

RDM guidelines for institute/ working group/ project XYZ

Goals

- Research data at the institute/ in the working group/ in the project are named, documented and stored according to a uniform standard.
- The aimed-for standards should be kept in the interests of the researchers and be easy to integrate into their day-to-day research.
- The aimed-for standard is based on the basic principles of [good scientific practice](#) as well as the [Guidelines for the handling of research data](#) of TU Braunschweig.

Planning

- Write a data management plan, use a uniform template (e.g. [Core DMP](#), or use [RDMO](#))
- Apply for/ obtain required resources in advance (e.g. hardware such as S3 storage, software licenses, measurement technology)

Processing

- Establish binding standards for files, metadata or methods of data processing and analysis
- Agree on naming conventions for files and folders (e.g. <YYYY-MM-DD>_<Project name>_<Topic>.file extension)
- Use the 3-2-1 rule: At least 3 copies, on 2 different media, 1 of which is in a different location
- Specify preferred storage locations (e.g. a server of the institute/ project)
- Storage of relevant data in specific periods or at specific points in time (quarterly, semi-annually or at the end of the project)
- Regular review of stored data and cleanup if necessary (e.g. meeting on Friday afternoon once a month, control for completeness, consistency of file naming)

Archiving/ Publishing

- Archive relevant data for at least ten years
- Aim for free, non-proprietary file formats; the following file formats are best suited for archiving: PDF/A, TXT, CSV, TIFF
- If legally permissible, publish relevant data in suitable repositories (e.g. [LeoPARD](#) from TU Braunschweig) under the most open license possible and with the assignment of a persistent identifier (e.g. a DOI).
- Publish metadata if data itself cannot or may not be published
- Attach a README file with information about each data set, use a uniform template (e.g. [README template](#) of TU Braunschweig)

Implementation/ Responsibilities

- Identify support offers for researchers (e.g. [RDM team](#) of the university library, or appoint a data manager)
- Verification of compliance with standards at regular intervals, either by responsible individuals or as a team activity, for which the institute/ team management regularly provides incentives and motivation