



RDM – BEST PRACTICES

Dezernat II

Forschung

Start planning RDM in your research project at an early stage. First, contact the university's [Research Support Division](#) for general advice on your (planned) externally funded project.



Consider key questions about your data and its storage, processing and subsequent use. The [DFG website](#) offers guidance on the most important topics.



Check which conditions and requirements your funding body has for RDM. Often specific requirements are defined and usually templates are provided.



Verify whether you can apply for funds for RDM in your project. Find out from your (potential) funding body about the possibilities, e.g. at [DFG](#).



Use the university's text modules for the writing of application texts concerning RDM in your project. In doing so, consider the specifications of the respective third-party funding body. If there are no specific guidelines, use the [DFG checklist](#) as a basis.



Define a person responsible for RDM in your research project.



Use the university's [RDMO instance](#) to create an individual data management plan (DMP) for your project. A DMP can and should be updated and adapted during the course of your research project.



Seek personal consultation as soon as possible. To do this, first contact a [Core Facility](#) of the university that fits your needs. Select the facility on the basis of your research discipline and data.



Receive support on different storage options if needed – there are different possibilities during the research process as well as afterwards. Also, keep in mind that research data should be annotated and provided with metadata. Secondary data should also be retained. The [ZDV](#) or, for medical data at the UKT, the [GB-IT](#) will advise you on an individual solution suitable for your data.



Contact experts on specific topics, such as the university's [data protection officer](#), the [Copyright Office](#) or [Technology Transfer](#). In this way, you can ensure that topics such as data protection, copyright, licensing and patent law will be adequately considered for your data.



Get advice on making your research data available. You can choose between different publication options. This guarantees a solution that fits you and your data best. The [University Library](#) provides advice on all topics related to the publication of your research, and the university also offers its own research data repository, [FDAT](#).



Take advantage of extended consulting services on specialized topics. For this, please contact an [NFDI consortium](#) that fits your research discipline.