

## Open Research: Managing & Sharing Data

### Key Steps

#### Getting started

<input type="checkbox"/>	1. Create a project-specific Data Management Plan (DMP)
<input type="checkbox"/>	a) Find out if your funder has a specific DMP template
<input type="checkbox"/>	b) If your funder does not have a specific template, use our <a href="#">generic template</a>
<input type="checkbox"/>	c) Visit the <a href="#">RDMS website</a> or contact the team, for guidance and support
<input type="checkbox"/>	2. Discuss the project DMP with fellow researchers and collaborators (and revise, where applicable)
<input type="checkbox"/>	3. Deposit a copy of the <b>provisional version</b> (i.e., first version) and the <b>final version</b> of the project DMP, in the <a href="#">DMP Inbox</a> – as required by the <a href="#">Research Data Management and Sharing policy</a>

#### Publishing research

<input type="checkbox"/>	4. Include a link to underpinning /related research data in your publication manuscript/s
<input type="checkbox"/>	a) If depositing in Pure, create a dataset record and save as “for validation” to get a ‘place-holder’ DOI
<input type="checkbox"/>	b) Include the DOI in your manuscript prior to submission
<input type="checkbox"/>	c) Include relevant documentation and metadata
<input type="checkbox"/>	d) Relate the dataset to other content (e.g., publications, projects, theses, equipment)
<input type="checkbox"/>	e) Make data openly available where possible, restrict as necessary
<input type="checkbox"/>	5. Refer to the <a href="#">OA-RDM workflow diagram</a> and our website for guidance
<input type="checkbox"/>	6. Contact RDMS staff at <a href="mailto:researchdatapoint@strath.ac.uk">researchdatapoint@strath.ac.uk</a> for advice

#### Completing research

<input type="checkbox"/>	7. Deposit all relevant research data in <a href="#">Pure</a> , or another suitable data repository
<input type="checkbox"/>	a) Include relevant documentation and metadata, describing the data and to help make it <a href="#">FAIR (Findable, Accessible, Interoperable and Reusable)</a>
<input type="checkbox"/>	b) <a href="#">Relate the dataset to other content</a> (e.g., publications, projects, theses, equipment)
<input type="checkbox"/>	c) Make data openly available - where possible, and restrict - as necessary
<input type="checkbox"/>	8. Account for all data – delete unnecessary data from other storage to reduce duplication