<p><b>2b</b></p> <p><b>What data quality control measures will be used?</b></p>	<ul style="list-style-type: none"> <li>Explain how the consistency and quality of data collection will be controlled and documented. This may include processes such as calibration, repeated samples or measurements, standardized data capture, data entry validation, comparison of data, or comparison with</li> </ul>	<ul style="list-style-type: none"> <li>Clearly describes the approach taken to ensure and document quality control in the collection of data during the lifetime of a project.</li> </ul>	<ul style="list-style-type: none"> <li>Provides no information or only a vague mention on how data quality is controlled and documented during the lifetime of the project.</li> </ul>

Two Performance levels

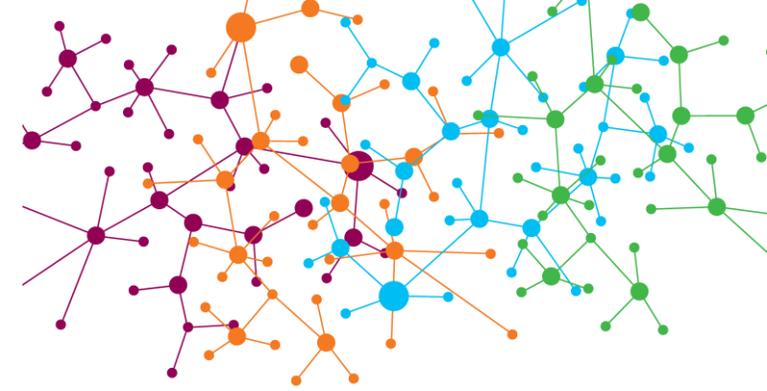
# USE OF THE RUBRIC

- Should not be used as a tick-box exercise, but encourage comments and feedback to researchers
- DMPs are reviewed at different stages of the research project lifecycle, depending on institutional policies.
  - Rubric can be used each time a DMP is reviewed.
  - Reviewers must keep in mind that a DMP is a living document and the level of detail provided in a DMP might vary depending on which version is being assessed.



# ADAPTABILITY

- The different elements of the Guide provide the basis for aligned RDM policies and practices,
- while leaving flexibility for organisations to accommodate legislative frameworks, institutional circumstances, or disciplinary requirements.
- The different elements of this guide can and should be adapted accordingly.
- These changes should be referred to in the institutional policies, in the guidance for researchers and in the guidance for DMP reviewers.
- To allow for easy adaption of the Guide to institutional or disciplinary requirements, all elements of the Guide are available as adaptable word templates at [scieur.org/rdm](https://scieur.org/rdm).



## Adaptable templates for organisational or disciplinary use

The different elements of the guide should be considered minimum requirement that can be amended to accommodate institutional or disciplinary policies and practices. Organisations and disciplines can use the following templates (in .docx format) to adapt the basic framework to their needs:

### Guidance for Organisations

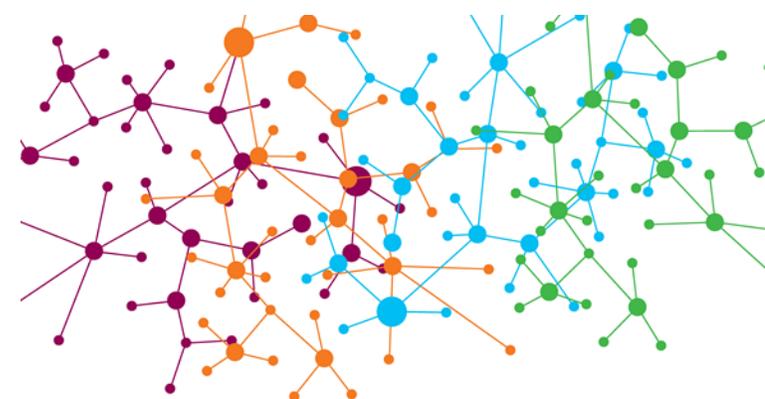
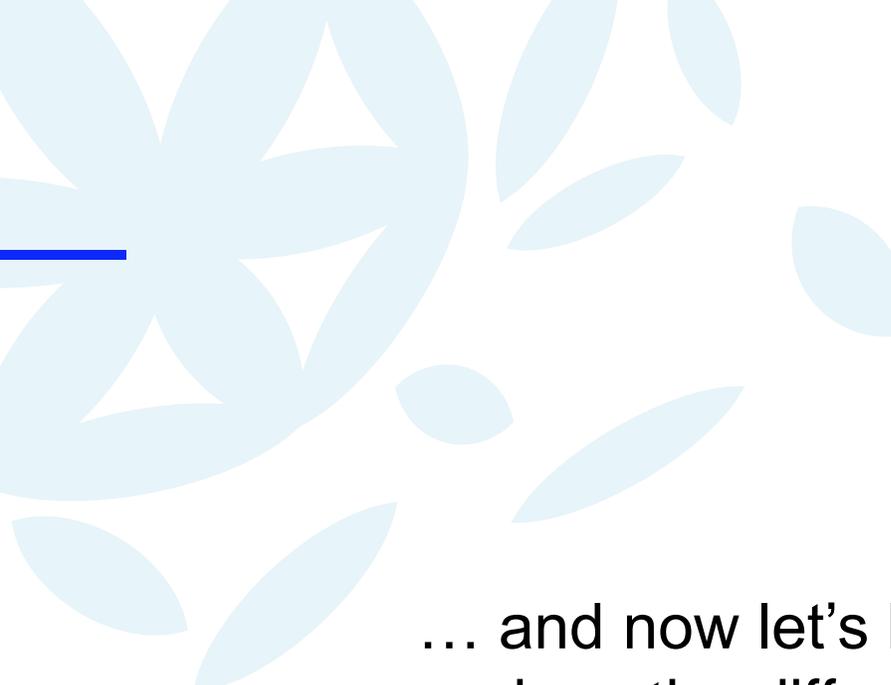
- [Core Requirements for Data Management Plans](#)
- [Criteria for the Selection of Trustworthy Repositories](#)

### Guidance for Researchers

- [Template for Data Management Plans](#)
- [Guiding the Selection a Trustworthy Repository](#)

### Guidance for Reviewers

- [Template for a Data Management Plan Evaluation Rubric](#)



... and now let's look a bit more in detail  
how the different elements of the Guide were  
developed, implemented and used...