



# 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).
  - (only in german) [Richtlinie zum Umgang mit Forschungsdaten an der Filmuniversität](#) as of December 15, 2025
  - (only in german) [Satzung zur Sicherung guter wissenschaftlicher und wissenschaftlich-künstlerischer Praxis an der Filmuniversität](#) dated April 24, 2023 (from page 5: Section 6 Security, storage, and publication of data)
  - (for third-party funded projects) Funding guidelines of my funding organization (e.g. [DFG](#), [EU](#)): (mostly in german) <https://forschungsdaten.info/themen/informieren-und-planen/forschungsdatenmanagement-und-forschungsfoerderer/#c492536>
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. 
  - Filmuni Academic Cloud with approx. 40 GB storage volume per employee, generally only during the current project (All services are hosted in academic data centers of the GWDG in accordance with German data protection and data security guidelines.)
  - Budget planning for research data management:
    - Presentation of the [LUH/TIB](#) research data service team. (2024)
    - [OpenAIRE](#) cost estimation table
    - OpenAIRE [infographic](#) "What will it cost to manage and share my data?"
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.
- Usually a ten-year retention period in accordance with good scientific practice
  - Help with selecting [relevant data](#) (mostly in german)
  - Information on storage and [long-term archiving](#) (mostly in german)
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.
- If necessary, contact the Film University's [data protection officer](#)
  - NFDI4culture Legal Helpdesk: <https://nfdi4culture.de/contact.html>
  - The need for an ethics vote must be assessed for each project. Film University members with a campus account can find information about the [Ethics Committee](#) on the intranet.
9. I have selected a suitable research data repository for my data and published my research data there, including the documentation.
- Open Access repository for media studies publications: <https://mediarep.org/>
  - RADAR4Culture: <https://radar.products.fiz-karlsruhe.de/en/radarabout/radar4culture>
  - Curated repository list of NFDI4Culture: <https://nfdi4culture.de/resources/repositories.html>
  - RatSWD overview of research data centers for the social, behavioral, educational, and economic sciences: <https://www.konsortswd.de/en/services/research/all-datacentres/>

## Questions & support

10. If I have any questions, I can contact the Research Data Management service at the Film University: Myriam Musolff ([m.musolff@filmuniversitaet.de](mailto:m.musolff@filmuniversitaet.de), +49 331 6202 261)