

Research Data Management Training for PhD students – Psychology and Education & Child Studies

This course is organized by the Data Stewards of Behavioural Sciences for all new PhD students. The course touches upon all aspects of data management, with examples drawn from the practice of social science research. After the second session, participants will write their own data management plan, and then present it to the group during the third session. This will provide an opportunity for participants to exchange their experiences of writing their plan and receive feedback on their plan from the Data Stewards.

Content

The course touches upon the following topics:

- Policy requirements for writing a data management plan
- What is FAIR data: Findable, Accessible, Interoperable, Re-usable
- Characteristics of different types of data and the implications for data management
- How to deal with sensitive data according to GDPR procedures
- Storing your data securely and sustainably and taking measures to reduce risks
- Making it possible for others to interpret your data sets
- Data sharing, including issues that concern ethics, privacy, informed consent, etc.
- Publishing data and archiving it for long-term access (Dataverse system)
- Data Management Plan: the contents and its purpose.
- Open Science and the Open Science Community Leiden

Learning objective

Participants will become aware of the importance of sound data management; they will learn about requirements and be able to manage their own data according to standard procedures and best practices common in their field of research. Participants will write a data management plan, that conforms to university regulations, in which they will describe the principles behind their methods for data management.

Target group

PhD students within 6 months after the start of their project.

Please note: this is a tailor-made mandatory training for all new PhD students from the Institutes of Psychology and Education & Child Studies. Please be aware that the combined course Data- and Project Management for PhD students – offered by HRM - partly overlaps with this training. PhD students interested in project management skills are advised to participate in the Project Management Skills for Doctoral Research Training provided by the HRM department.

Trainers

Data Stewards Behavioural Sciences: Willemijn Plomp, MSc. and Jaap-Willem Mink, MSc.

Members of staff: Data Librarian & Privacy Officer

Format

The course takes place twice a year, in Spring and Autumn. For information on the dates, contact the Data Stewards, Willemijn Plomp and Jaap-Willem Mink, via datastewards_psy_ped@fsw.leidenuniv.nl. The training consists of three group sessions, assignments and online material that can be studied individually. The overall time investment for PhD students will be 14 hours (0,5 ECTS).

Session	Subject	Details
1	Introduction	<ul style="list-style-type: none">• Welcome and Introduction to data management• Getting to know each other• FAIR data
1	FAIR data	<ul style="list-style-type: none">• Hands-on exercise
1	Break	
1	Data management planning	<ul style="list-style-type: none">• FAQs about data management planning
1	Research Life-cycle	<ul style="list-style-type: none">• Hands-on exercise
1	Break	
1	RDM at FSW Leiden	<ul style="list-style-type: none">• Introduction to FSW data archiving guidelines and Dataverse
1	Closing and assignment	<ul style="list-style-type: none">• Preparation for the next sessions

Session	Subject	Details
2	Information for new Psychology PhD's	<ul style="list-style-type: none">• Information about the graduate school and the different departments & organisations in Psychology• <i>If you are not in Psychology, please skip this section and come after the break</i>
2	Break	
2	Privacy and Personal Data	<ul style="list-style-type: none">• How to handle personal data• Anonymizing and pseudonymizing• Information about the GDPR
2	End, time for questions	<ul style="list-style-type: none">• The data stewards and privacy officer will stay to answer questions about your DMP and DPIA

The third session will take one hour. In this session the PhDs will be divided into groups and asked to give a brief presentation (7 min maximum):

Slide 1: presentation of your project and your research data

Slide 2: presentation of your data management

Slide 3: lessons learnt and challenges.

Practical information

This workshop will be held at the Pieter de la Court Building or in an online classroom if necessary.

The workshop will be in English. The Data Stewards will take care of planning, selection and invitations.