



Good research data management in 10 steps

Planning research data management

1. I have informed myself about relevant external requirements for handling research data (e.g. principles of good scientific practice, funding guidelines). ☐
2. As far as possible, I have already made arrangements for storing, describing, archiving and sharing my research data. ☐

Saving research data

3. I have determined which storage media I will use and developed a backup strategy. ☐
4. I have created structures and schemas for data organization (e.g. folder structure, file naming, file formats). ☐

Describing research data

5. I have created a separate file in which I document my data as I work (e.g. context of data collection, steps for processing of data). ☐

Archiving research data

6. I have identified the research data to be archived and prepared it in a comprehensible way. ☐
7. I have selected a suitable storage infrastructure for archiving my research data and transferred my data, including the documentation, to it. ☐

Sharing research data

8. I have made sure that I am not violating any third-party rights (e.g. data protection, copyright, confidentiality agreements) in publishing my data. ☐
9. I have selected a suitable research data repository for my data and published my research data there, including the documentation. ☐

Questions & support

10. If I have any questions, I can contact the Research Data Management service at the Film University. ☐