NTK
50°6'14.083"N, 14°23'26.365"E
Národní technická knihovna
National Library of Technology

National Centre
for Information Support of Research,
Development, and Innovation

Introduction to Research Data Management

… and how not to get overwhelmed by data

Lecturer: Jan Vališ

Authors of the presentation: Adéla Jílková, Martin Schätz, Jan Vališ

Nov 10, 2026

Content of this presentation is licensed via CC BY 4.0, except where otherwise noted for content created by third-parties.

The project National Centre for Information Support of Research, Development and Innovation with the identification code MS2101 is implemented with the support of the Ministry of Education, Youth and Sports.

How about you?

- What is your academic affiliation?
- What is your level of study?
- What is your main research field?

Learning objectives

Knowledge:

- Define what research data are
- Identify key stages of the research data lifecycle
- Understand the FAIR principles
- Distinguish FAIR from Open data

Skills

- Outline a DMP, incl. administrative, legal, ethical requirements.
- Estimate storage costs
- Apply basic metadata

Attitudes:

- Rresearch data management is a good scientific practice

Based on: Petersen, B. *et al.* (2025) Learning Objectives Matrix on the Topic of Research Data Management (RDM) (Version 3). Zenodo. 10.5281/zenodo.15846806

What is research data and why manage it?

Research data – theoretically

- Any information **collected**, **observed**, **generated,** or **created** during the research process to produce and support research findings

- **Primary** vs. **Secondary** (Directly from a given research vs. Used for different reason)
- **Quantitative** vs. **Qualitative** (e.g., volume vs. interview)
- **Experimental** vs. **Observational** (e.g., pH vs. bird migration)
- **Instrumental** vs. **Non-instrumental** (e.g., photo vs. taste description)

- Different fields and disciplines → different data (STEM, Medicine, SSH …)

Research data – practically

- Pictures (SEM pictures, photos of birds etc.)
- Videos (movement of particles, interviews etc.)
- Sound records (birds singing, interviews etc.)
- Tables (spectra, observations etc.)
- Texts
- Statistics
- Electronic patient records
- …

Research data are <u>not</u>:

- Project proposal
- Project budget
- Evaluation report
- Conference proceedings
- Journal article
- **Electronic supplementary information**

Terminological side quest

Supplementary Information

- Form: visualizations, tables etc., (often in one PDF/DOCX)
- Goal: support a paper
- Where: publisher, alongside the paper
- Can’t be:
  - Found separately of the paper
  - Re-used
  - Cited
  - Claimed as a dataset for the funder

Dataset

- Form: collection of files
- Goal: support paper and/or re-use
- Where: repository, standalone
- FAIR-compliant:
  - Dedicated PID & metadata
  - Re-use
  - Clear licensing
  - Citable (incl. RIV output)

Research data management

- A set of practices, strategies, and activities, including data:
  - **organization,**
  - **documentation**,
  - **storage**, and
  - **sharing**
- Covers all stages of the research process
- Ensures the effectiveness, reproducibility, and reuse of research data

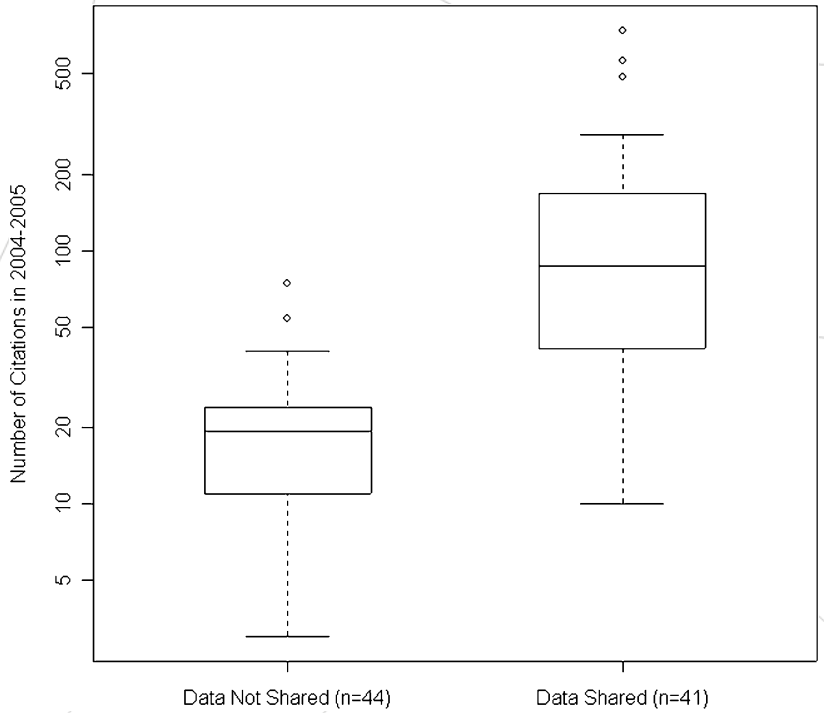
Why manage research data?

Keep the research process secure and organized

- Increase efficiency, save time and resources
- Share data with colleagues
- Reduce risk of data loss and improve data security

Enhance global data sharing

- Enable data reuse and enhance collaboration
- Increase the visibility and impact of research
- Increase transparency & improve trust in findings
- Support research integrity & validation of results



2004–2005 citation counts of 85 trials by data availability.
Heather A. et al. 2007. PLOS ONE. License: CC BY 4.0
10.1371/journal.pone.0000308.

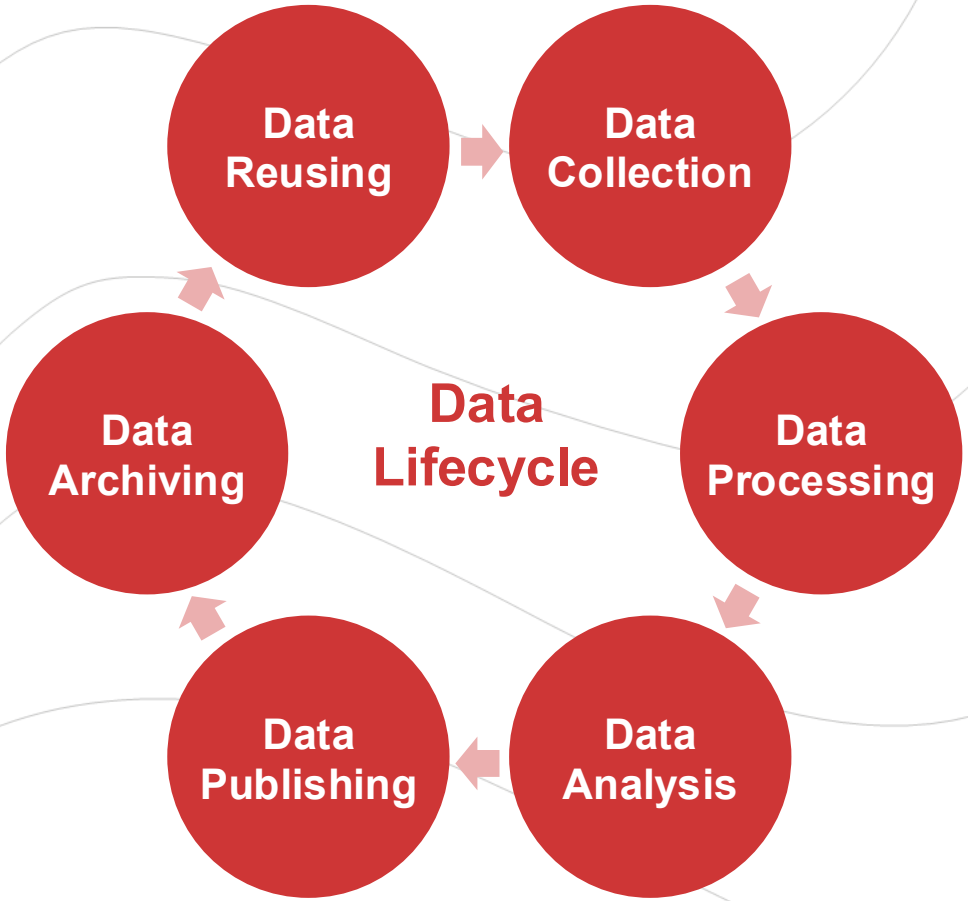
Why manage research data?

Keep the research process secure and organized
Enhance global data sharing
It may be mandatory

- Institutional rules
- Publisher policy
- Funder requirements
- Act. No. 328/2025 Coll. on research, development, innovation and knowledge transfer
  - Covers publicly funded research (incl. GAČR, TAČR …)
  - §83, 3) Research data must be FAIR
  - §83, 2) Exceptions from opening
- Proposed amendment to the Act. No. 328/2025 Coll.
  - Covers publicly funded research (incl. GAČR, TAČR … & **institutional funding**)
  - §83, 1) Research data must be FAIR
  - **§83, 2) Data supporting papers must be findable in trusted repositories no later than on the date the paper is made available**
  - §83, 2b, 3, 4) Exceptions from opening

Caution: these points are based on the proposal of the amendment, that is currently in the parliament.

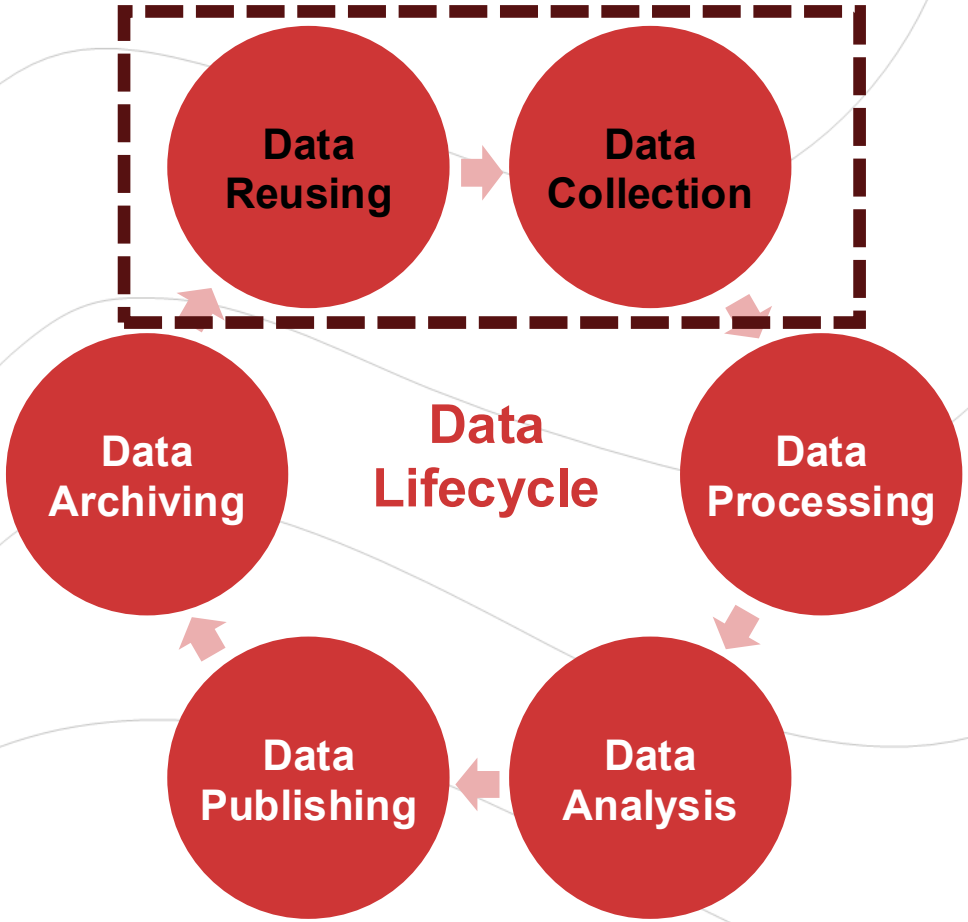
Research data lifecycle



Adapted from "Research Data Lifecycle" by UK Data Service, License: CC BY

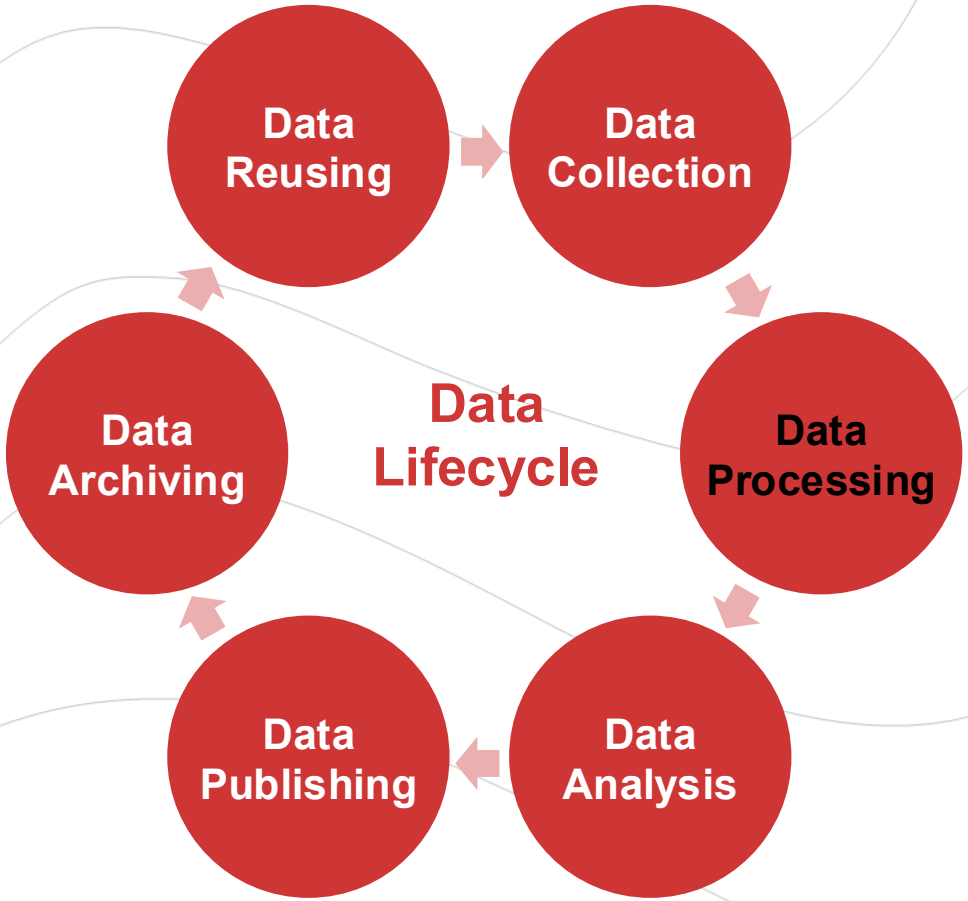
Research data lifecycle

Source Data
Collected/produced “raw data“
Reused data from a database/repository



Adapted from “Research Data Lifecycle“ by UK Data Service, License: CC BY

Research data lifecycle

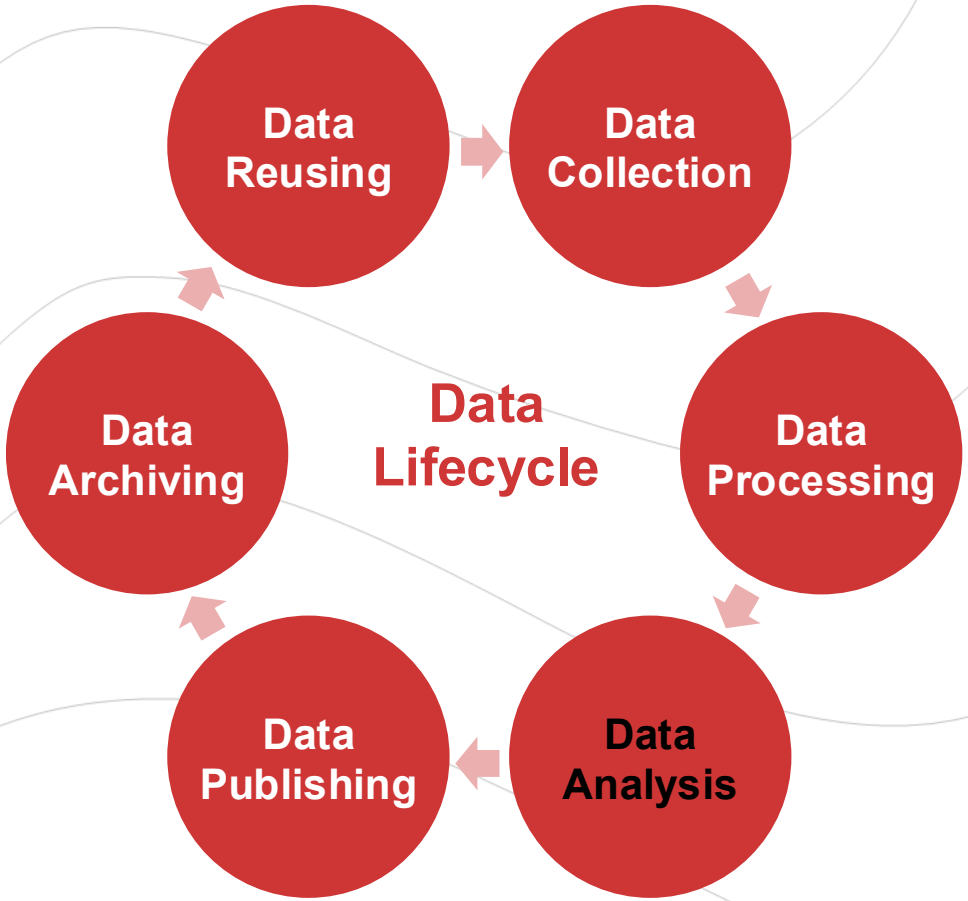


Source Data
Collected/produced “raw data“
Reused data from a database/repository

Data Processing
Transformation of raw data

Adapted from “Research Data Lifecycle“ by UK Data Service, License: CC BY

Research data lifecycle



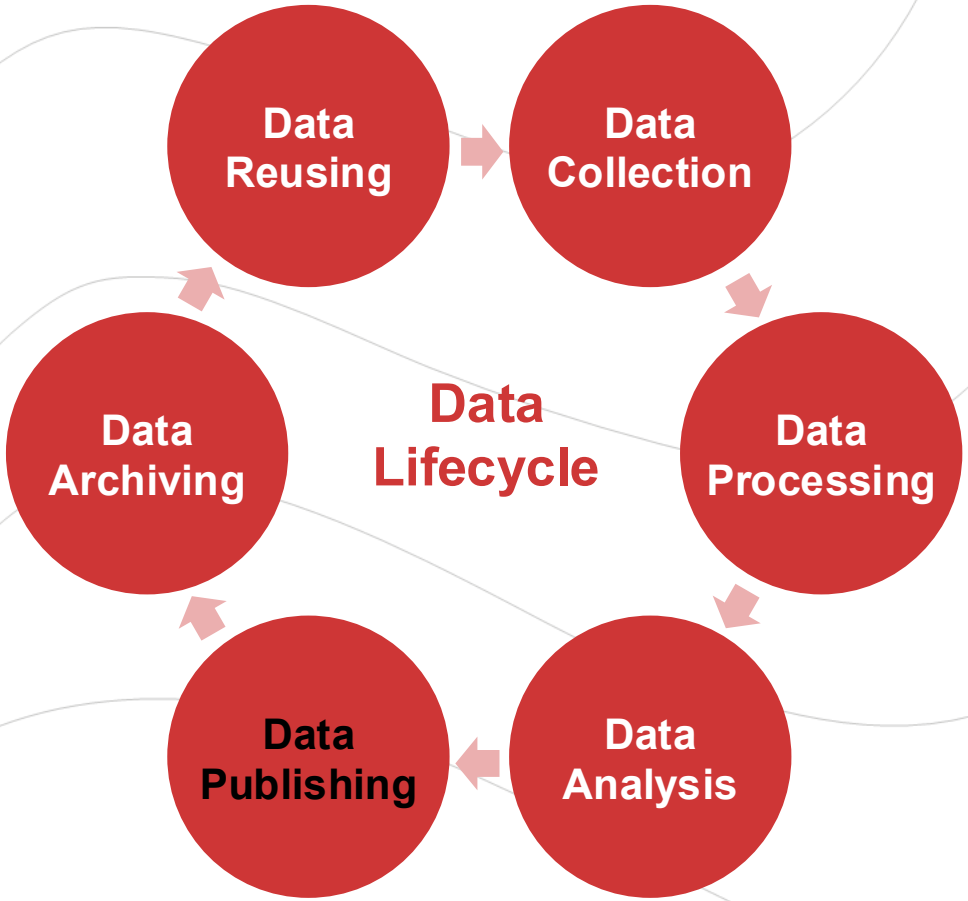
Source Data
Collected/produced “raw data“
Reused data from a database/repository

Data Processing
Transformation of raw data

Data Analysis
Data interpretation
Generation of results and outputs

Adapted from “Research Data Lifecycle“ by UK Data Service, License: CC BY

Research data lifecycle



Source Data
Collected/produced “raw data“
Reused data from a database/repository

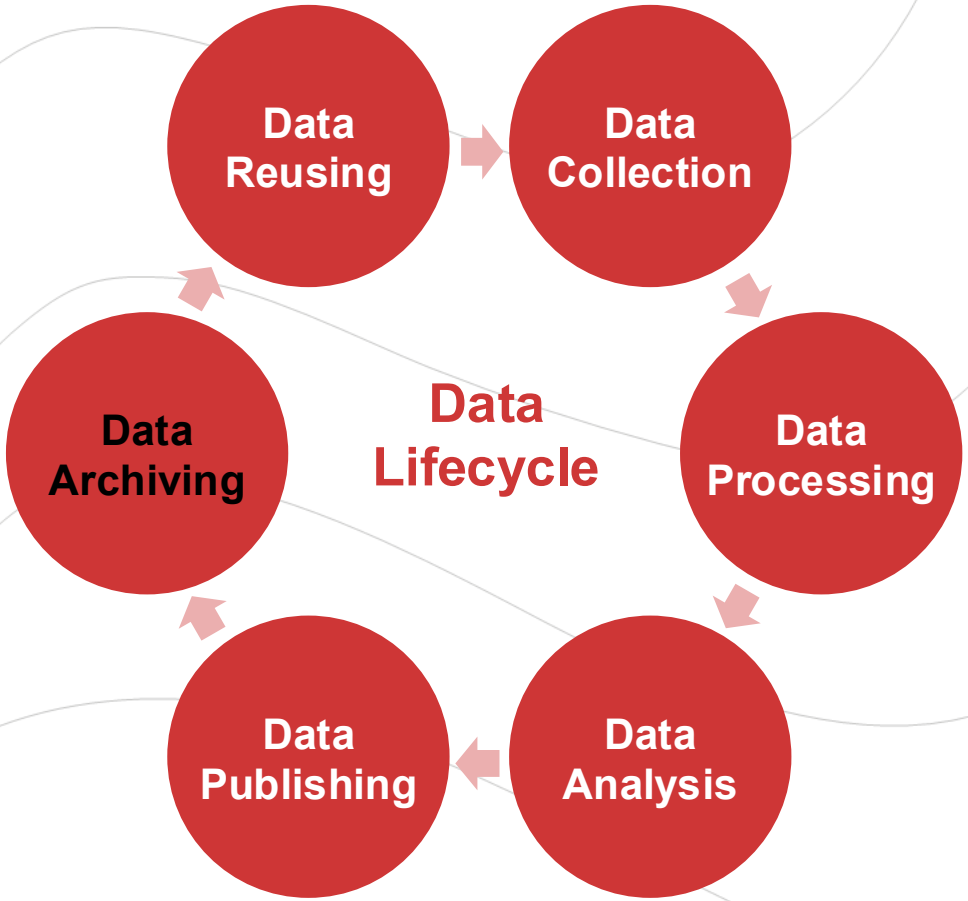
Data Processing
Transformation of raw data

Data Analysis
Data interpretation
Generation of results and outputs

Data Publishing
Journal article
Manuscript + supplementary information
Databases/repositories
Data underlying publication
Separate datasets

Adapted from “Research Data Lifecycle“ by UK Data Service, License: CC BY

Research data lifecycle



Source Data
Collected/produced “raw data“
Reused data from a database/repository

Data Processing
Transformation of raw data

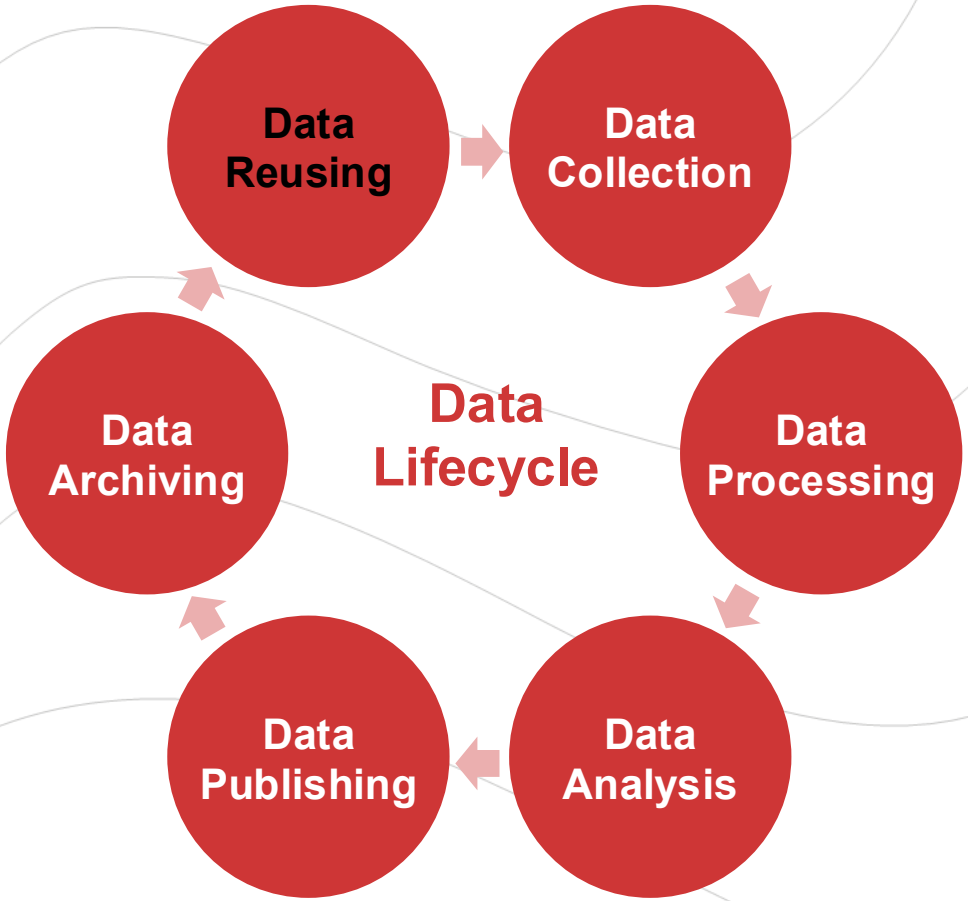
Data Analysis
Data interpretation
Generation of results and outputs

Data Publishing
Journal article
Manuscript + supplementary information
Databases/repositories
Data underlying publication
Separate datasets

Data Archiving

Adapted from “Research Data Lifecycle“ by UK Data Service, License: CC BY

Research data lifecycle



Source Data
Collected/produced “raw data“
Reused data from a database/repository

Data Processing
Transformation of raw data

Data Analysis
Data interpretation
Generation of results and outputs

Data Publishing
Journal article
Manuscript + supplementary information
Databases/repositories
Data underlying publication
Separate datasets

Data Archiving

Data Reusing (registries, repositories)

Adapted from “Research Data Lifecycle“ by UK Data Service, License: CC BY

RDM strategies

Organizing
- Directory structure
- Formats, names, versions

Documentation
- Data description
- Experimental details
- Decisions made
- Metadata

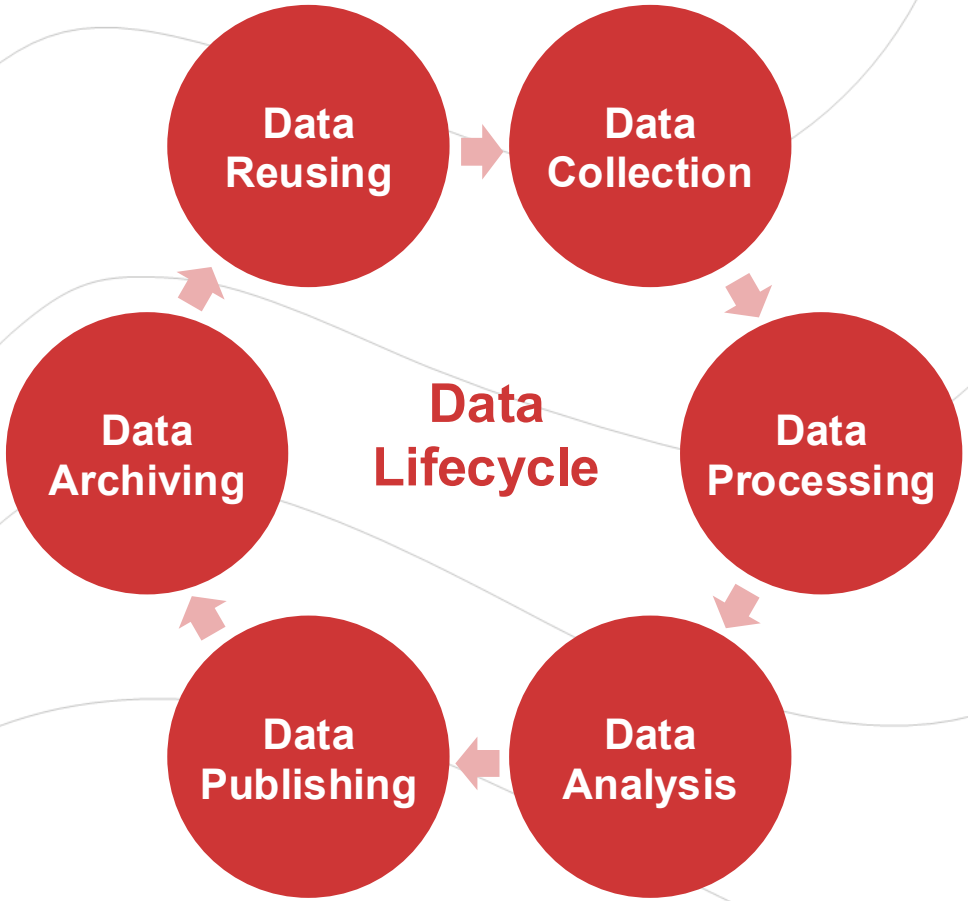
Storage
- Backup
- Long-term preservation

Data access
- Access rights (open, restricted)
- Licenses

Plan
- Generate ideas
- Design research
- Funding proposal

Examples of research data requirements and policies

Plan
Generate ideas
Design research
Funding proposal



Funding agency policies

Open Access policy
Data management plan

Legal and ethical requirements

National and European legislation
Ethical framework for researchers
Personal data protection
Intellectual property rights
Commercial use of data

Institutional policies

RDM policy
Codes of conduct and ethics
Data protection
Partnership agreement (for collaboration)

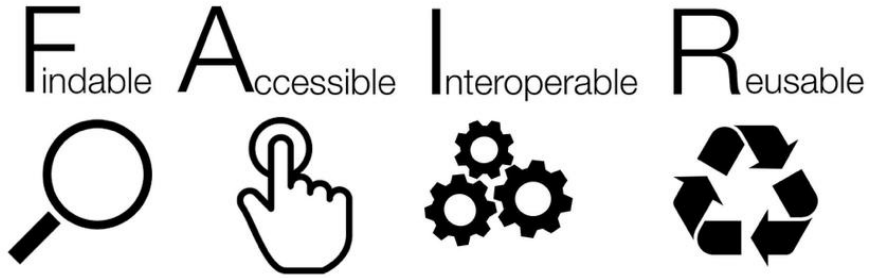
Journal & Publisher policies

Data sharing policy

Adapted from "Research Data Lifecycle" by UK Data Service, License: CC BY

FAIR principles

FAIR principles



Source: SangyaPundir, FAIR data principles, CC BY-SA 4.0

Findable

- Metadata
- Persistent Identifiers (DOI, ORCiD, ROR, IGSN…)
- Registration and indexing in searchable repository

Accessible

- Free and open metadata
- Metadata available even when data are not available

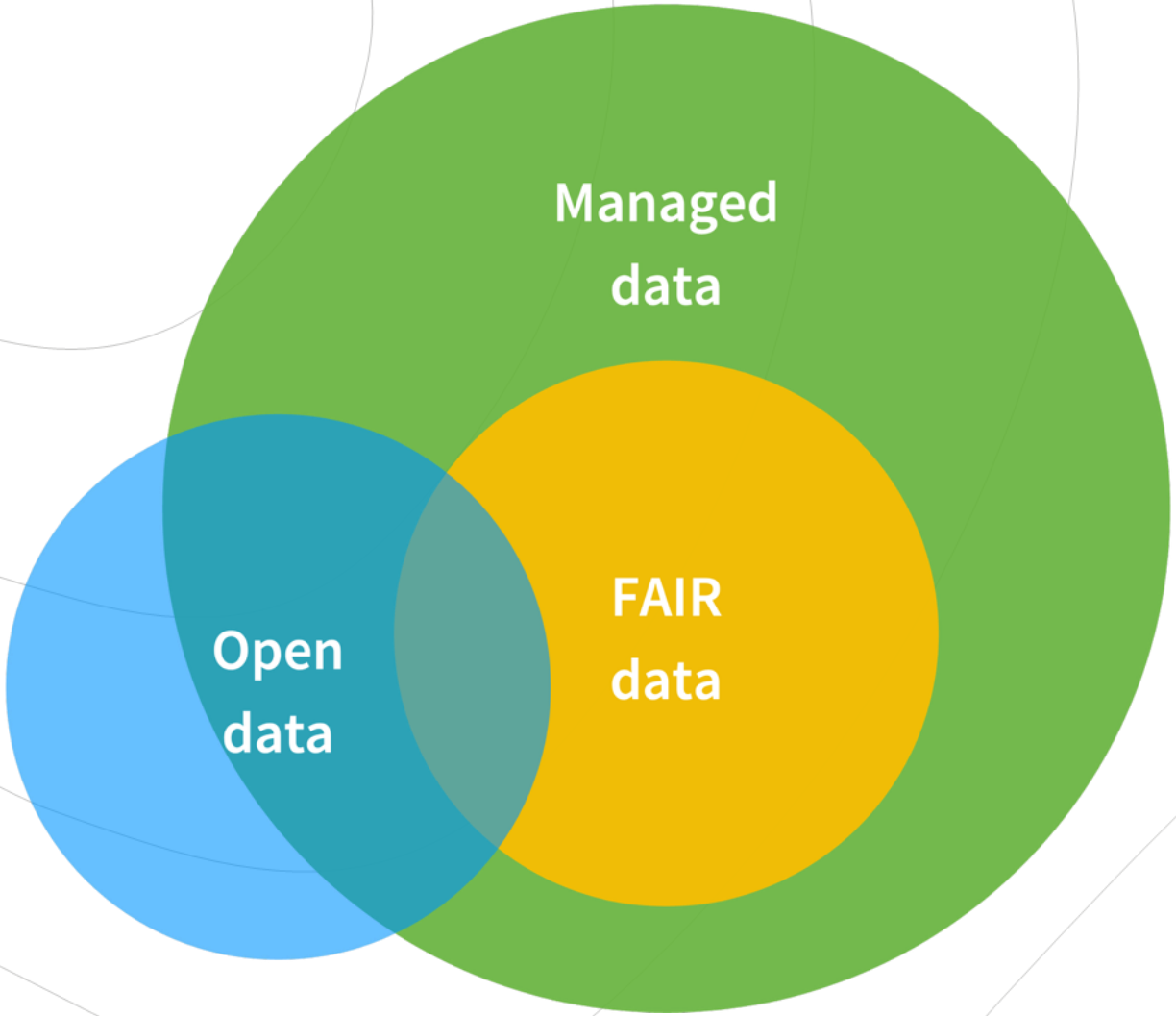
Interoperable

- Widely used language
- Preferred formats
- Vocabularies and ontologies

Reusable

- Rich description (Read Me File)
- License
- Field/Community standards

Open vs. FAIR Data



Source: Valis, Jan (2024). FAIR vs. Open Data (Venn diagram). doi.org/10.6084/m9.figshare.25648548.v1; License: CC BY

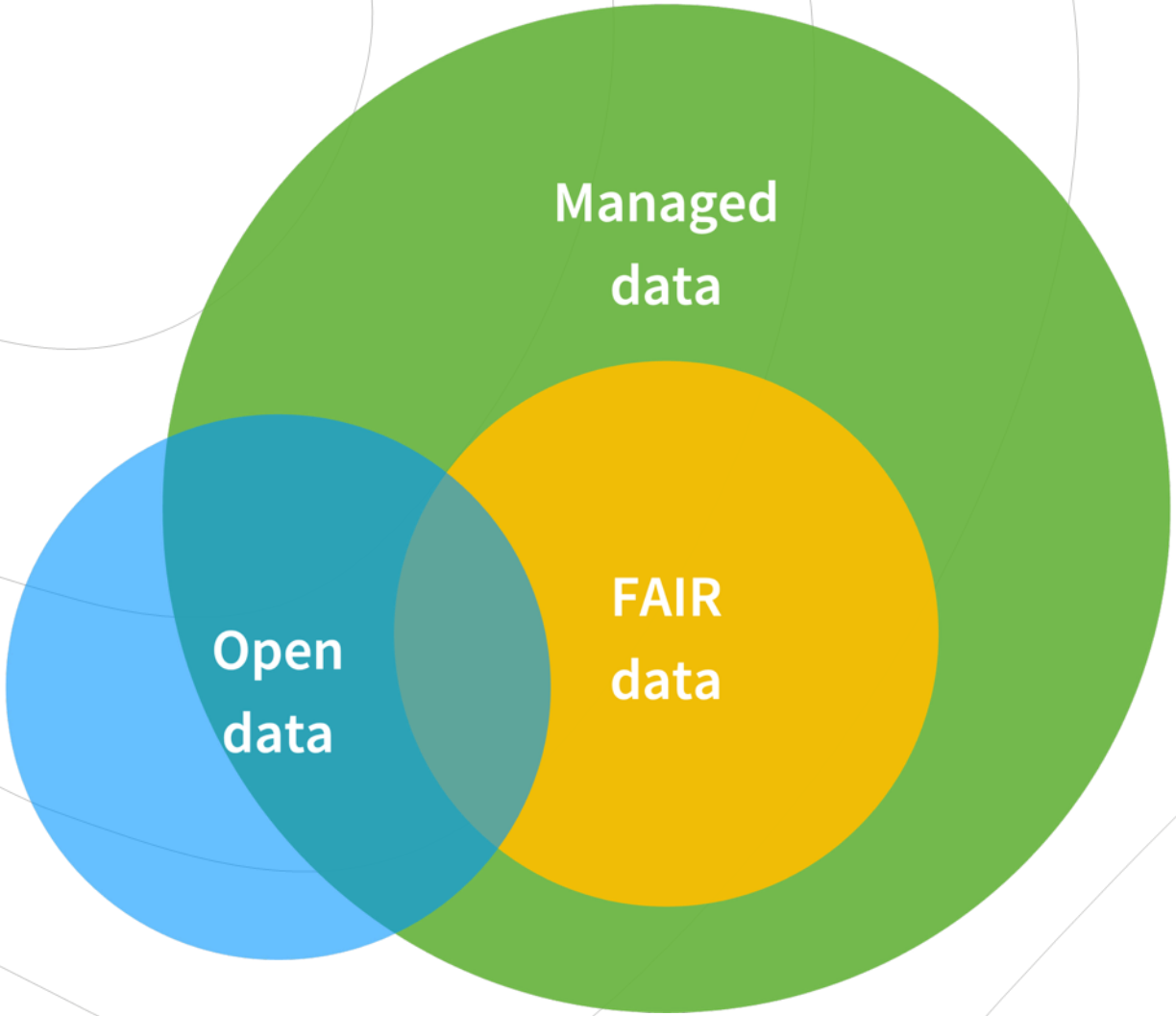
What (not) to publish?

- Personal data
- Sensitive data
- Protected by legitimate interest:
  - Intellectual Property
  - Commercial Interests

What to do with these data?

- Can the data be:
  - anonymized?
  - shared with informed consent?
  - shared later (embargo)?
  - shared only with selected researchers (controlled access)?
- If not, we can still usually share at least **metadata**

Open vs. FAIR Data



Source: Valis, Jan (2024). FAIR vs. Open Data (Venn diagram). doi.org/10.6084/m9.figshare.25648548.v1; License: CC BY

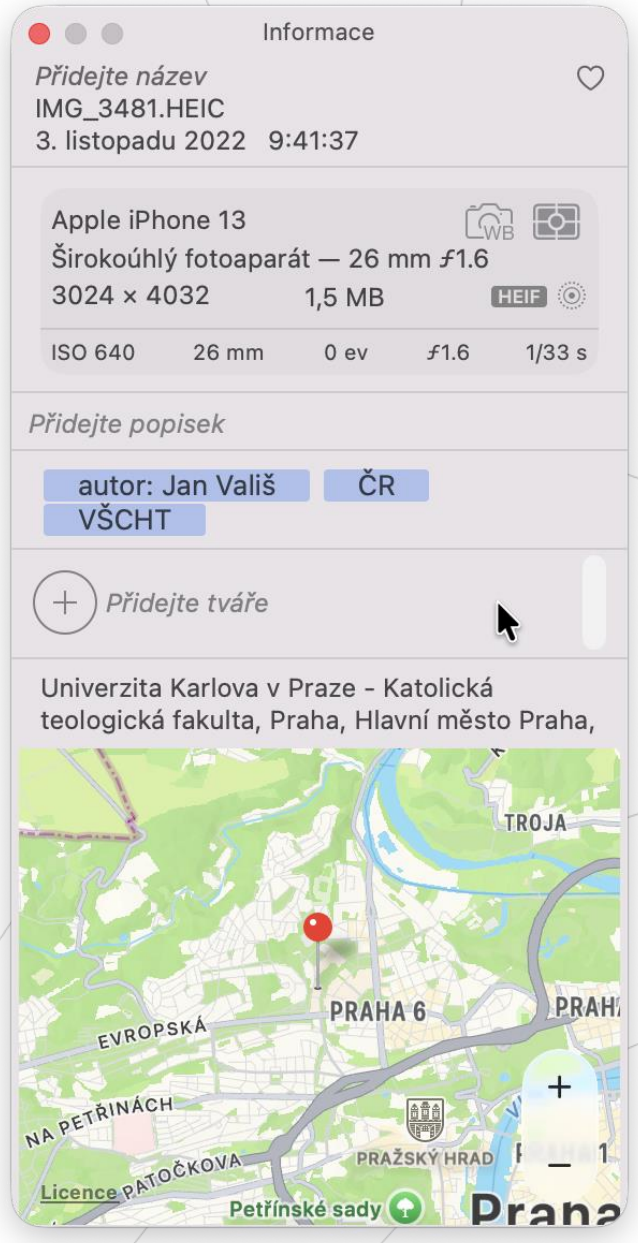
Metadata

Metadata – theoretically

- Documentation describing data = **“data about data”**
- **Machine readability** → search & retrieval of data from repository
- Metadata: who, what, when, where, why, how
- Different types
  - descriptive (title, author, date, keywords …)
  - administrative (file formats, owner, license …)
  - field-specific (spectral resolution, CAS number of molecule, species …)

Metadata – practically





Metadata – models

- Universal
  - Dublin Core
  - DataCite
  - …
- Field-specific
  - Open Geospatial Metadata Standard
  - Chemical Research Object Framework
  - …

DataCite

- Mandatory
  ID, *Creator, Title, Publisher, Year, Type*
- Recommended:
  Subject, Contributor, Date, Related ID, Description, Geo Location
- Elective:
  Language, Alternative ID, Size, Format, Version, Rights, Funding, Related Item

Quiz time!

Select examples of research data:

- ❑ Infrared spectrum of a sample.
- ❑ Grant budget submitted to grant provider.
- ❑ Recording of a structured interview.

Select truthful statements regarding metadata:

- ❑ Metadata help in finding research data.
- ❑ Metadata should be machine-readable.
- ❑ Must be human readable.

Data Management Plan (DMP)

DMP – plan before project starts

Administrative

- People involved (qualifications, training, roles & access, ORCiD)
- Requirements (institutional, funder …) & Support
- Budget

Instruments

- Access?
- Documentation?

Software

- Capture/processing/analysis workflows?
- Access to proper software?
- Use of open file formats?

DMP – plan before project starts

Size

- Enough storage for (captured/processed/analyzed) data?
- Many small files or fewer large files?

Backup

- How and where? (HDD, NAS, on/off-campus server)
- Encryption and access control?

Archiving

- What to archive?
- For how long?

DMP – plan before project starts

Legal & Ethical aspects

- Collaboration and services
- Personal/sensitive data
- Ethical committee approval?
- Informed consent?

Copyright License

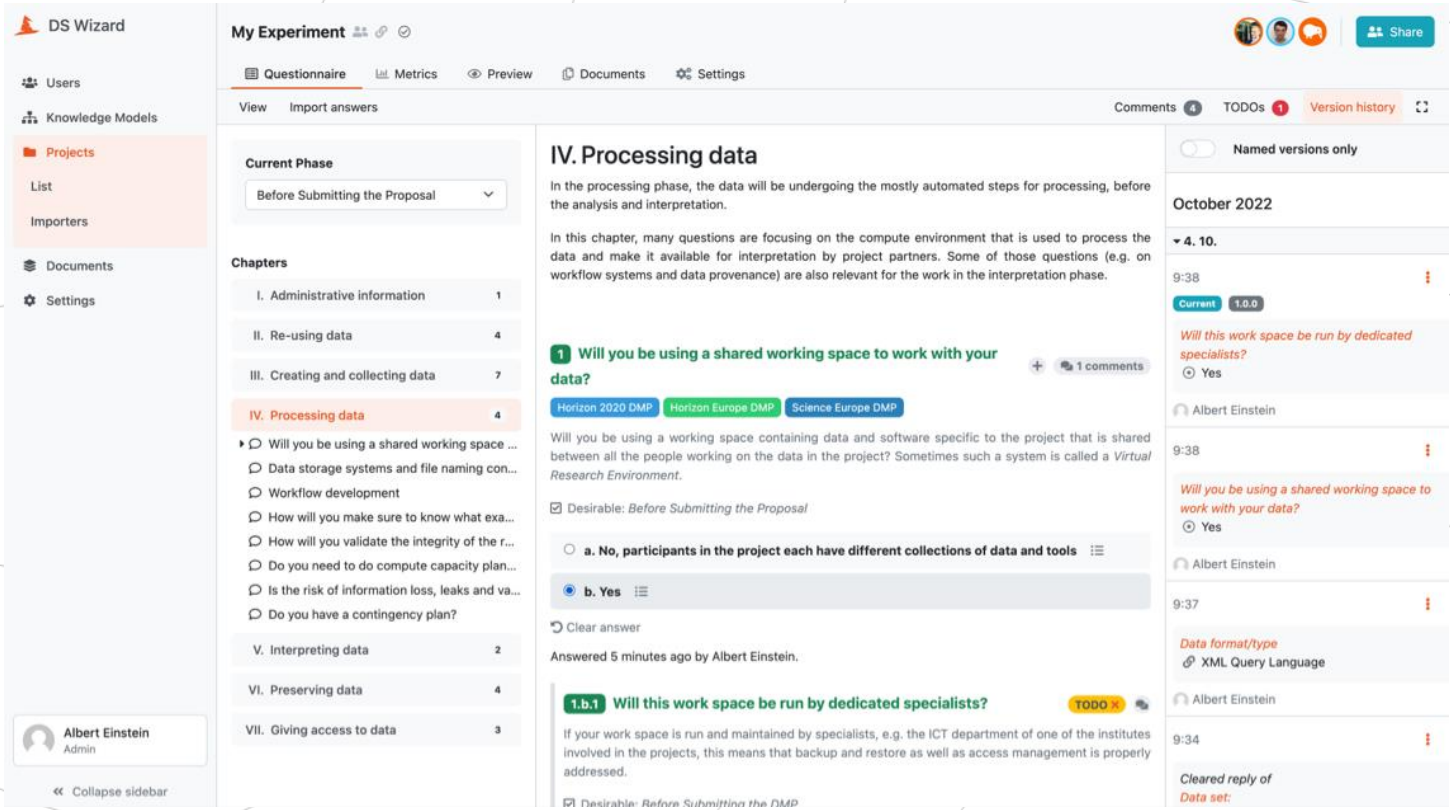
- How are we legally bound?
- How do we want to license our results?

Publishing

- Can we publish data?
- Is there any domain-specific repository?

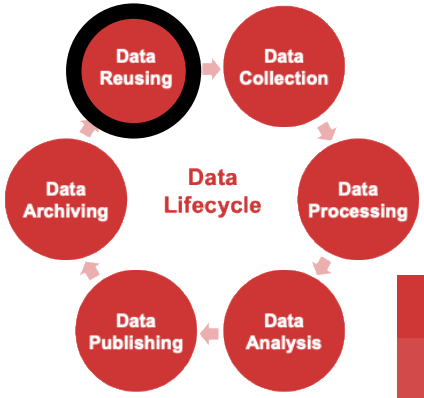
Tools to help you with DMP

- Data Stewardship Wizard (FAIR Wizard, e.g. CAS)
  (Free-to-use on-line instance for researchers with Czech eduID)
- DMP Online
- Argos



source: https://ds-wizard.org/

Data Reuse



Benefits

- Resource efficiency (time, money, equipment)
- Access to hard-to get data
- Larger datasets

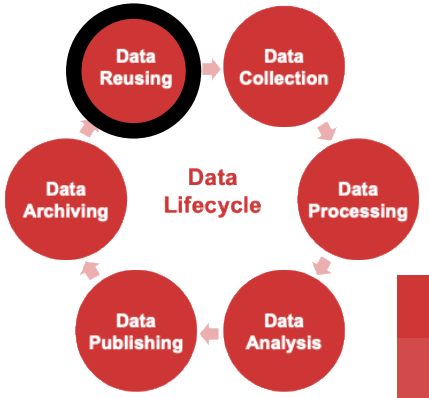
Perils

- Different collection methodologies
- Quality?
- Incompatible formats
- Ethical aspects

Solutions

- Implementation of FAIR principles
  - Community standards
  - Preferred formats
  - Unified ontologies/controlled vocabularies
  - Permissive licensing
- Data harmonization
  - Cleaning
  - Processing
  - Transformation
  - Normalization

Data Reuse



Good practice

- Use of persistent identifiers (DOI, IGSN)
- Use of ethically/legally indisputable
- Reusing established workflows
- Reusing data from other filed

Questionable practices

- Assuming data are correct
- Use without/in breach of license

Reference datasets

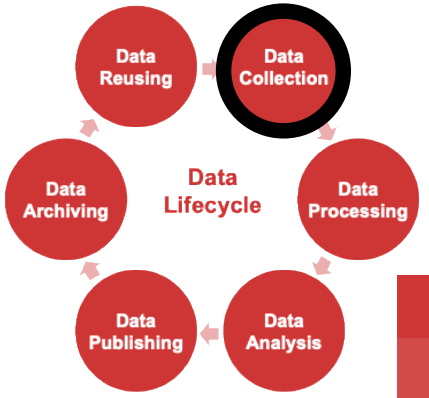
- Trusted data
- Peer-reviewed, validated

(e.g. NIST Webbook of chemistry)

Non-reference datasets

- Experimental/observational data
- Variable quality

Data Collection



Organization

File naming

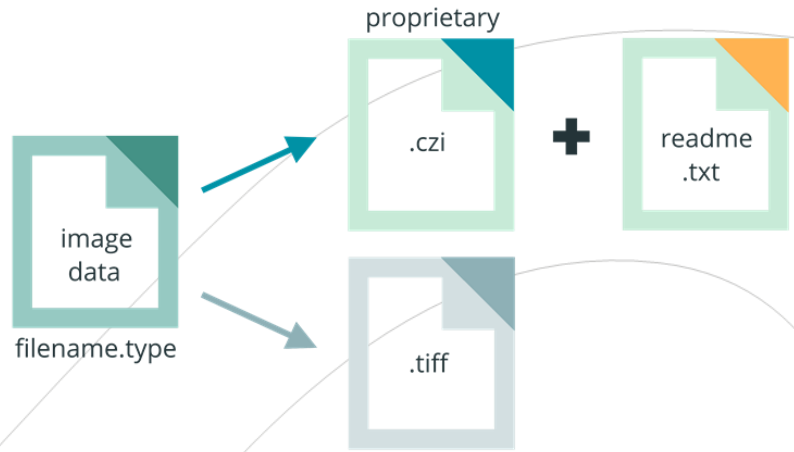
Metadata

File formats

- Preferred vs. popular
- Open vs. proprietary
- If proprietary necessary, include info in ReadMe on how to open/use the file (SW, workflow etc.)
- E.g., TIFF (~~JPEG~~), PDF/A (~~DOCX~~), CSV (~~XLSX~~)

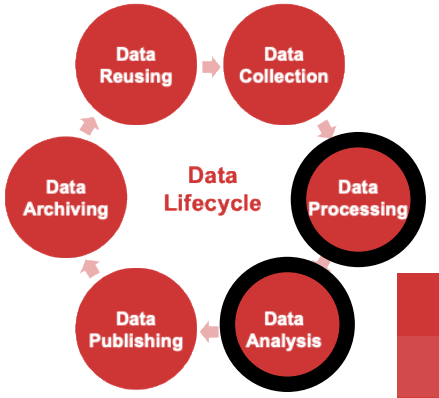
Preferred format

- archiving-friendly
- open
- well-documented
- human & machine readable
- lossless compression
- not dependent on a specific SW



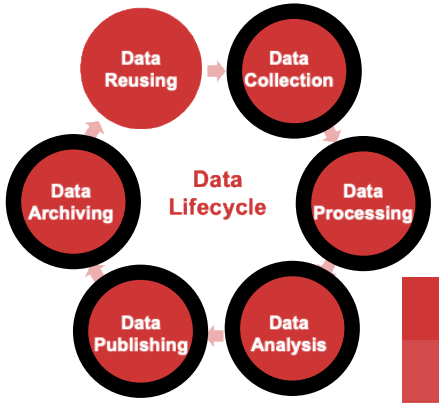
source: howtofair.dk/how-to-fair/file-formats/

Data Processing & Analysis



- Algorithmic workflows preferred (reproducibility, efficiency)
- Always work on a copy: original raw data need to stay untouched
- Minimize work with sensitive data
  (e.g. split sensitive/personal (meta)data and reconstitute them only using a key available to a small group of people)

Data Storage



By stage

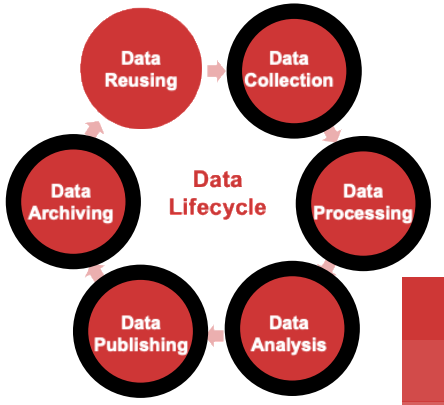
- During collection/processing/analysis (on-campus/off-campus)
- After analysis – **publishing** (e.g. repository)
- After the project finishes – **archiving** (locally, repository, or cold-storage?)

Security aspects

- Encryption
- Training
- Access restriction (by role, read/write etc.)

Financial aspect

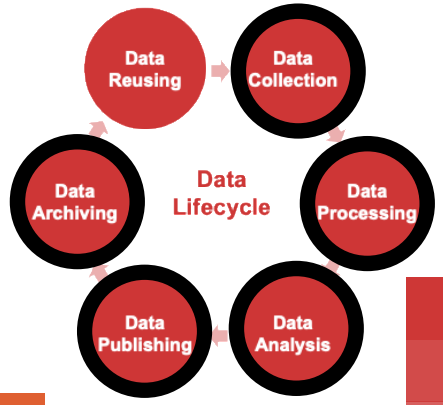
Try to guess: how much should your budget be if you need to store 1 TB of data for 10 years?



Assume that a large number of small files is going to be generated. And even though the data will only be archived at the storage facility, the researcher wants to be able to retrieve the whole dataset in one day. As a good custodian, the researcher requires 24/7 support and will tolerate only 1 day of downtime per year. Due to the sensitivity of the data, controlled access will be required

A. **10 000 CZK**
B. **50 000 CZK**
C. **100 000 CZK**
D. **500 000 CZK**
E. **1 000 000 CZK**
F. **5 000 000 CZK**
G. **10 000 000 CZK**

Data Storage – price estimation



DSW Storage Costs Evaluator

Total costs:	TB costs per year:	Result details
2 261 €	**452** €	

Volume

500 GB

Lifetime

10 years

Detailed storage properties

Source: storage-costs-evaluator.ds-wizard.org/

Data Storage – price of AWS



Standard

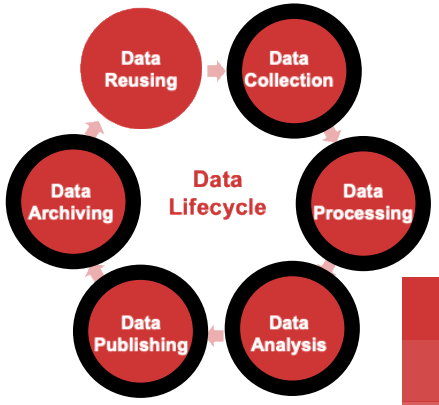
First 50 TB/Month $0.023 per GB → 13 517$ per year
Next 450 TB/Month $0.022 per GB → 121 651$ per year
Over 500 TB/Month $0.021 per GB → 129 024$ per year

Archive

Archive Access Tier All Storage/Month $0.0036 per GB
100TB → 4 424$ per year

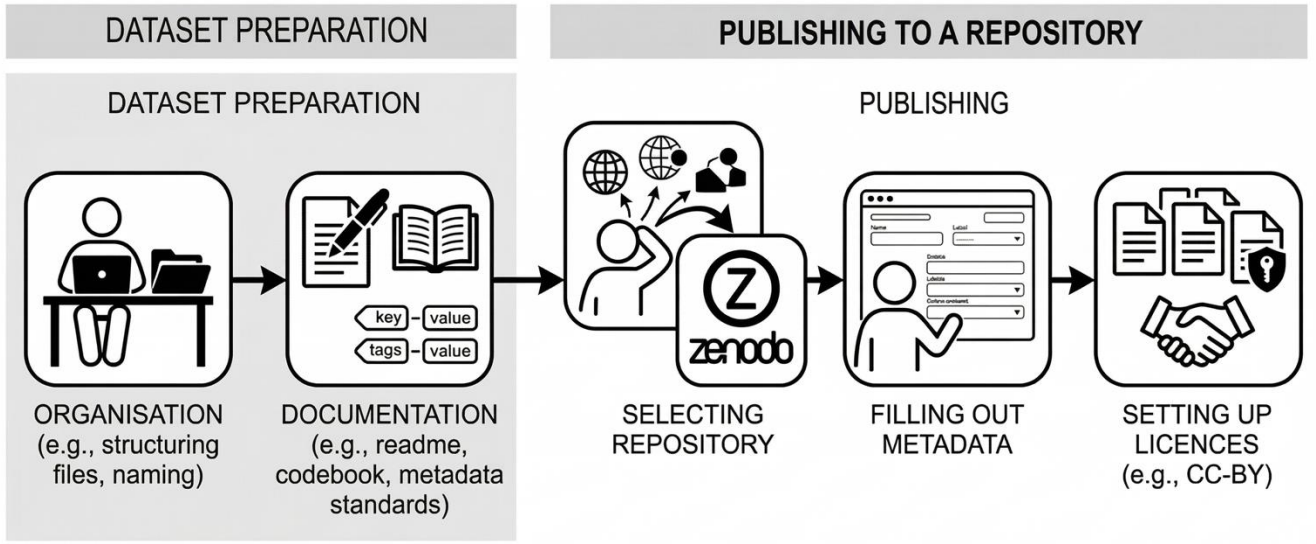
Deep Archive Access Tier All Storage/Month $0.00099 per GB
100TB → 1 217$ per year

Data Publishing



Learn more in the following webinar:

- Nov 24, 2026 (10:00 – 11:30)
- Register
- Topics
  - Dataset preparation
    - Organization
    - Documentation (ReadMe)
    - Preferred formats
  - Repository selection
  - Licensing
  - Dataset deposition on Zenodo



Geminy (3 Flash, 2026-04-07), prompt: Create a flowchart depicting: dataset preparation (organization, documentation), and publishing to a repository (selecting a repository, filling out metadata, setting up licenses). Use Zenodo repository. The flowchart should be horizontal (left to right; 16:9) with minimal or no text - mainly pictograms. Use only black-and-white; simple lines. Style is professional/academic/technical.

Learn more

NTK

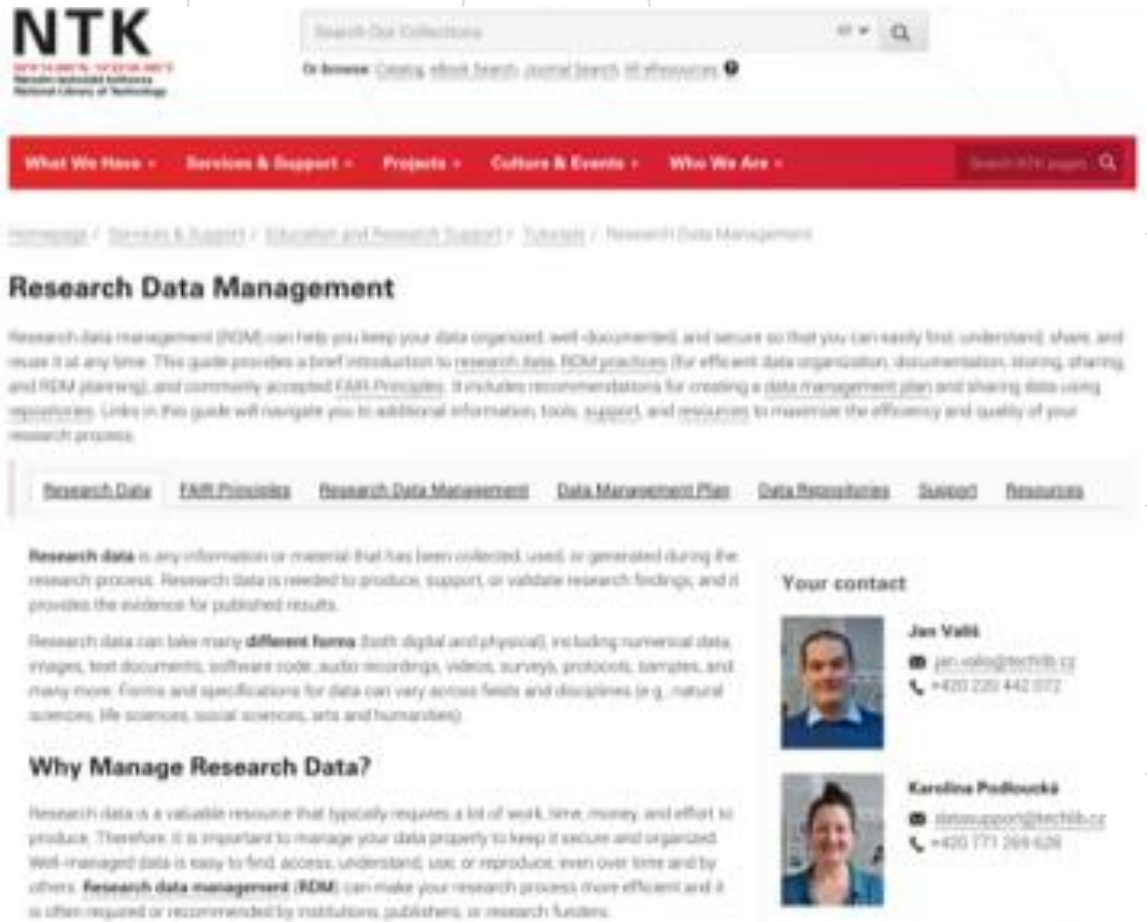
- RDM Guide
- Data Stewardship Course
  self-guided, finished by a test & certificate

Self-study

- EOSC CZ
- NPOS (CZ only)
- RDMkit
- OpenAIRE

Full courses

- UISK, CUNI (CZK 16 000)
- Uni Wien (CZK 72 000)
- UCT Prague (CZK 1 000 + CZK 15 000)



Get help

Your institution

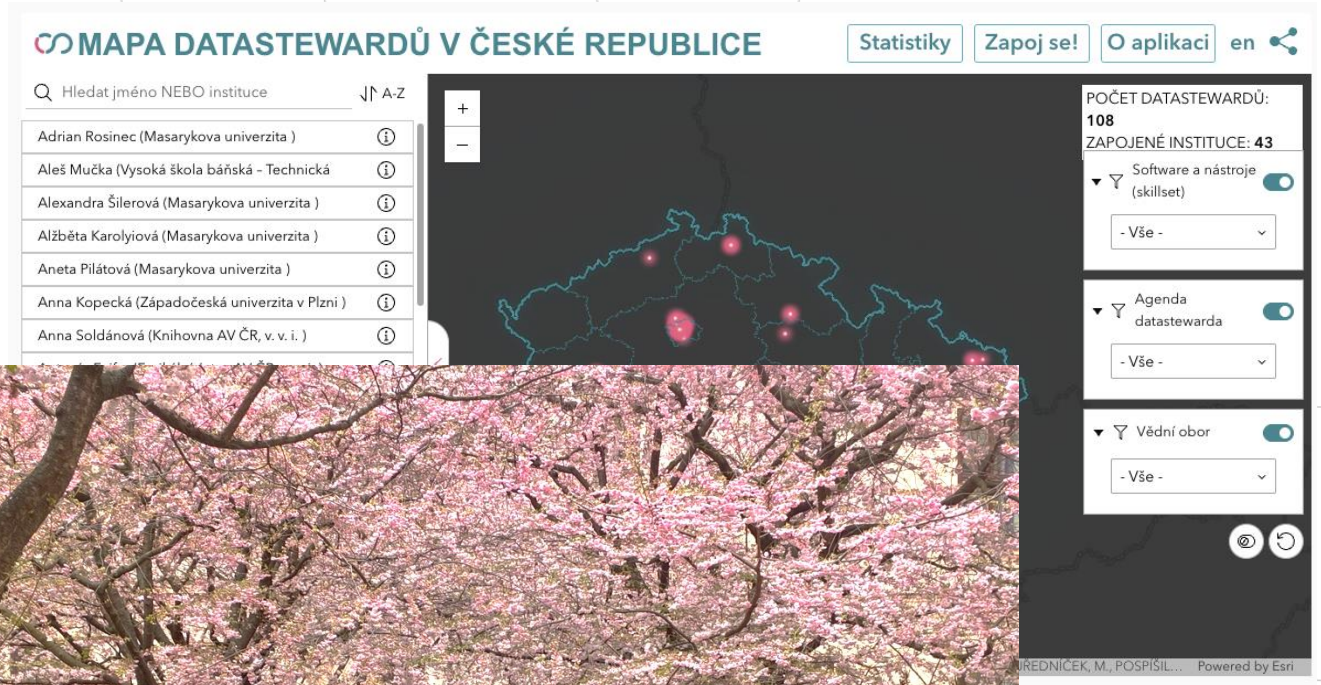
- Library/Open Science Center
- Data Steward

Community

- Map
- Manuals
- Discord
- Meetings

NTK

- Free consultations





Source: EOSC CZ; Erik Dudinský & Lucie Skřičková

What to take home?

NTK
50°6'14.083"N, 14°23'26.365"E
Národní technická knihovna
National Library of Technology

- Research data management:
  - is a helpful tool and a good scientific practice,
  - can save time and money and
  - ≠ Open Science, but sharing can create impact.
- Plan to get ahead of any issues, budget for expenses.
- Take advantage of community standards and on-line resources.
- Funding providers already demand and financially support OS and RDM practices, including DMP.
- If in doubt, reach out for support.

Get Assistance

NTK
50°6'14.083"N, 14°23'26.365"E
Národní technická knihovna
National Library of Technology

- **Schedule a consultation**
- **Attend a webinar**
  - Kick Start Your Research Career with NTK: Webinars for Early Career Researchers

- **Explore by yourself**
  - STEMskiller: comprehensive skills set map for early career researchers
  - Tutorials: NTK instructional materials and recordings, further resources

Stay ahead in your research journey! **Subscribe to our newsletter for updates** on academic resources, writing support, publishing, research evaluation, and training opportunities.

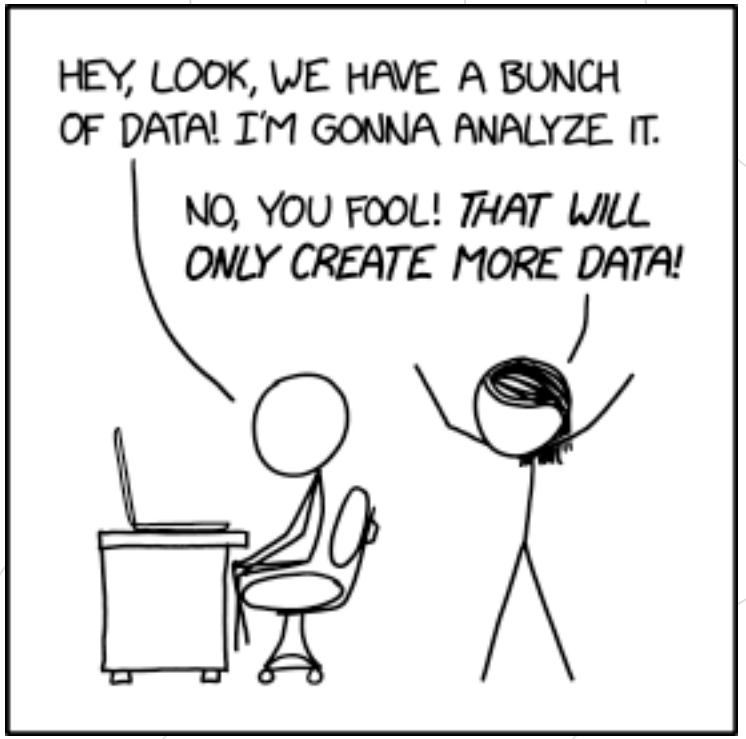


Contact

Jan Vališ
jan.valis@techlib.cz

NTK
50°6'14.083"N, 14°23'26.365"E
Národní technická knihovna
National Library of Technology

Questions?



Source: https://xkcd.com/2582/;
Available via license: CC BY NC 2.5