Monitoring versus support: what's the difference?

Dividing RDM tasks between institutional data stewards and a central support desk (University Library)

Utrecht, 2017
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Role Radboud University Library (1)

Starting point:
General RDM policy,
November 2013

Difficulties:
- RDM too new
- Not practical enough
- Too little awareness

Filling the gap between theory and practice by building expertise and trust

Why the library? Linking pin, intensive contacts with researchers, support as traditional task

Role Radboud University Library (2)

Researchers came to the library
- Funder and journal policies → focus more on DMParagraphs/DMPlans and storage
- Library provided structural information: formats, workshops, website

→ Founding of a support service at the University Library (still rather isolated)

Policy makers came to the library
- Support necessary for infrastructural projects to succeed
- Library: contacts, support as traditional task, linking pin

→ Developing the support service by embedding it in RDM program, which makes it easier for the Library to offer support
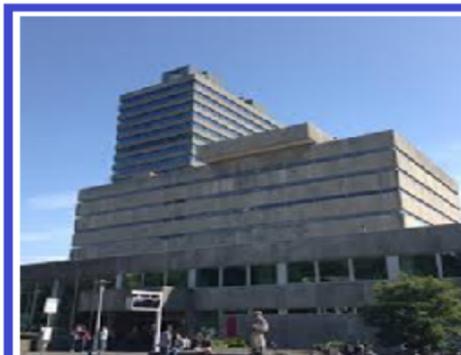
Structural support service

Organisational structure

Steering Committee
Radboud University

Temporary projects

Big Data

C.R.I.S.

DRE

Structural component

Radboud University Library as a one-stop-shop for research data management support

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What RDM services do we offer (1)

Supporting researchers with
• writing data management paragraphs/plans
• finding existing data
• solving ethical issues
• safely collecting and storing data during research
• archiving data, including documentation and metadata
• complying to funder, journal and university requirements
For this, we offer workshops, individual support and eLearning

Additional initiatives, such as exploring the consequences of the new EU law on privacy protection, how to handle qualitative data, what are adequate archives, and who has ownership of research data

What RDM services do we offer (2)

Radboud University's infrastructural solution for **all** long tail data, integrated in the (C)RIS (Metis):
Researcher: a one-stop-shop for registering and uploading publications and data sets
Policy makers: quality check and overview of archived data

The library offers:
- RIS service desk
- website
- quality check (preferred formats, anonymity and documentation)
- front office back office model with Dutch national data archive DANS EASY

The first data steward of RU

Rob Gommans
Behavioural Science Institute (BSI)

Tasks
- Connection researchers - management - library - IT
- Assist & educate researchers in RDM
- Check whether researchers register, store & archive data
- Advise management about RDM, problems, rules / regulations
- Serve as data protection controller in EU funded projects
- Help our 200 researchers with different types of data
- Advise on ethics & privacy regulations related to RDM
- Report to the director or management coordinator

Other data stewards soon followed

but they had a less clear job description

To the rescue: data steward meetings

Institute's policy

Checklist to help data stewards to supplement RU policy. Possible questions to be answered and decision to be made by the institutes.

Data life cycle: creating, processing, analyzing and archiving data
Website with useful information.

CREATING
DATA

RE-USING
DATA

PROCESSING
DATA

Analysing data

- interpret data
- derive data
- produce research outputs
- author publications
- prepare data for preservation
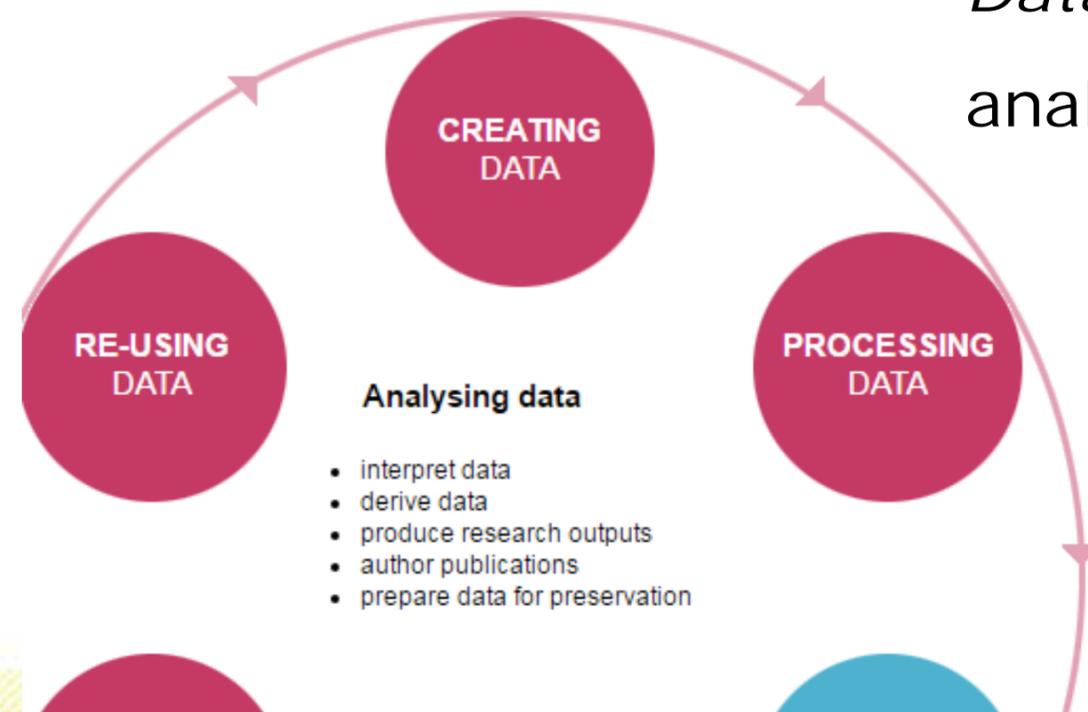
Next step:

use the checklist to discuss/draft

the institute's policy

The data steward

Generally, 5 tasks of a data steward are distinguished

1. (He/she) guides drafting the institute's RDM policy
2. Monitors progress in executing RDM policy
3. Monitors compliance with RDM policy
4. Monitors RDM skills in institute
5. Contact/reference point in institute

CREATING
DATA

RE-USING
DATA

PROCESSING
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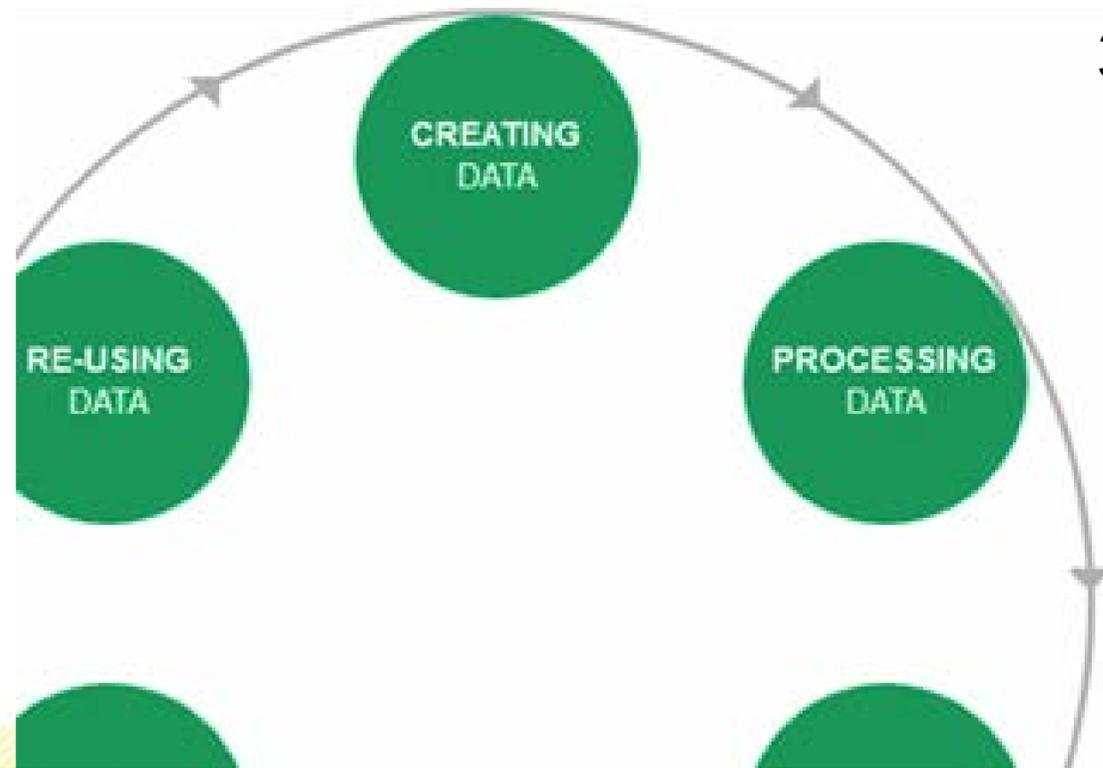
Next step:

contracting between data

steward, RIS/RDM desk and others

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The (possible) tasks of the data steward (1)

1. Guides drafting the institute's RDM policy
   - creating awareness
   - is contact/reference point in institute

2. Monitors RDM skills in institute
   - initiates training sessions

3. Monitors progress in executing RDM policy & compliance with the research institute's RDM policy
   - is a DMP written?
   - do informed consent procedures include data aspects?
   - awareness of existing (disciplinary) data repositories
   - is (non-)digital data stored, shared and archived (at RU and/or made publically available) in accordance with RU guidelines (where, how, when, what)?
   - awareness of retention periods and monitoring the deletion of data
   - is data registered in RU CRIS (Metis)?
   - is data administered by an active staff member, incl. exit talks to transfer administration rights?
   - monitors the institute's conditions for access and re-use, incl. data use agreements

   - (What about (thesis/ReMa) data of BA/MA students?)

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The (possible) tasks of the data steward (2)

	Topic	Role researcher	Role data steward	Role service desk	Other roles
1.	Data management paragraph (DM§) and plan (DMP)	- Writes a DM§ and/or DMP	- Monitors if a DMP is written	- Provides information/formats, helps drafting and gives feedback on a DM§ and/or DMP	- Grant officer: helps drafting a DM§ and/or DMP
2.	Informed consent form and information documents	- Writes informed consent forms (oral or written) and information documents (oral or written) (and checks them with the ethics committee)	- Monitors aspects of data in an informed consent form and information document	- Provides information and gives feedback on aspects of data in informed consent forms and information documents	- Ethics committee: provides examples/formats and checks/approves informed consent forms and information documents
3.	Project information	- Registers project information (at the research office)			- Research office: keeps an overview of project information
4.	Training on data management	- Takes part in training sessions	- Initiates training sessions	- Drafts the content of and lectures training sessions	- Graduate School: plans training sessions for PhD's
5.	Check for existing data	- Makes use of existing (disciplinary) data repositories	- Is aware of existing (disciplinary) data repositories	- Advises on re-use of existing data and data use agreements	
6.	Data storage during research	- Stores data in accordance with RU guidelines	- Monitors if data is stored in accordance with RU guidelines	- Advises on data storage, including tools, filing, versioning and backups	- Privacy/security officer: determines RU guidelines on data storage during research
7.	Data sharing during research	- Shares data in accordance with RU guidelines	- Monitors if data is shared in accordance with RU guidelines	- Advises on data sharing, including tools	- Privacy/security officer: determines RU guidelines on data sharing during research

Examples

✓ *Who plays an active role in checking data management plans?*
  - Data steward: monitoring? Also reviewing? Training?
  - RDM service desk: reviewing? Training?
  - Grant officers: drafting as part of grant application?

✓ *Who plays a role in checking data storage during research?*
  - Privacy and security officers: making policy? Advising?
  - Data steward: monitoring, including proper documentation? Training?
  - RDM service desk: advising, as part of reviewing DMP's?

✓ *Who plays a role in archiving data sets (using RIS)?*
  - Data steward: checking compliance? Training?
  - RDM service desk: checking privacy, documentation, preferred formats? Training?

Discussion

- **How do you see the role of a data steward?**
- **And the role of a support service?**
- **Is there overlap?**
- **Is it about monitoring vs support?**
- **What is realistic in terms of the scope of appointment (fte)**

For the data steward, the tasks are summarized as follows (numbers match to the topics in the matrix):
1. Guides drafting the research institute's RDM policy

2. Monitors progress in executing the research institute's RDM policy & Monitors compliance with the resea
   - Monitors if a DMP is written
   - Monitors aspects of data in an informed consent form and information document
   - Is aware of existing (disciplinary) data repositories
   - Monitors if data is stored in accordance with RU guidelines
   - Monitors if data is shared in accordance with RU guidelines
   - Monitors if the institute's data is archived in RIS (DANS)
   - Monitors where data is archived
   - Is aware of minimum and maximum retention periods
   - Monitors the deletion of data (if applicable)
   - Monitors if the institute's data is registered in RIS
   - Monitors if the institutes non-digital data is archived
   - Monitors if data is administered by an active staff member, including exit talks with leaving employees
   - Monitors if the institute's data that is not suitable for re-use and is necessary for replication (scientific network
   - Monitors if the institute's conditions for access and re-use are being followed
   - Monitors data to which access is restricted by a data use agreement, including drafting that data use a
   - Monitors the management of (thesis/ReMa) data of BA/MA students

3. Monitors RDM skills in the research institute
   - Initiates training sessions