

## Data Management Training for PhD students – Psychology

### *Learning objective*

Participants will become aware of the importance of sound data management; they will learn about requirements and be able to manage their own data according to standard procedures and best practices common in their field of research. Participants will write a data management plan, that conforms to university regulations, in which they will describe the principles behind their methods for data management.

### *Target group*

PhD students at the beginning of their course, preferably within the first 6 months after enrollment.

### *Trainers*

Datalibrarians: Michelle van den Berk MA and Dr. Fieke Schoots, University Libraries Leiden  
Member of Staff: Prof. Dr. Sander Nieuwenhuis, Cognitive Psychology

### *Format*

The training consists of two group sessions, assignments and online material that can be studied individually. The two sessions will take 4 and 2 hours respectively. The overall time investment for PhD's will be 14 hours (0,5 ects).

### *Program*

#	Contents	When?
1.	<b>Preliminary assignment</b> a. Watch the video by RDNL: “The what, why and how of data management planning” <a href="https://youtu.be/gYDb-GP1CA4">https://youtu.be/gYDb-GP1CA4</a> b. Have a look at the activities in the different phases of the ‘Research Data Lifecycle’: <a href="http://www.data-archive.ac.uk/create-manage/life-cycle">http://www.data-archive.ac.uk/create-manage/life-cycle</a> (click the ‘pause button’ to stop the animation) c. Have a look at the Leiden Research Data Blog and read the interview on file names and folder structures on the Best Practices page ( <a href="http://blogs.library.leiden.edu/researchdata/category/best-practices/">http://blogs.library.leiden.edu/researchdata/category/best-practices/</a> )	<i>Before the workshop</i>
2.	<b>Session 1: Workshop</b> - Short introduction on Research Data Management - Policies and benefits - Datamanagement in Social Sciences - <i>Research data life cycle</i> - Data Management Plan : issues and exercises	TBA
3.	<b>Assignment</b> PhD students write a Data Management Plan according to the Psychology template provided	<i>Between workshop &amp; presentations; deadline 2 weeks before presentation</i>
4.	<b>Session 2:</b> PhD students present their Data Management plans	TBA

This setup initially touches upon all relevant aspects of data management, as much as possible with examples drawn from the practice of social scientific research. A senior researcher will clarify the policy of the Institute of Psychology and add personal notes and advise. After the first session, the PhD students will write their own data management plans, which they are asked to present in 10 minute time slots during the second session. At this opportunity feedback on the plans will be given and students are encouraged to ask questions and exchange experiences.

### *Content*

The following topics will at least be part of the program:

- requirements set by university, research institute and external parties (funders, journals)
- data types, sustainable file formats, data size
- measures and facilities for safe and sustainable storage (back-up, security measures for sensitive data, storage of raw data, existing facilities for Psychology)
- minimal requirements for documentation and standards (file naming, folder structure, metadata, version control, syntax files etc)
- data sharing, including issues that concern ethics, privacy, informed consent, etc
- archiving and publishing data
- data management plan: contents and purpose

### *Practical information*

This workshop will be organised at the Pieter de la Court Building, rooms mentioned in email body. The workshop will be in English, due to the international audience expected to attend. There is an interval of six weeks in between the sessions, which is used to prepare a data management plan. The Institute of Psychology will take care of planning, selection and invitations.