

Guidance NWO data management section

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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 VIDI and VICI proposals. The UG DCC also prepared a [guidance document](#) for questions mostly used in VENI 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.

1. Will data be collected or generated that are suitable for reuse?

- Yes: Then answer questions 2 to 4.
- No: Then 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.

2. Where will the data be stored during the research?

Guidance: Consult the [Research Data Policy of your faculty or institute](#) for discipline-specific guidelines on how and where to store your data. The UG default storage facility for research data is the UG network drive ([Y: drive](#)). This storage facility is compliant with the [UG Research Data Policy \(2021\)](#). If external partners or collaborators are involved in the project, research data can safely be shared using [SURFfilesender](#) or [Unishare](#). Make sure the correct [protocols & agreements](#) are in place to ensure the data is properly protected and to clarify the different [roles and responsibilities](#). Researchers who work with sensitive data can securely collaborate in the [Virtual Research Workspace](#).

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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? To whom will the data be accessible?

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 1 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 \(2021\)](#).

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4. Which facilities (ICT, (secure) archive, refrigerators or legal expertise) do you expect will be needed for the storage of data during the research and after the research? Are these available?

Guidance: 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.

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