# Introduction to
# Research Data Management
# for Social Scientists

October 22, 2015

University of Tartu Library

| 09.15–10.30 | **Research Data Management, Data Discovery and Collection** |
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*Astrid Recker*

Session 1 provides an *overview of the workshop* and introduces the instructors and participants with their current research projects. After defining research data management and the data management plan (DMP), we briefly discuss challenges existing at various stages of the research data lifecycle. We then start focusing on the aspects of *data discovery and collection.*

| 10.30–10.45 | *Coffee break* |
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| 10.45–12.30 | **Data Handling: Documentation, Organization, and Storage** |
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*Sebastian Netscher*

Session 2 focuses on key components of *data documentation*, presenting ways and tools to create appropriate metadata to ensure that data remains understandable for primary researchers and potential secondary users. We then discuss ways to *manage folders and files* within a research project as well as strategies to *protect data* from accidental loss and unauthorized access and manipulation.

| 12.30–13.30 | *Lunch break* |
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| 13.30–15.15 | **Research Ethics and Legal Compliance** |
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*Sebastian Netscher*

Session 3 focuses on research ethics and legal compliance in research data management. It investigates the need to obtain *informed consent* form survey participants and summarizes its major elements. In addition, the section introduces *Intellectual Property Rights*, the reuse of data created by others as well as the advantage of licenses.

| 15.15–15.30 | *Coffee Break* |
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| 15.30–16.30 | **Data Sharing and Long–Term Preservation** |
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*Astrid Recker*

Session 4 examines the *role of data archives* in the research process and gives a brief overview of the different practical steps researchers should take as they prepare to submit data to an archive. We discuss different degrees of openness and persistence in relation to *data sharing and preservation.*

| 16.30–17.00 | **Wrap–Up** |
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*Astrid Recker & Sebastian Netscher*

The final session allows participants to ask *questions* and discuss any *problems that remained unanswered* in the previous sessions.