



## Presentation

### **DMP Support @ ETH Zurich - What do researchers need?**

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# DMP Support @ ETH Zurich

What do researchers need?

Dr. Malin Ziehmer, ETH Zurich, ETH Library, Research Data Management and Digital Curation  
Data Management Planning and Teaching



# Who is providing the DMP support @ ETH Zurich?



Dr. Matthias Töwe



Dr. Ana  
Sesartic Petrus



Dr. Malin Ziehmer



Dr. Caterina Barillari

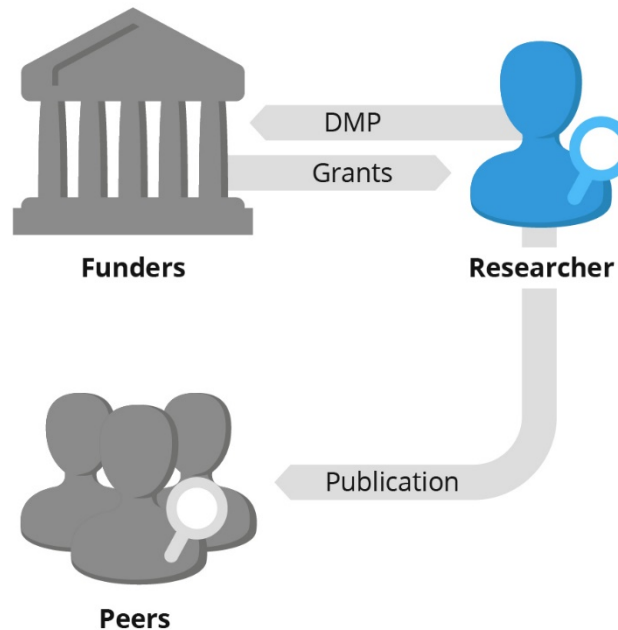


Dr. Henry Lütcke

# Research Data Management Services @ ETH Library

## Research Data Management & Digital Curation

- **Two sub-teams and one associated group**
  - Data management planning and trainings
  - ETH Data Archive customer service and support
  - Library IT Services
- **Two major topics**
  - **Research data management including DMPs**
  - Digital curation / long-term preservation

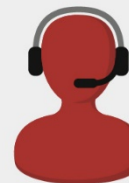
ETH  
Library

## Research Data Management & Digital Curation



**Information material**

- Checklists
- Examples
- Online-Documentation



**Consulting**

- Data management
- Data Management Plan (DMP) writing assistance
- Best practices



**Training**

- Data management
- DMP
- Publishing data
- Preserving data

# Process Overview and Outline

## DMP Support @ ETH Zurich

### Outreach

via website, social media and print advertisement

**Aim:** inform researchers on our DMP services and events

### Transfer

of knowledge  
via info events or trainings  
(basic knowledge on DMPs)

**Aim:** communicate basic knowledge and funding regulations to researchers

### Consulting

before and during preparation of DMPs  
via email, phone or in person

**Aim:** consulting for researchers when they actively start preparing their DMP

### DMP review

# Who is providing the services on DMPs at ETH Zurich?

ETH Library  
Innovation, Marketing  
and Communities (IMC)

Research Data Management and Digital Curation @ ETH Library  
and  
Scientific IT Services (ID-SIS) @ ETH IT Services

## Outreach

via website, social  
media and print  
advertisement

**Aim:** inform researchers  
on our DMP services and  
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via email, phone or in person

**Aim:** consulting for researchers  
when they actively start preparing  
their DMP

## DMP review



The screenshot shows the ETH Library website with a search bar and a course listing table. The course is titled 'Data Management in Research – Why and How? (Zentrum)' and is scheduled for 31.10.2018 from 13:15-17:00 in English. A 'Register' button is visible next to the date.

Date	Time	Language	Registration	Export
31.10.2018	13:15-17:00	English	<a href="#">Register</a>	

Additional text on the page includes 'Data Management in Research – Why and How? (Zentrum)', 'About us', 'News', 'Events', 'Function, collections, statistics', 'Projects', 'Memberships', 'Organisation', 'Job vacancies', and 'Public relations, publications'. Contact information for the team leader of digital curation is also provided: +41 44 632 21 35.

The tweet from @ETHBibliothek (3,275 tweets, 556 followers, 3,186 likes, 1,190 retweets, 3 replies) reads: '#DataManagement in #research – we'll show you why and how in our #workshop (31.10). Register now! [sw/ly/RhF410ZG3Q](#)'.

The advertisement features the title 'Data Management in Research Why and How?' in large, bold letters. Below the title, it specifies the date and time: '31 October, 13.15–17.00' and the location: 'Workshop at: Main building, HG F 33.5'. A list of topics to be covered includes:
 

- General requirements of Research Data Management
- Existing guidelines and responsibilities
- Issues of research ethics
- Data management in practice
- Prerequisites for re-use
- Useful services and tools
- Exchange of experiences, methods and tools

 At the bottom, it provides contact information: 'Further information and registration -> [www.library.ethz.ch/courses](http://www.library.ethz.ch/courses)'. Three circular icons represent 'Information research', 'Research in practice', and 'Research in the Main Building, Open Access'. The ETH Library logo is at the bottom left.

# Outreach - Spreading the information

via website, social media and print advertisement

# Outreach to researchers and early career scientists

## ... is not as easy as it sounds!

- Researchers at ETH Zurich are often **not aware** of services provided, e.g. by the **ETH Library** or the **Scientific IT Services**
  - Research data management consulting and training
  - DMP consulting and review
  - Consulting on ELN and LIMS
  - Code and data clinic
  - And many, many more...
- There are often **more pressing issues** than research data management
- Many other interesting **events** plus **obligations**

... and sometimes, the **view beyond the horizon** is missing (focus only on own department/ institute/ professorship) – **never change a running system...**





# How do we reach out to researchers at ETH?

- Important **first step to make researchers aware** of our services
  - Managed by the **ETH Library-internal marketing and communication group** (IMC, Innovation, Marketing and Communities)
  - Outreach to researchers via
    - Our **website** <https://www.library.ethz.ch/en/>
    - **Social media**
    - **Paper-printed ads** on posters and flyers
  - Raising **awareness of information events and trainings** on DMPs by
    - Information **videos**
    - **News** items
- **especially before deadlines of funders!**



# Outreach I: News items and videos on the ETH Library website

ETH zürich Home Services Resources About us Contact Deutsch My Account ↗


ETH Library


Search Portal Website search

Search in the Search Portal Search

Search the NEBIS Library Catalogue, Research Collection, E-Periodica, ETH Data Archive, E-Pics Image Catalogues, Material-Archiv, Graphische Sammlung and Archival Databases

Libraries, Collections, Archives Digital Library

 Locations and opening hours  
How to find us

 E-Resources and E-Publishing  
Opening up horizons  
Using documents online, publishing and preserving research data

Spotlight Blogs

News

**Open access: the new story on Explora**  
Academic publishing in transition  
01.10.2018

**17,000 videos added to Search Portal**  
ETH Zurich's Videoportal integrated in search  
26.09.2018

**Museum history told in historical museum guides**  
Guidebooks from the first decades of the Swiss National Museum are available on e-rara.ch.  
25.09.2018

**E-Lending: borrowing scientific e-books**  
Read electronic books in full text  
24.09.2018

All news

ETH zürich Home Services Resources About us Contact Deutsch

ETH Library

Search in the Search Portal Search

News

RSS

ETH Library keeps clients regularly informed about important new services and events.

- Open access: the new story on Explora
- 17,000 videos added to Search Portal
- Museum history told in historical museum guides
- E-Lending: borrowing scientific e-books
- Decipher texts yourself: e-manuscripta.ch makes it possible
- New usage option for documents in black letter font
- **Data Management Plans for the SNSF**

About us

- News
- Events
- Function, collections, statistics
- Projects
- Memberships
- Organisation
- Job vacancies
- Public relations, publications

# Outreach I: News items and videos on the ETH Library website

The screenshot shows the ETH Library website with a red header. The main content area features a search bar and a news item titled "Data Management Plans for the SNSF". The news item includes a video player with a red play button and the text "ETH Library DATA MANAGEMENT PLANS Services for Scientists". A sidebar on the right contains a navigation menu with options like "About us", "News", "Events", "Function, collections, statistics", "Projects", "Memberships", "Organisation", "Job vacancies", and "Public relations, publications".

ETH zürich Home Services Resources About us Contact Deutsch

ETH Library

Search in the Search Portal Search

## Data Management Plans for the SNSF

For one year now, applications must include a Data Management Plan (DMP). The DMP is created online in [mySNF](#) and is considered as a draft at this stage. It should be updated during the course of the project and must be available in its final form at the end of the project, at the latest.

ETH Library's Research Data Management team supports researchers at ETH Zurich in creating their DMPs and offers advice as well as reviews of individual DMPs. Learn more about [research data management](#) on our website or contact us at [data-management@library.ethz.ch](mailto:data-management@library.ethz.ch).

Data Management Planning at ETH Zurich

ETH Library

RESEARCH PROJECT

DATA MANAGEMENT PLANS

Services for Scientists

17.09.2018

- **News item** as a reminder for researchers:
  - The **semi-annual deadline** for applications for **project funding** from the Swiss National Science Foundation (SNSF) is approaching (**1 October 2018**)
  - ETH Library's RDM team **supports researchers** at ETH Zurich in **creating their DMPs** and offers **advice** as well as **reviews of individual DMPs**
- **Plus: publication of a DMP Video** presenting our services
  - Part of the **#Library Service for Scientists** campaign by the IMC group at ETH Library

# Outreach I: News items and videos on the ETH Library website **#Library Service for Scientists (regular animation videos)**



<https://www.youtube.com/watch?v=mYNgExSJaMw>

*Published:* 17.09.2018  
*Views:* **86**  
(24.10.2018)

*(93 views on Facebook,  
114 views on Twitter)*

# Outreach II: Social media



**ETH-Bibliothek** @ETHBibliothek · 17. Sep.

Die #Abgabefrist für die Gesuch eingabe zur #Projektförderung beim @snsf\_ch naht. Wir bieten Unterstützung und #Beratung für die Erstellung von #Datenmanagementplänen: [ow.ly/yQLj30lQRzw](https://ow.ly/yQLj30lQRzw)

YouTube channel page for ETH-Bibliothek

eth bib

Start, Trends, Verlauf

DAS BESTE AUF YOUTUBE

- Musik
- Sport
- Gaming
- Filme
- Nachrichten
- Live

ETH-Bibliothek  
84 Abonnenten

ÜBERSICHT, VIDEOS, PLAYLISTS, KANÄLE, KANALINFO

ABONNIEREN

**Library Services for Scientists** ALLE WIEDERGEHEN

<p>ETH Library</p> <p><b>DATA MANAGEMENT PLANS</b></p> <p>Services for Scientists <b>2:11</b></p> <p>Data Management Planning at ETH Zurich</p> <p>ETH-Bibliothek 51 Aufrufe • vor 2 Wochen</p>	<p>ETH Library</p> <p><b>Reference Management</b></p> <p>Services for Scientists <b>1:43</b></p> <p>Reference Management at ETH Zurich</p> <p>ETH-Bibliothek 101 Aufrufe • vor 2 Monaten</p>	<p>ETH Library</p> <p><b>Digital Curation</b></p> <p>Services for Scientists <b>2:10</b></p> <p>Digital Curation at ETH Zurich</p> <p>ETH-Bibliothek 355 Aufrufe • vor 3 Monaten Untertitel</p>	<p>ETH Library</p> <p><b>OPEN ACCESS</b></p> <p>Services for Scientists <b>1:58</b></p> <p>Open Access at ETH Zurich</p> <p>ETH-Bibliothek 671 Aufrufe • vor 6 Monaten Untertitel</p>	<p><b>THE RESEARCH COLLECTION</b></p> <p><b>1:15</b></p> <p>Research Collection: ETH's Repository for Publications...</p> <p>ETH-Bibliothek 1288 Aufrufe • vor 1 Jahr</p>
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# Outreach III: Print advertisement

**ETH zürich**

## Data Management in Research Why and How?

31 October, 13.15–17.00  
Workshop at: Main building, HG F 33.5

- General requirements of Research Data Management
- Existing guidelines and responsibilities
- Issues of research ethics
- Data management in practice
- Prerequisites for re-use
- Useful services and tools
- Exchange of experiences, methods and tools

Further information and registration  
→ [www.library.ethz.ch/courses](http://www.library.ethz.ch/courses)

ETH Library

**ETH zürich**

## Research Collection

ETH Zurich's publication platform  
[www.research-collection.ethz.ch](http://www.research-collection.ethz.ch)

▲ **Project Proposal and DMP Creation**  
RDM along the data life cycle starts with the submission of a project proposal. Funding agencies (e.g. SNSF, Horizon 2020) require a comprehensive DMP as part of it. The DMP is a living document, which has to be updated during the course and evolution of a research project. Our team supports you in creating and managing your DMPs.

▲ **Follow Guidelines and Policies of ETH Zurich**  
Researchers at ETH Zurich creating a DMP should consider the guidelines and policies of ETH Zurich and respect intellectual property and privacy rights.  
[doi.org/10.3929/ethz-b-000179298](https://doi.org/10.3929/ethz-b-000179298)

◀ **Active Research Data Management**  
As the research project commences, data is created, processed and analysed. ARDM assures the proper annotation, storage and back-up during the production of data. The Scientific IT-Services at ETH provide support on software and hardware during ARDM.  
[sis.id.ethz.ch](http://sis.id.ethz.ch)

Preprint version  
Do not copy, cite or distribute without permission of the author

▲ **Publication and Preservation (Includes Sharing and Reusing Data)**  
When publishing and sharing your research, ETH Library supports you in complying with the FAIR Data Principles and the Policy on Open Research Data of the SNSF. Our ETH Research Collection serves as registry of publications, open access and research data repository.  
[snf.ch](http://snf.ch)  
[www.research-collection.ethz.ch](http://www.research-collection.ethz.ch)

▼ **Long-Term Preservation**  
The content of the ETH Research Collection is automatically archived in the ETH Data Archive ensuring a long-term preservation and availability of your research output. Choosing suitable file formats and clear naming schemes ensure the reusability of your research data.  
<https://documentation.library.ethz.ch/display/DD/File+formats+for+archiving>

ETH Library

# ... and what if scientists google ETH and DMP or vice versa?

«dmp eth»/«DMP ETH»

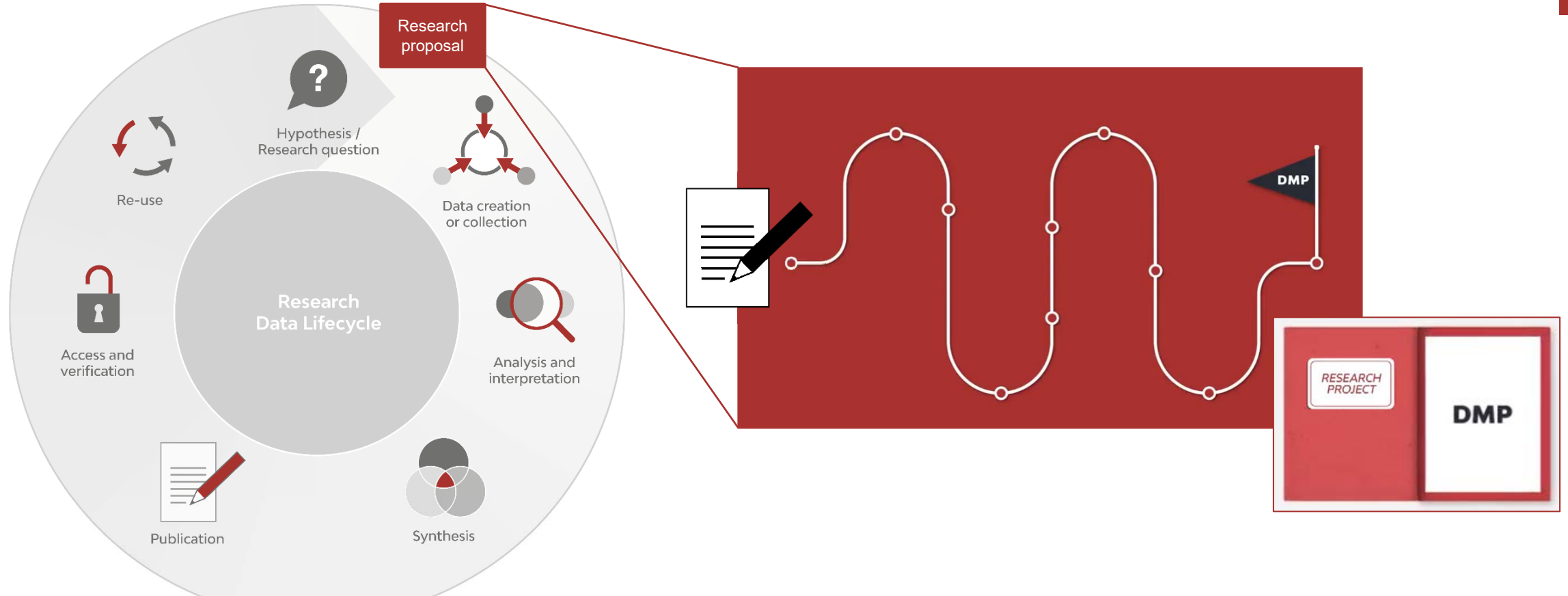
This screenshot shows two Google search results for the query 'dmp eth'. The top result is for 'Aktuell / Digitaler Datenerhalt an der ETH Zürich' with approximately 191,000 results. The bottom result is for 'Research Data Management - ETH' with approximately 187,000 results. Annotations include:

- Four red diagonal labels: 'ETH Library' (four instances).
- One blue diagonal label: 'ID-SIS'.
- Two green diagonal labels: 'joint website' (two instances).

«eth dmp»/«ETH DMP»

This screenshot shows two Google search results for the query 'eth dmp'. The top result is for 'Aktuell / Digitaler Datenerhalt an der ETH Zürich' with approximately 187,000 results. The bottom result is for 'Data Management Planning - Services & resources | ETH Zürich' with approximately 184,000 results. Annotations include:

- Three red diagonal labels: 'ETH Library' (three instances).
- Two green diagonal labels: 'joint website' (two instances).
- A large red arrow pointing from the top search result towards the bottom search result.



# Communication via info events and trainings

Imparting knowledge on DMPs and funding regulations to scientists

# Info events vs. trainings



## Info events

- Short (approx. 1 hour) events in **lecture form**
- Plus **Q&A**
- Presentation of **latest news** and **new regulations** from funding agencies in a compressed form
  - How do they influence researchers in their work
- Mostly covers **novelties** of the Swiss National Science Foundation (SNSF)

## Trainings

- **Various forms**
  - Workshops
  - Seminars
  - Webinars
  - Customised trainings for individual research groups or the like
- Up to **half a day** or a **day**
- **One-on-one** consulting
- Covers **research data management** along the entire **research data life cycle**
- Also includes **funding regulations** and data management planning (**DMP**), embedded in the bigger picture of the research data life cycle





# Content of trainings – Focus on DMPs

ETH zürich

## Data Management Planning

What? Why? How?

ETH Library – RDM & DC Office | Ana Seavick & Malin Zieher | 12.09.2018 | 13

ETH zürich

## What is a Data Management Plan (DMP)?

A brief plan written at the start of a project and updated during its course to define:

- What data will be collected or created?
- How will the data be documented?
- Where will the data be stored?
- Who will be responsible for data security and backup?
- Which data will be shared and/or preserved?
- How will the data be shared and with whom?

### What is a DMP?

DMPs are e.g. demanded by:

- SNSF from October 2017 on [http://www.snf.ch/en/theSNSF/research-policies/open\\_research\\_data/Pages/default.aspx](http://www.snf.ch/en/theSNSF/research-policies/open_research_data/Pages/default.aspx)
- Horizon2020 EU funding programme [http://ec.europa.eu/research/participants/data/horizon2020/grants\\_manual/h2020-rt-00-data-mgt\\_en.pdf](http://ec.europa.eu/research/participants/data/horizon2020/grants_manual/h2020-rt-00-data-mgt_en.pdf)

ETH Library – RDM & DC Office | Ana Seavick & Malin Zieher | 12.09.2018 | 20

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## Aims of the DMP according to SNSF

- Planning and documenting the life cycle of data
- In the ideal case, you only need to document your current practice / best practice in your field
- Making data FAIR:
  - Findable
  - Accessible
  - Interoperable
  - Re-usable

### Aim of a DMP

Offering a long-term perspective by outlining how the data will be:

- Generated
- Collected
- Documented
- Shared / Published
- Preserved

Updating the plan as the project progresses

ETH Library – RDM & DC Office | Ana Seavick & Malin Zieher | 12.09.2018 | 24

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## Information to support you

- Collection of SNSF information on Open Research Data including FAQ: [http://www.snf.ch/en/theSNSF/research-policies/open\\_research\\_data/](http://www.snf.ch/en/theSNSF/research-policies/open_research_data/)
- SNSF's explanation of the DMP export form: [http://www.snf.ch/SiteCollectionDocuments/ExportForm\\_en.pdf](http://www.snf.ch/SiteCollectionDocuments/ExportForm_en.pdf)
- Guidance for ETH researchers on filling out SNSF Data Management Plans: <https://documentation.library.ethz.ch/display/DD/Guidance+for+ETH+researchers+on+filling+out+SNSF+Data+Management+Plans>
- Includes: explanations per question, examples from DMPs, contacts and links specific for ETH Zurich

### Support

ETH Library – RDM & DC Office | Ana Seavick & Malin Zieher | 12.09.2018 | 26

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## What to do for other funders?

- Data Management Checklist by ETH and EPFL
  - Supports you in the creation of a DMP or in discussing data management in general, even if you don't need to do it to comply with funders
  - <https://documentation.library.ethz.ch/display/DD/Management+Checklist>
- Collection of DMP examples
  - <http://www.dcc.ac.uk/resources/data-management-plans/guidance-examples>
- H2020 Information by EU GrantsAccess
  - <http://grantsaccess.ethz.ch/en/servicesupport/uzh-eth-zurich-support/open-access-publications-data/>

### Other funders

A tool by the UK Digital Curation Centre that helps you create Horizon 2020 compliant data management plans, by answering a questionnaire

- <https://dmponline.dcc.ac.uk>

What we offer:

- (individual) training on DMP
- consultation on data management planning
- review of DMPs

ETH Library – RDM & DC Office | Ana Seavick & Malin Zieher | 12.09.2018 | 27

ETH zürich

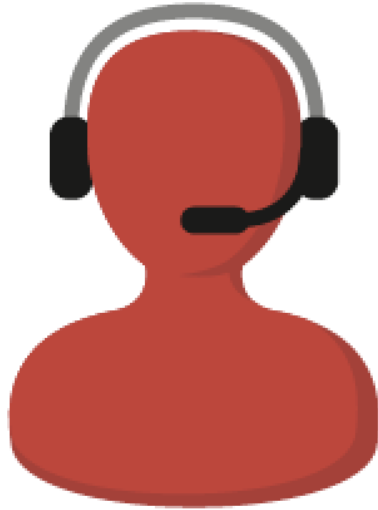
## Research Group Policy

### How research group policies can help

- Self-critical questions:
  - What must data look like to enable us to re-use it with quality and...
- Agree on binding rules
- Define data management responsible (DMR) within the group
- Discuss and document rules (in writing) with DMR

ETH Library – RDM & DC Office | Ana Seavick & Malin Zieher | 12.09.2018 | 28





## Consulting

before and during the preparation of DMPs via email, phone or in person

# Guidelines and Checklists


## → Data Management Checklist for ETH researchers

<https://documentation.library.ethz.ch/display/DD/Data+Management+Checklist>

PDF:

<https://documentation.library.ethz.ch/display/DD/Data+Management+Checklist?preview=/6685501/20086785/DMP-Checklist.pdf>

- Checklist is based on a **generalised research data lifecycle**, and is flexible enough to be **applied to requirements** from **different funding organisations**



## Data Management Checklist

Managing research data throughout its lifecycle ensures its long-term value and prevents data from falling into digital obsolescence. Proper data management is a key prerequisite for effective data sharing throughout the scientific community. This, in turn, increases the visibility of scholarly work and is likely to increase citation rates.

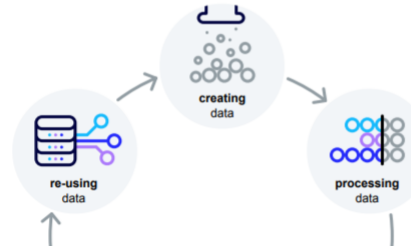
Today, the availability of well-managed data is part of good scientific practice and ensures the reproducibility of research results, a key requirement at the core of the research process.

Many funding organizations prescribe the use of data management plans and insist on open access publication of the research results they funded.

The following data management checklist is based on a generalised research data lifecycle, and is flexible enough to be applied to requirements from different funding organisations.

Even if a funding body does not explicitly demand data management, following professional curation and preservation concepts has numerous advantages:

- It greatly facilitates the reuse of research data.
- As a result, this increases the impact of research results.
- It saves precious research funds and ultimately natural and human resources by avoiding unnecessary duplication of work.



```

graph TD
    A[re-using data] --> B[creating data]
    B --> C[processing data]
    C --> A
  
```

# Guidelines and Checklists


→ **Guidance for ETH researchers on filling out SNSF DMPs**

<https://documentation.library.ethz.ch/display/DD/Guidance+for+ETH+researchers+on+filling+out+SNSF+Data+Management+Plans>

PDF:

[https://documentation.library.ethz.ch/download/attachments/13762611/DLCM\\_SNSF-DMP\\_v2.pdf](https://documentation.library.ethz.ch/download/attachments/13762611/DLCM_SNSF-DMP_v2.pdf)

- Includes explanations per question, examples from DMPs, contacts and links specific for ETH Zurich



## DLCLM template for the SNSF Data Management Plan

prepared by

ETH zürich

ETH Library

EPFL

ÉCOLE POLYTECHNIQUE  
FÉDÉRALE DE LAUSANNE

**Please note**  
Recommendations in this document illustrate the guidelines and other SNSF for preparing Data Management guidelines are binding.

This document was prepared by libraries of EPFL and ETH Zurich partners, and exists in adapted versions. It can also be freely adapted. The examples therefore do not represent examples from other subject areas. We welcome your feedback. Please contact [info@dclm.ch](mailto:info@dclm.ch) for revisions.

### 1. Data collection and documentation

#### 1.1 What data will you collect, observe, generate or re-use?

**Questions you might want to consider**

- What type, format and volume of data will you collect, observe, generate or reuse?
- Which existing data (yours or third-party) will you reuse?

Briefly describe the data you will collect, observe or generate. Also mention any existing data that will be (re)used. The descriptions should include the type, format and content of each dataset. Furthermore, provide an estimation of the volume of the generated datasets.

This relates to the FAIR Data Principles F2, I3, R1 & R1.2  
[http://www.snsf.ch/SiteCollectionDocuments/FAIR\\_principles\\_translation\\_SNSF\\_Jogo.pdf](http://www.snsf.ch/SiteCollectionDocuments/FAIR_principles_translation_SNSF_Jogo.pdf)

**Recommendations**

For each dataset in your project (including data you might re-use) mention:

- **Data type:** Briefly describe categories of datasets you plan to generate or use, and their role in the project.
- **Data origin:** to be mentioned if you are reusing existing data (yours or third-party one). Add the reference of the source if relevant.
- **Format of raw data** (as created by the device used, by simulation or downloaded): open standard formats should be preferred, as they maximize reproducibility and reuse by others and in the future [see *List of recommended file formats*].
- **Format of curated data** (if applicable): open standard formats should be preferred [see *List of recommended file formats*].
- **Estimation of volume of raw and curated data.**


\*List of recommended file formats, for ETH Zurich  
<https://documentation.library.ethz.ch/display/DD/File+formats+for+archiving>

**Examples of answers**  
to be adapted to your research application

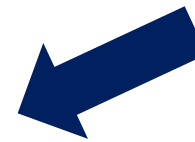
**EXAMPLE 1**  
The data produced from this research project will fall into two categories:

1. The various reaction parameters required for optimization of the chemical transformation.
2. The spectroscopic and general characterization data of all compounds produced during the work.

Please contact [data-archive@library.ethz.ch](mailto:data-archive@library.ethz.ch) for feedback



# Consulting before and while writing a DMP



or



data-archive@library.ethz.ch

data-management@library.ethz.ch

personal email



or



[www.ethz.ch/researchdata](http://www.ethz.ch/researchdata)

[researchdata@ethz.ch](mailto:researchdata@ethz.ch)

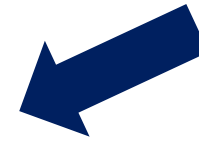
# Short excursion: Sharing consulting tasks between library and IT services



Research Data Management and Digital Curation (ETH Library)  
[www.library.ethz.ch/RDM](http://www.library.ethz.ch/RDM)  
[data-management@library.ethz.ch](mailto:data-management@library.ethz.ch)



Research Data  
[www.ethz.ch/researchdata](http://www.ethz.ch/researchdata)  
[researchdata@ethz.ch](mailto:researchdata@ethz.ch)



Scientific IT Services  
<https://sis.id.ethz.ch/>  
[sis.helpdesk@ethz.ch](mailto:sis.helpdesk@ethz.ch)

## Various forms of **RDM training**

- Info events
- Lectures
- Seminars
- Workshops
- Individual trainings

## **Consultation** on RDM and DMP

## **Review** of DMPs



## since 2018:

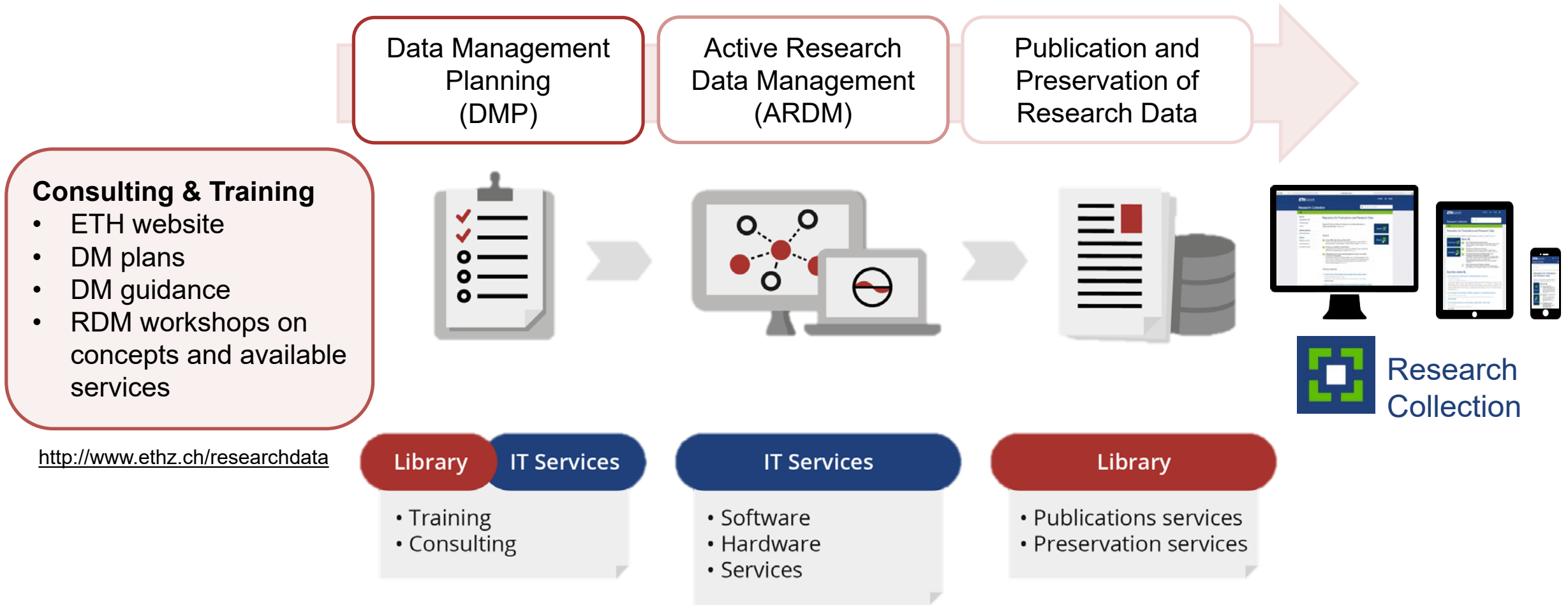
Mandate to provide ARDM services to all ETH

## Data Management Service based on **openBIS**

- **Basic offer**
  - Install and maintain openBIS on ID infrastructure
  - Initial openBIS training
  - User support
- **additional services on demand**
  - Database customization
  - Migration of existing databases
  - Instrument integration for direct data upload



# Short excursion: Sharing consulting tasks between library and IT services





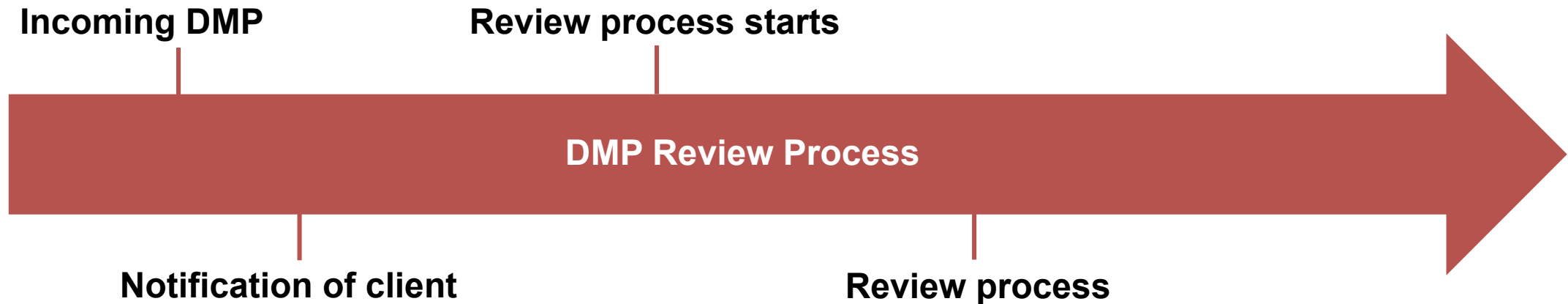
## DMP review

# Why do we offer a DMP review?

- **Large insecurity** and a lot of **open questions** among the research community after the implementation of the **Open Research Data Policy by the SNSF**
  - What are the exact requirements?
  - How can I meet the novel requirements?
  - Fear of project proposal rejection due to an insufficient DMP with consequences for their research
- General strive of researchers to apply **good scientific practice**
- **Thankful for help** from someone who knows the requirements by heart
- **Consultings** at Swiss universities partly **differ**
  - researchers from the same research community might receive varying advice
- A proper **consultation and DMP review** saves the additional amount of work of correcting a DMP



# General information on review process



**Same workday** or  
beginning next workday

- Complete review process in **48 hours** (2 workdays)
- For **complex DMPs** at maximum **72 hours**

- **Emergency service** on weekends before the most important deadlines
- **Regular monitoring** of national and EU-funders deadlines



# Who are the experts and what do we review?

## Who?

- **Core team:**
  - Experimental scientist
  - Modeller
  - Scientific IT specialists→ all former researchers
- **RDM team at ETH Library**
  - Familiar with funders' and ETH's regulations
- **Scientific IT Services**
  - ELN-LIMS, versioning, storage
  - Active research data management, especially in life and natural sciences

## In addition:

- Close contact with the **e-publishing team**
  - Experts on the **ETH Zurich Research Collection** (repository for publications and research data)



## What?

- DMPs are reviewed for their
  - Plausibility
  - Completeness
  - Comprehensibility
  - Fulfillment of regulations
  - Grammar and spelling



# How do we receive DMPs?



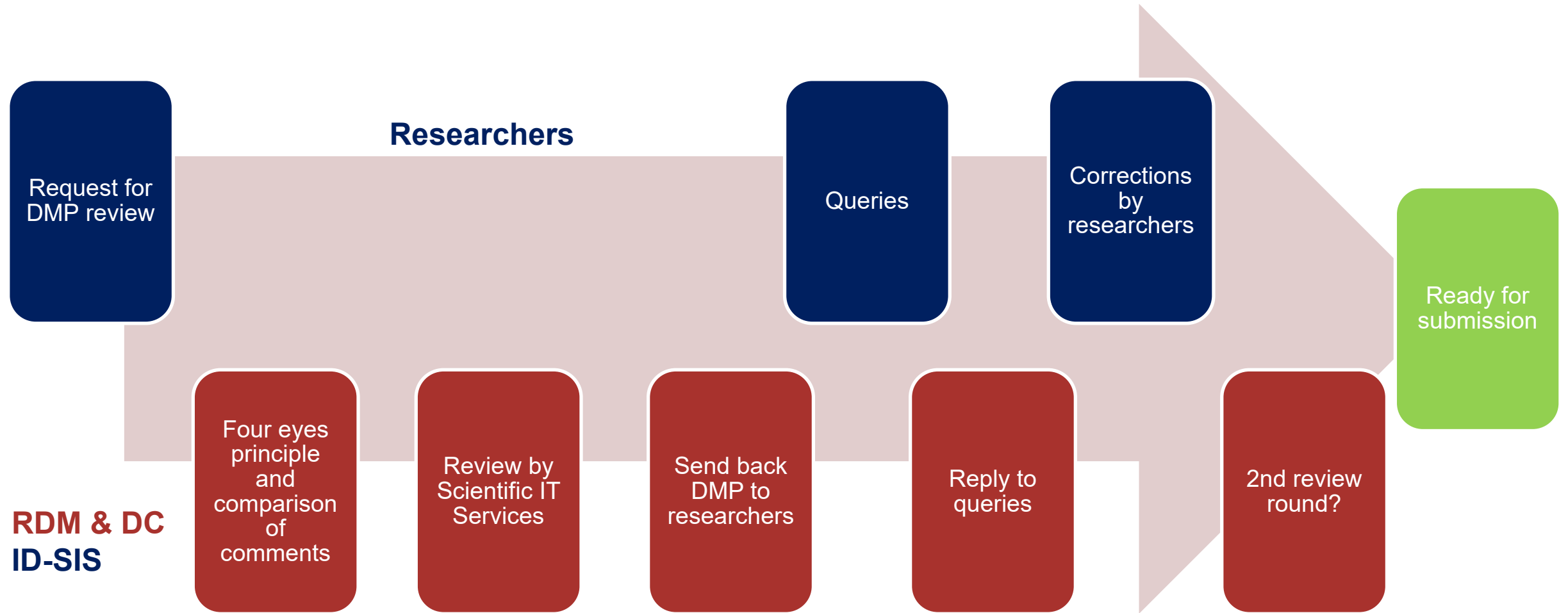
**Phone call** by clients, short **consultation**  
and subsequent **mailing** of DMPs



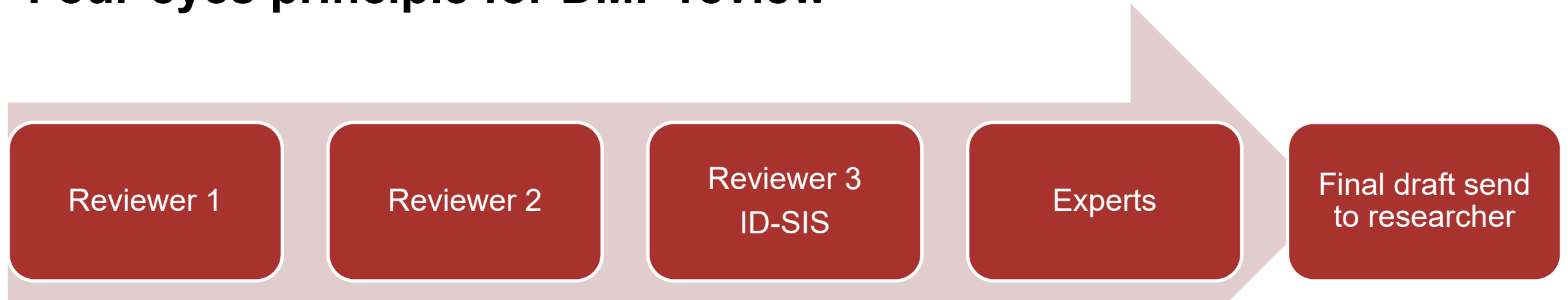
Directly **via email** to

- Personal email accounts (ETH Library, ID-SIS)
- [data-archive@library.ethz.ch](mailto:data-archive@library.ethz.ch)
- [data-management@library.ethz.ch](mailto:data-management@library.ethz.ch)
- [researchdata@ethz.ch](mailto:researchdata@ethz.ch)

# Overview on Review Process



# Four-eyes principle for DMP review



... **iteratively** reads DMP and focuses on various **review criteria**.

... **iteratively** reads DMP, focuses on various **review criteria**, and **critically assesses** the comments of Reviewer 1.

An expert from the Scientific IT Services **reviews for IT issues**.

For any questions regarding **repositories** and long-term **preservation**, **experts** at ETH Library are contacted

In case of doubt, a third reviewer is consulted.

**General rule of thumb:  
1 + x reviewers plus expert advice on special issues**

# Review criteria for DMP evaluation

## Iterative Review Process

### Step 1

- Check for **comprehensibility**
  - Can I follow the **structure**?
  - Are there any **open points**?
  - Is any **contextual information** missing?
  - Is it **plausible**?

### Step 2

- Are the **individual questions** in the DMP **properly answered**?
- Is there any confusion in **storage, long-term preservation** of data or **data sharing**?
- Is there anything that could be **improved** during the **course of the project**?

### Step 3

- **General formal issues**
  - File formats
  - Grammar and spelling
  - Naming of measurement devices
  - Correct naming of repositories
  - Etc.

# Summary

## DMP Support @ ETH Zurich

### Outreach

via website, social media and print advertisement

### Transfer

of knowledge  
via info events or trainings  
(basic knowledge on DMPs)

### Consulting

before and during preparation  
of DMPs  
via email, phone or in person

### DMP review

... and those that find us, our services and support, are thankful!



***Tusen tack!***





# Personal contact information

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<http://www.library.ethz.ch/RDM>

[data-management@library.ethz.ch](mailto:data-management@library.ethz.ch)

<https://www.library.ethz.ch/en>