Guidance NWO data management section

(Last updated: 21-02-2023)

NWO proposals include a data management section in which applicants have to answer questions regarding data management. After a proposal has been awarded funding, the researcher should elaborate the section into a data management plan. In this document, you will find some guidance on how to answer the questions in the call for proposals. For advice on how to tailor this data management section or the data management plan to your specific project, we recommend that you contact the University of Groningen Digital Competence Centre (UG DCC): dcc@rug.nl.

Note: The data management section may vary depending on the NWO call. The questions listed below are mostly used in VENI proposals. The UG DCC also prepared a guidance document for questions mostly used in VIDI and VICI proposals. Please check whether your NWO proposal requires answers to the questions listed below. If not, you may need to check our other NWO data management section guidance document.
For questions or support, please contact the UG DCC: dcc@rug.nl.

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1. Will this project involve reusing existing research data?
   - ☐ Yes: Are there any constraints on its reuse?
   - ☐ No: Have you considered reusing existing data but discarded the possibility? Why?

   If no, please briefly explain why; if yes, state any constraints on reuse of existing data if there are any.

   Guidance: NWO encourages the reuse of existing data wherever possible. This may be data from your own or a collaborator's previous research project, but can also come from datasets available through public repositories. Keep in mind that there may be costs associated with the acquisition of external datasets (see question 4 below). For data that is published under restricted access, you will need to contact the owner of the dataset to request access. In all cases of data reuse, consider under what conditions data reuse may be possible and check whether agreements need to be signed.
   For tailored advice, please contact the UG DCC: dcc@rug.nl.

2. Will data be collected or generated that are suitable for reuse?
   - ☐ Yes: Please answer questions 3 and 4.
   - ☐ No: Please explain why the research will not result in reusable data or in data that cannot be stored or data that for other reasons are not relevant for reuse.

   Guidance: The preferred answer to this question is 'Yes', even if only part of your data is suitable for reuse. According to the FAIR principles, your research data should be 'as open as possible and as closed as necessary'. This does not necessarily mean that (all) your data is openly available to everyone. There can be reasons to restrict access to (part of) your data, for instance when this would affect the privacy of participants, intellectual property rights, or commercial interests. If your project involves research participants, you need to be able to demonstrate that the participant has consented to the processing and reuse of their data.
   For tailored advice, please contact the UG DCC: dcc@rug.nl.

3. After the project has been completed, how will the data be stored for the long-term and made available for the use by third parties? Are there possible restrictions to data sharing or embargo reasons? Please state these here.

   Guidance: Consult the Research Data Policy of your faculty or institute for discipline-specific guidelines on how and where to store your data. Research data generally needs to be archived for a minimum of 10 years. The UG default data repository for publishing research data and software is DataverseNL, yet other (discipline-specific) data repositories may be more suitable for your research data and/or software. DataverseNL is managed and supported by the UG DCC and Library. Datasets are deposited with rich metadata and receive a unique Digital Object Identifier (DOI), which allows for data citation in compliance with the FAIR principles. Datasets deposited in DataverseNL are made 'findable' through the UG Research Portal. Datasets can be published openly or under restricted access (see question 2 above). The DCC is

available to provide advice and solutions for placing data under restricted access. Highly sensitive research data not suitable for DataverseNL (or another public repository) may be stored on the UG network drive (Y: drive). This storage facility is compliant with the UG Research Data Policy (2021).
For tailored advice, please contact the UG DCC: dcc@rug.nl.

4. Will any costs (financial and time) related to data management and sharing/preservation be incurred?
    ☐ Yes: Then please be sure to specify the associated expenses in the budget table of this proposal.
    ☐ No: All the necessary resources (financial and time) to store and prepare data for sharing/preservation are or will be available at no extra cost.

Guidance: Data management costs may include hiring additional personnel for data collection or data processing, purchasing specialized equipment or software that is not available through the university, or acquiring external datasets. Storage of research data on the UG network drive (Y: drive) and (support for) archiving/publishing of research data in DataverseNL is available to UG researchers free of charge.
For tailored advice, please contact the UG DCC: dcc@rug.nl.