



EMDESK

Project and Work Management Solutions.

FOCUS ON RESEARCH. DRIVE INNOVATION.





LIVE WEBINAR

EXPERT SESSION

EM Guidelines for data management

MAY 28, 2020 14:00 - 15:00 (+30 MIN Q&A)

COVID-19 Information:

We want to do our part to help project managers and their team to continue collaborating efficiently during the COVID-19 crisis with 60 days free period of use and reduced prices by 30%.

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In this webinar Gabriella Lovasz and Frosina Ilievska, experts at Europa Media will give you some tips how to start a data management plan development.

Today's topics:

- What to consider, what to include, how to fulfil the FAIR principles.
- Approach the topic from a practical project management perspective.

If you are an expert in data management, join and discuss your view on EU research projects.

This webinar is presented by EMDESK in cooperation with Europa Media Trainings.

EMDESK is a project and work management solution for research and innovation projects.

It helps large teams across organizations to organize and collaborate in EU funded projects while keeping maximum control and transparency.



HIGH DATA SECURITY
(AES256)



FULL PROJECT
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HOSTED IN GERMANY



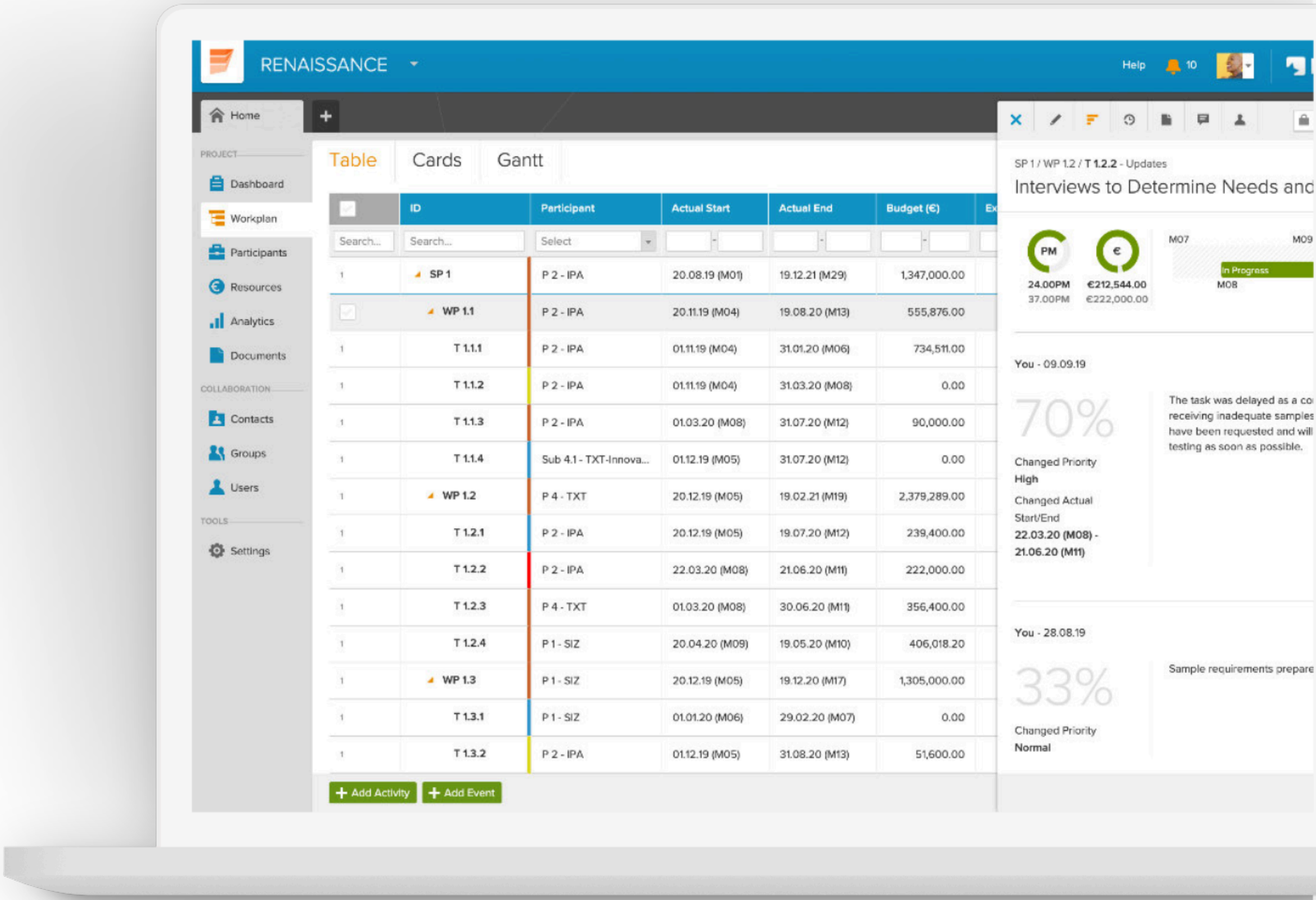
GDPR COMLIANT



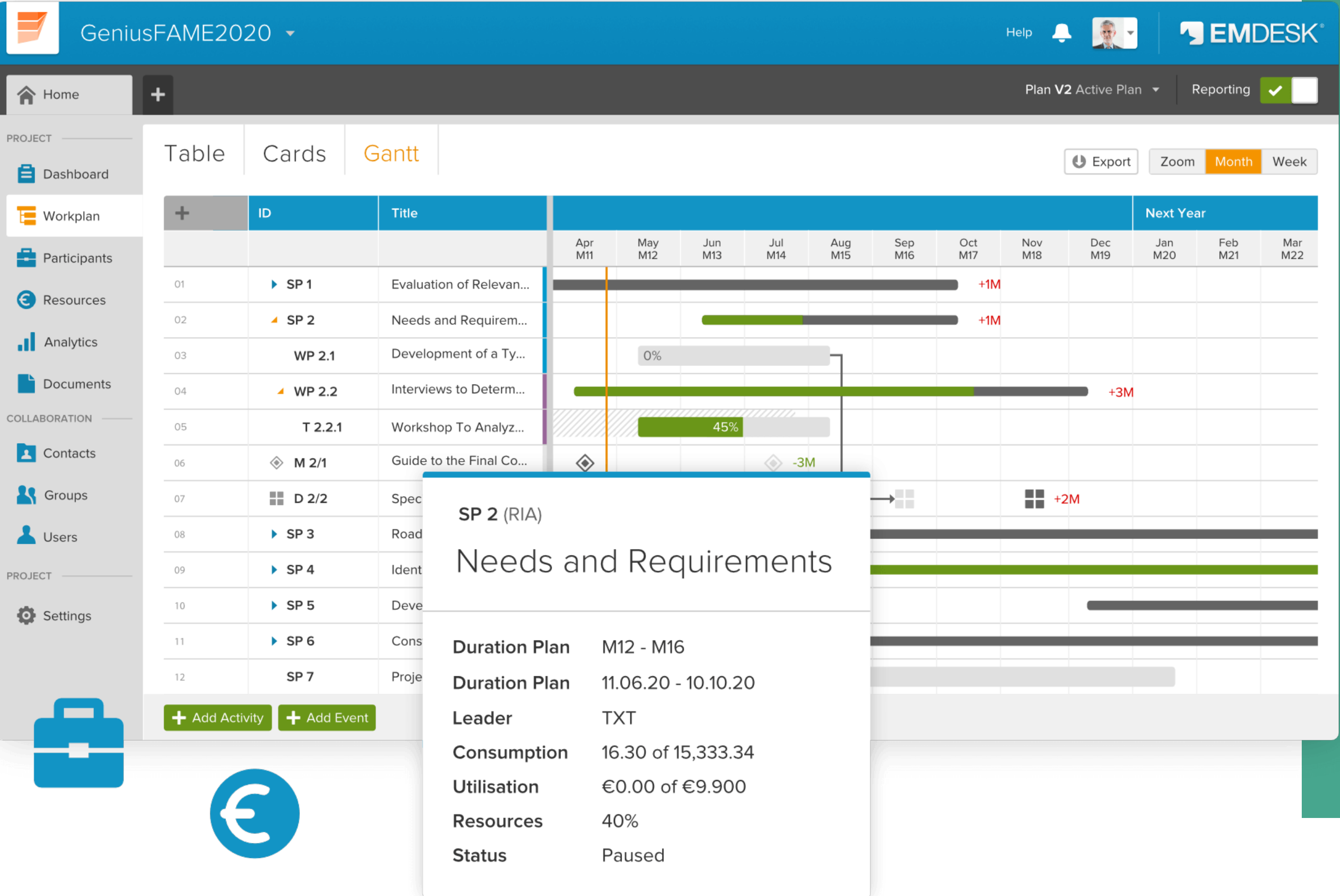
ALL IN ONE
SOLUTION



EU PROJECT
COMPLIANCE (H2020)

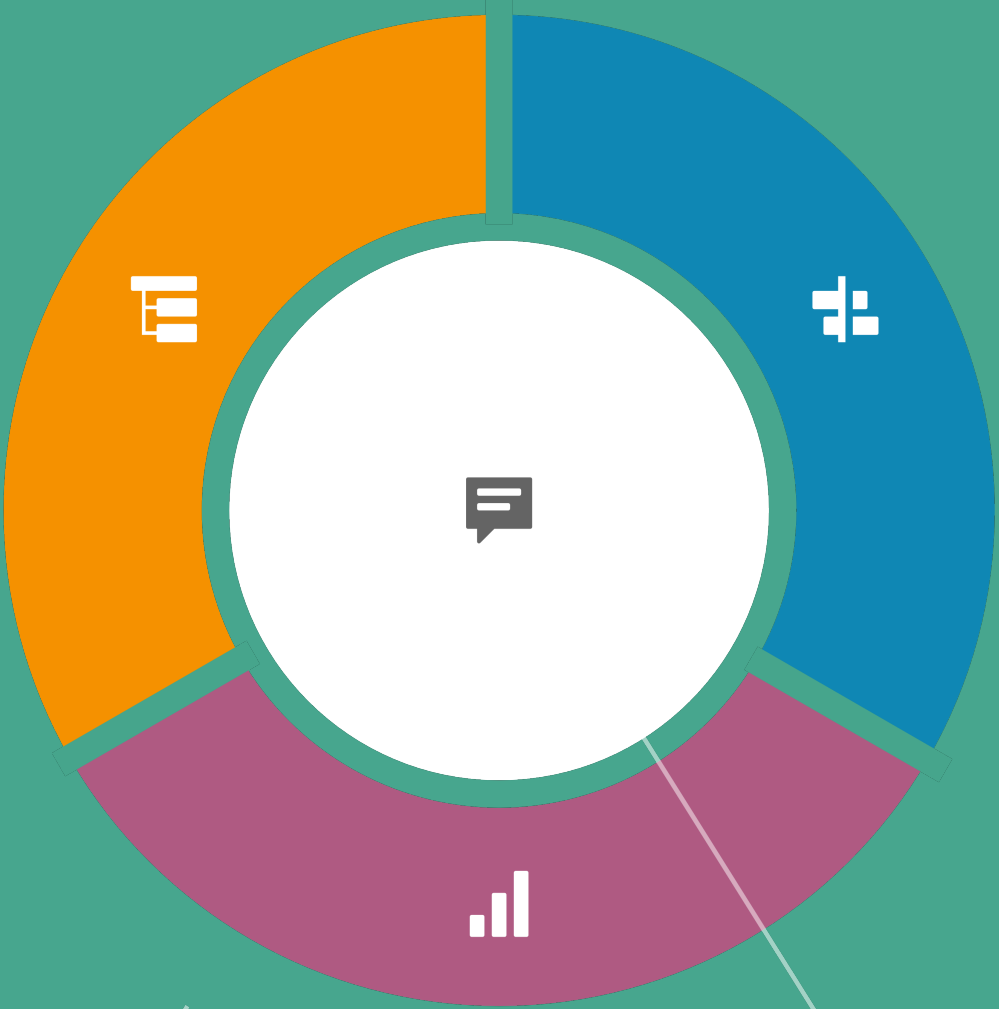


An all-in-one solution for the entire lifecycle of projects of any scale and complexity with the flexibility to customize to specific needs.



Plan & Organize
Design and budget
projects of any scale

Execute & Report
Gain control by building
reports that matter



Control & Analyse
Take control with
power analytics

Collaborate & Communicate
Increase productivity with
efficient communication

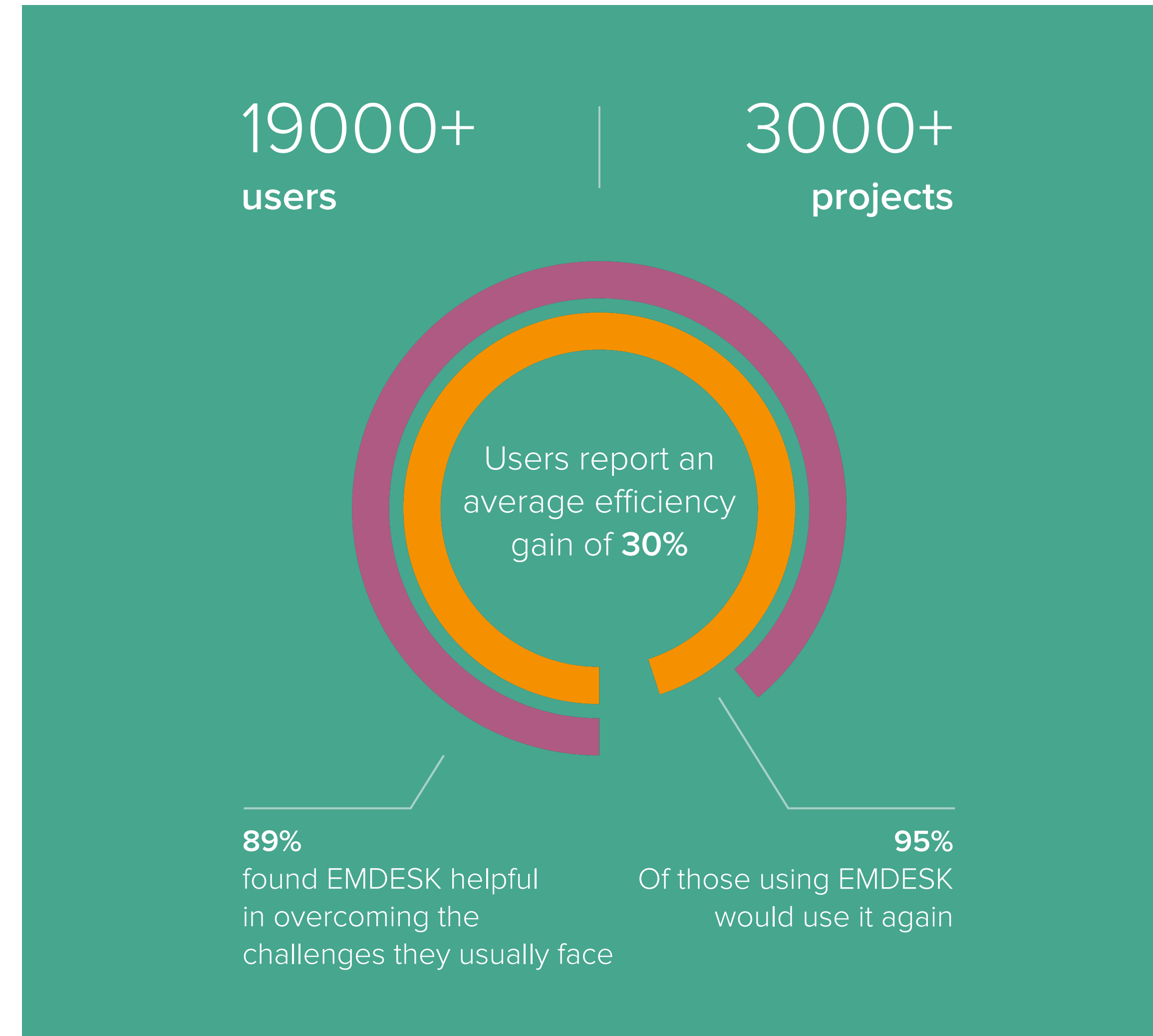
EMDESK - From planning, controlling, reporting, and collaboration. One stop solution you need to work more efficiently with others in real-time.

- Leading project and work management solution for H2020 projects
- Our customers report an increase in efficiency of more than 30%
- Trusted by 20.000+ users in 3.000+ projects worldwide since 2008
- from small to billion Euro projects involving 150+ organizations (like EU flagships HBP and Graphene)



“Combining a personal service with flexibility and solution-oriented thinking, EMDESK is a highly reliable solution that helps us to manage and monitor all our project activities efficiently.”

Dr. Katarina Boustedt
Head of Administration of the EU FET Graphene Flagship at Chalmers University of Technology



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EM TRAININGS

in collaboration with



present...





**Europa Media/EMDESK
webinar**

EM Guidelines for data management

Speakers:

Gabriella Lovász & Frosina Ilievska

14:00 – 15:30 CET // 28 May 2020

Welcome!

- 14:00– 15:00 | Presentation
- 15:00 – 15:30 | Q&A session



SPEAKERS

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CONTENT

1. Publishing an article
 1. Access and costs
2. Data Management
 1. Concept, costs, planning
3. Data for everyone
 1. FAIR principles and ethics



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Publishing an article

Open, open, open!

Horizon 2020

- Open access to **research results, research data**
- **Data management plan**
- **Security** (open as much as possible, closed as much as necessary)
- See the [Guidelines on Open Access to Scientific Publications and Research Data](#) and/or the [Guidelines on data management](#)



Publish an article or paper (1)

What to give access to

Get your latest publication



Deposit your published version or final peer-reviewed manuscript (accepted for publication) in a **repository for scientific publications**



Also deposit the **research data** which was needed to validate the results presented in the deposited scientific publication



Publish an article or paper (2)

Timeframe

When should you guarantee open access to the deposited publication via the repository?

- **on publication** (gold way / open access journal)
- within **six months** of publication in any other case
- except for publications in the Social Sciences and Humanities journals, where it can be **twelve months**



Publish an article or paper (3)

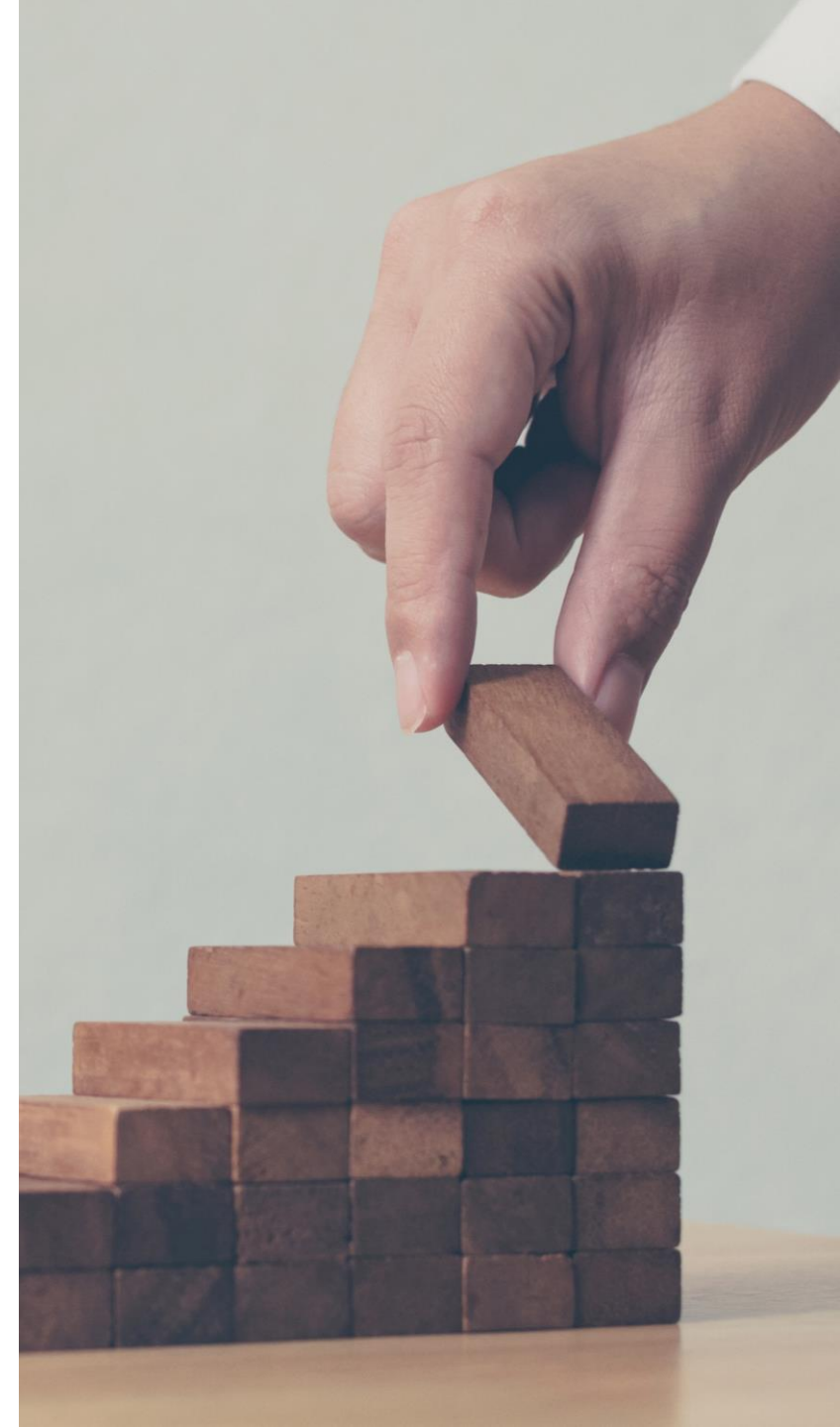
Ensuring access to metadata

You need to ensure open access to the descriptive metadata which identify the deposited publication.

This metadata must be in a **standard format**.

It **must include** all of the following:

- the words ["European Union (EU)" and "Horizon 2020"]
- the name of the project, acronym and grant number
- the publication date, and length of embargo period if applicable and
- a persistent identifier (like DOI for objects and ORCIDs for people).



Giving access to an article or paper

Knowing your publisher's policy

How to know which version you should upload?

You need to check your **publisher's policy** and to see if an **embargo period** applies, check [the Sherpa/Romeo database](#).

What if the publisher's policy differs from the Horizon 2020 requirements?

Then contact the publisher! You need to inform the publisher of the open access requirements, and ask for an exception to the publisher's policy to enable you to meet those requirements.

It is important to obtain this permission in writing.

Use a [Template letter \(.pdf\)](#) provided by the European Commission when writing to the publisher asking for an amendment to your publishing agreement.



Costs of publication (1 / 2)



Costs of publication (2 / 2)

how the budget is calculated

The Budget for Publications = Average APC x number of publications.

Methods to calculate it:

- **Method 1:** Average APC based on list of journals used by the consortium (look up prices at publisher website and/or consult a librarian).
- **Method 2:** Average APC based on general market figures.

Björk & Solomon (2014) estimated the average price of Article Processing Charges (APC) for established OA journals at ca. 1,020 EUR and for hybrid journals (subscription journal with OA option for individual articles) at ca. 1,980 EUR. More recently, the Open APC initiative, that releases datasets on fees paid for OA journal articles by universities and research institutions under an open database license in Github, [estimates the average payment for fully OA journals at 1,484 EUR, whereas for hybrid journals the average fee is 2,492 EUR.](#)

Guides

Some much needed platforms

- **OpenAIRE guide:**

Guiding you in Open Science <https://www.openaire.eu/guides>

- **GitHub:**

The best way to build and ship software.

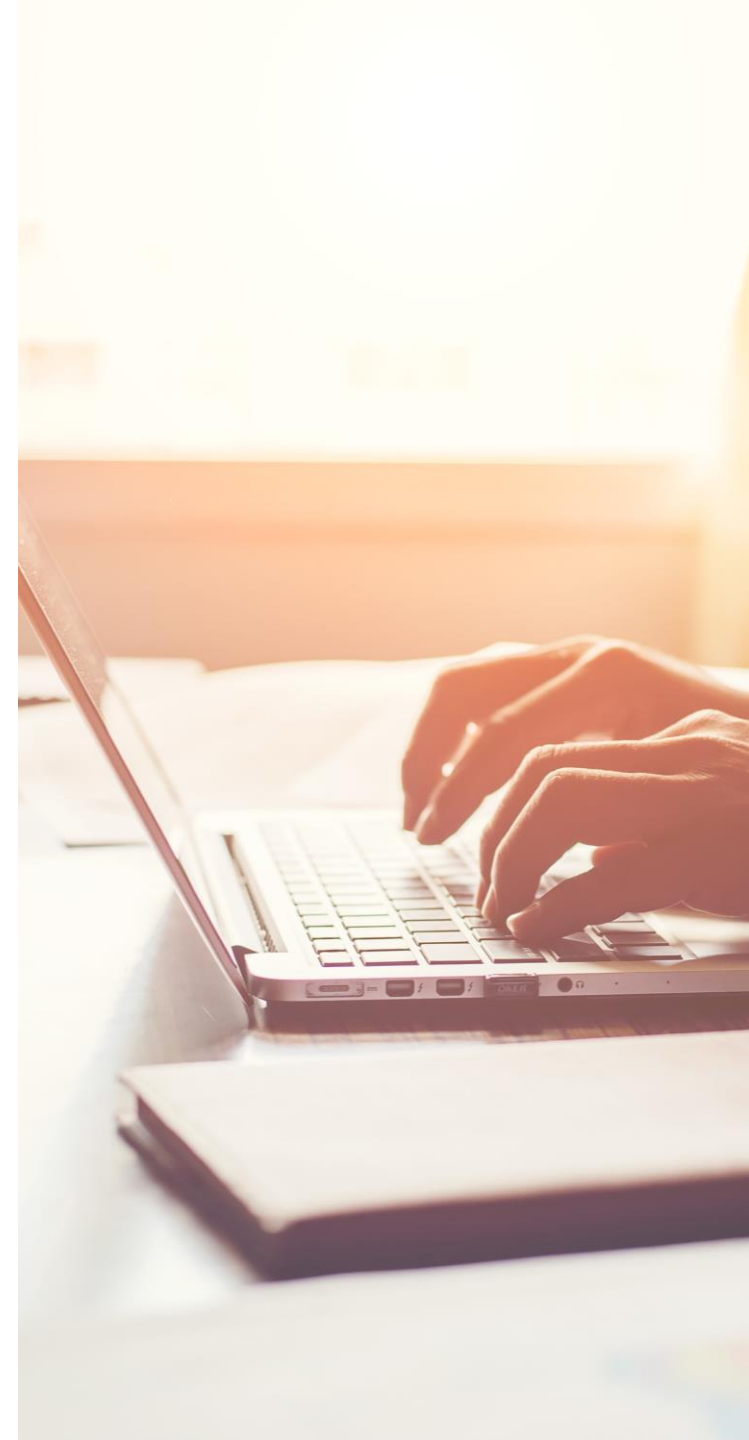
Powerful collaboration, code review, and code management for open source and private projects.

<https://guides.github.com/>

- **Choosing a License:**

An open source license protects contributors and users. Businesses and savvy developers won't touch a project without this protection.

<https://choosealicense.com/>





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Data management

Data Management

Understanding the concept

- **Data:** content generated in your project such as, raw data, publications, documentations (reports, lab procedure), research data, events (workshops, webinars) or anything that can be used to support the integrity of the results and reproduce the research
- **Research data:** data created in a digital form (born digital) or converted to a digital form (digitized); research data are collected, observed or created for the purposes of analysis to produce and validate original research results
- **Data management** refers to all aspects of creating, housing, delivering, maintaining, and archiving and preserving data. It is one of the essential areas of responsible conduct of research - continuously maintained and kept up-to-date.



Costs

- Costs are eligible for management and publication under H2020 - they must be calculated at proposal stage.
- Consider the following when you calculate your data management costs:
 - Responsible staff for implementation of DMP
 - Hardware and software
 - Charges to data repositories
 - Journal publication

Data Management

Questions you need to ask yourself

- **What research data** you will be creating or collecting?
- **Who will be responsible** for each aspect of the management plan you are developing?
- **What policies** (funding, institutional, and legal) will apply to your data?
- **How will the data be organized** (folder structures, file naming conventions, file versioning)?
- **How will the data be documented** during the collection and analysis phase of your research?
- **What data management practices** (backups, storage, access control, archiving) will you use to store & secure your data?
- **What facilities and what equipment will be required** (hard-disk space, backup server, and repository)?
- **Who will have ownership** and access rights to your data?
- **How the data will be preserved** and made available in the long term, once your research is completed?

Useful links: [DMPonline](#)



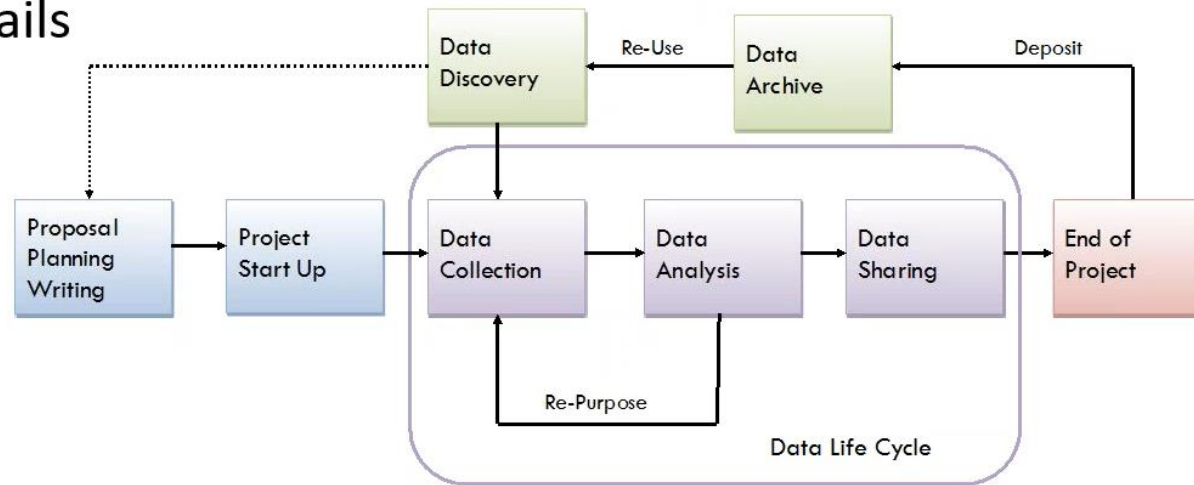
Planning Research Data Management (RDM)

- Who plans the RDM?
Researchers and project members, their DMPs and Data Protection Officers
- They should handle the following:
 - Collection/creation
 - Documentation
 - Storage
 - Security
- What additional resources are needed?
 - Training
 - Data repository fees
 - Hardware/software



Managing Data in the Research Life Cycle

- Choosing file formats
- File organization & naming conventions
- Version control
- Document all project/file details
- Access control & security
- Backup & storage
- File format conversions
- Sharing and preservation





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Data for everyone

FAIR principles

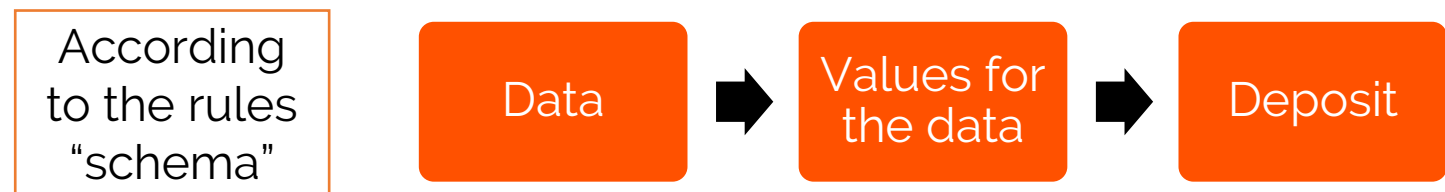
- **Findable**
 - Persistent identification, registered metadata
- **Accessible**
 - deposited in publicly accessible data repositories
- **Interoperable**
 - use standardised vocabularies and formats
- **Re-usable**
 - have clear licensing and use accepted community standards



Making data findable

- Persistent identifier (PID) – long lasting reference to a digital source
- Digital object identifiers (DOIs)- digital identifiers of a digital of physical object.
- And many more
- You need to have **rich metadata** (descriptive, administrative and structural). Visit: [Dublin Core metadata generator](#).
- Naming conventions according to discipline.
- Versioning

Basic structure of metadata



Making data accessible

- “As Open as Possible, As Closed as Necessary”
([H2020 AGA Annotated Model Grant Agreement](#)).
- Data should be easily retrievable online
- Secured
- Stored safely
- It has restrictions/license for usage



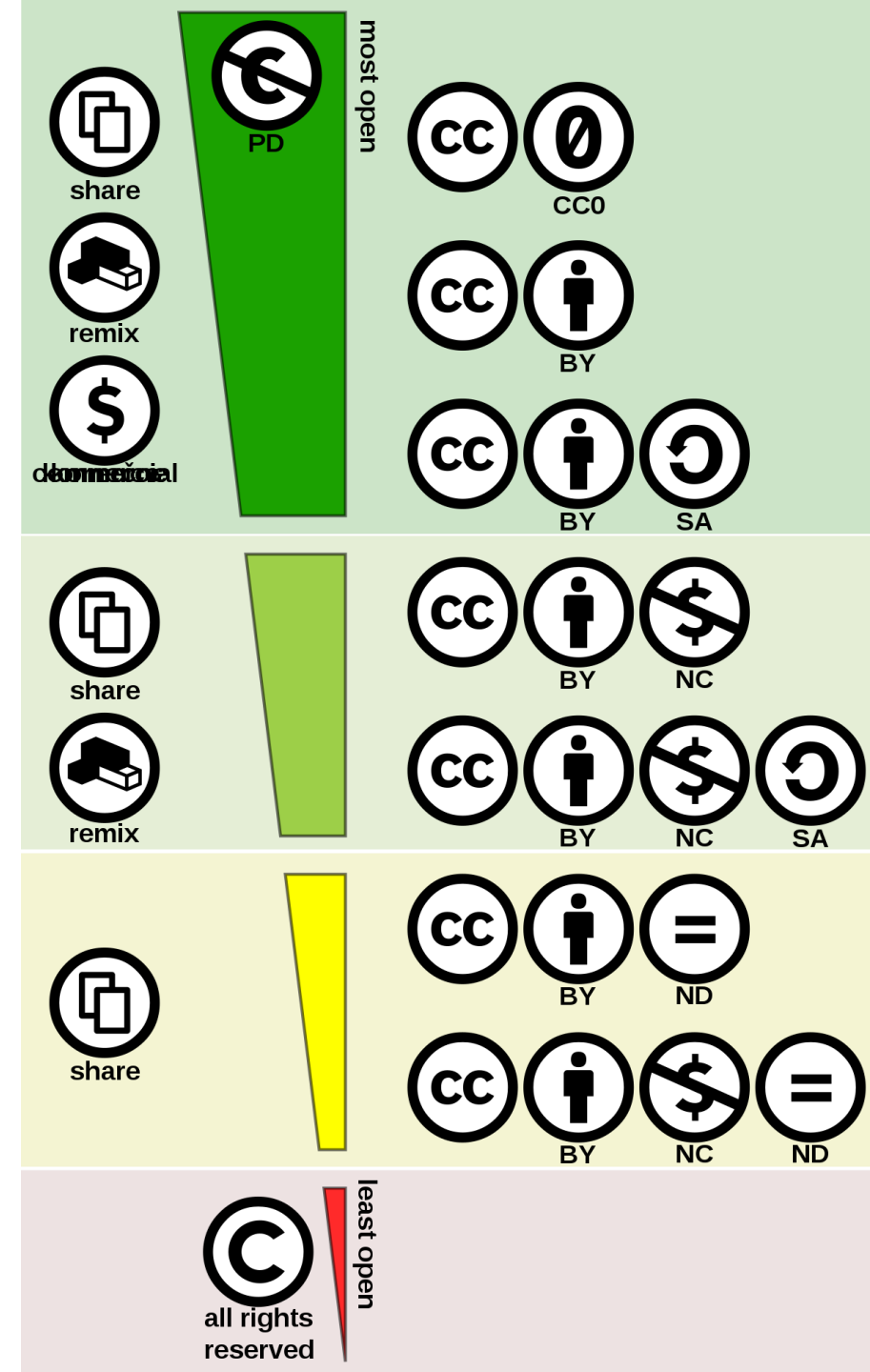
Making data interoperable

- Ensuring that your data can be used between different systems and technologies.
- This can be done by:
 - Common formats and standards
 - Discipline standard vocabulary



Making data re-usable

- Well-documented:
 - guidelines on types of data, definitions of categories, naming, versioning etc.
- Licensing:
 - look into Creative Commons licenses



Sharing

Data Publication and preservation

Data should be published in the following formats:

- discipline-specific data archives/centres or repositories
 - Life science Europe PMC (by EMBL-EBI)
 - ArXiv.org (physics, mathematics, computer science, quantitative biology, quantitative finance, statistics, electrical engineering and systems science, and economics – by Cornell University)
 - Look at <http://re3data.org/>
- generic repositories such as Zenodo (by CERN and OpenAIRE)
- platforms like Open Science Framework (<https://osf.io/>)
- a data supplement in a journal
- a data journal

Also consider **data types and formats**

Metadata (capturing, creation, management, standards)



Access options

different levels of openness & their importance

What access levels are there?

- open to everyone (public use file)
- embargo (accessible after a certain date/period)
- limited user group (only registered users, campus use files etc.)
- on request
- closed (on-site-use/access only; data centres)

What is it important for?

- Proposals
- Consortium Agreement
- Joint ownership agreements e.g.



Ethical issues

Horizon 2020

- Management and risk assessment
- Research with humans
- Protection of Personal data
- Recruitment
- Informed consent
- Third countries involved
- Misuse



Ethical issues

Data management

- Ethical and privacy issues regarding sharing data
- Organisation's ethical and data protection policies
- Confidential or sensitive information (written consent)
- Do data need to be anonymized?
- Secure storage and transfer of sensitive data

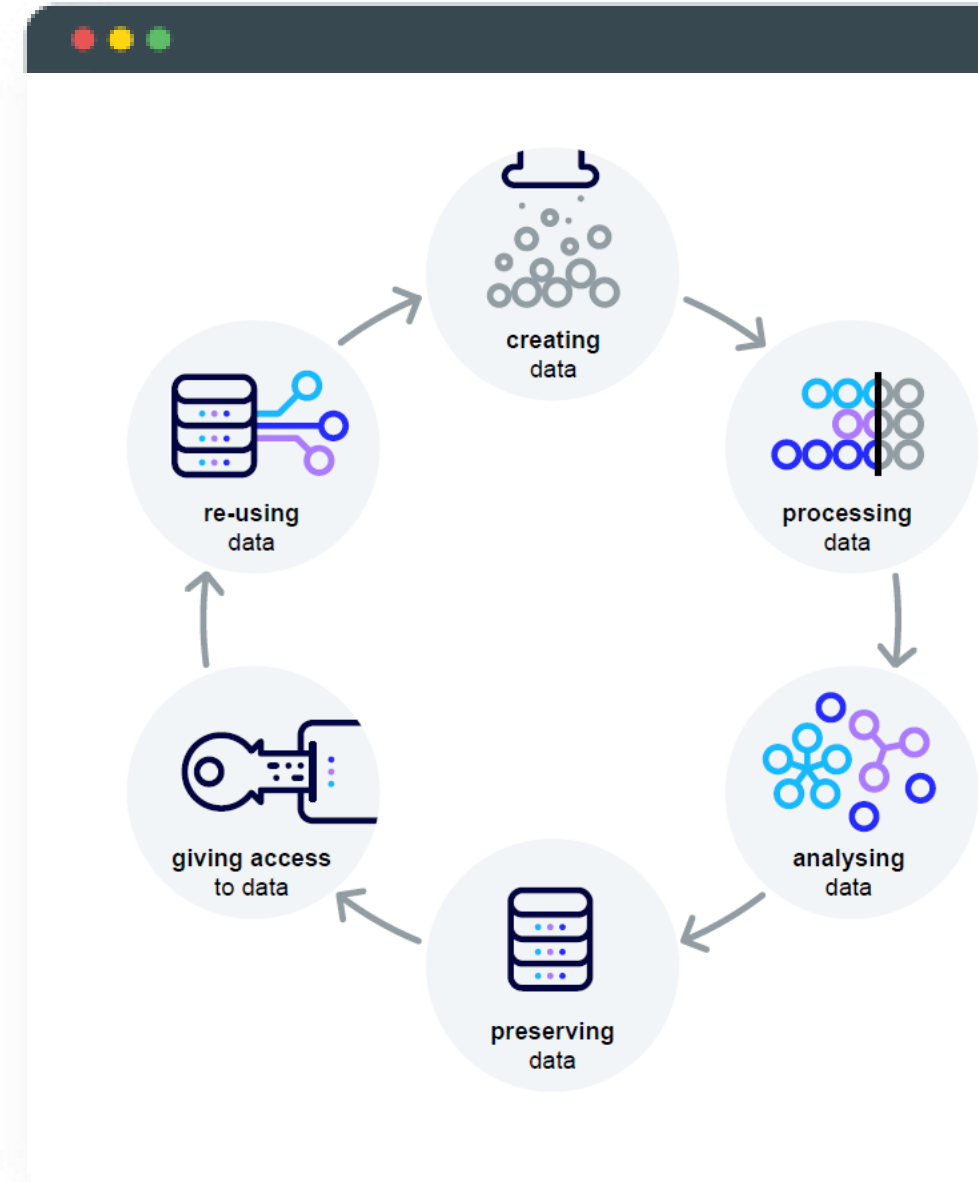


Research Data Management

Horizon 2020 sources, guides

- [Research data management \(RDM\) open training materials](#) (Zenodo)
- Data Management Plans
 - [DMPonline](#)
 - [OneHealth EJP DMP Guide](#)
 - Webinar (video: DOI: 10.5281/zenodo.2564974; slides: DOI: 10.5281/zenodo.2565750)
- EC Guide for FAIR data management in H2020

https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf





VISIT

europamediatrainings.com

for more

Things you wished you knew about Horizon 2020



info@europamediatrainings.com

Thank you

for your attention

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THANKS FOR YOUR ATTENTION

The webinar recording and slides are published in the EMDESK Academy.

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