



## Research Data and Research Data Management: Consultations, Training Courses, Services

### What is Research Data?

Research data includes relevant analog data, documents, and objects that will be digitized during the research process, as well as digital data, documents, and “born digital” objects that are created during a research process and are the object or result of that research.

Examples:

- Digitized content
- Audiovisual data
- Digital representations of analog data
- Measurement data, observation data, and survey data
- Texts and text editions
- Databases and object collections
- Protocols
- Questionnaires, software, and simulations

### What is Research Data Management?

Research data management includes data

- generation
- organization and documentation
- storage
- back-up and archiving
- sharing and publication.

### Research Data Policy

Freie Universität’s Research Data Policy supports researchers, teaching staff, and students from all disciplines in implementing good scientific practice when managing research data – from creating, processing, cataloging, and storing to publishing and archiving. Alongside the technical and structural services offered by Freie Universität, the RDP’s guidelines and recommendations provide additional orientation and practical assistance.

[www.fu-berlin.de/en/sites/forschungsdatenmanagement/policy](http://www.fu-berlin.de/en/sites/forschungsdatenmanagement/policy)

### Best Practice in Research Data Management

- Structuring, archiving, and publishing data according to the FAIR Guiding Principles, discipline-specific practice, and research ethics
- Documenting the generation, preparation, processing, and analysis of data, methods and tools
- Using metadata to classify data at an early stage of the research process
- Typical minimum retention period of ten years
- Publication in subject-specific repositories with persistent identifiers, open licenses (e.g., CC0, CC-BY), in open file formats
- For data not to be published: Provide metadata in appropriate directories

## Consultations

When creating an individual data management concept for your project, we offer advice on a range of topics, such as:

- Creating data management plans
- Support in grant applications as regards funders' RDM-related requirements
- Publishing and licensing research data
- Finding research data for subsequent reuse

### Open Consultations (Monthly)

In addition to individual consultations via mail, phone or appointment, the monthly open online consultations are open to everybody. Registration at:

[www.fu-berlin.de/en/sites/forschungsdatenmanagement/services/online-sprechstunde.html](http://www.fu-berlin.de/en/sites/forschungsdatenmanagement/services/online-sprechstunde.html)

## Training Courses

Our training courses and workshops include introductory and in-depth courses on a wide range of topics relevant to research data management (e.g., data publication, data management plan creation, funding organization requirements, and subject-specific issues).

These can be individually adapted to suit your needs and research context – get in touch to find out more.

[www.fu-berlin.de/sites/forschungsdatenmanagement/veranstaltungen](http://www.fu-berlin.de/sites/forschungsdatenmanagement/veranstaltungen)

## Technical Services and Infrastructure

Freie Universität Berlin offers technical services for storing, sharing, or publishing your data:

[www.fu-berlin.de/en/sites/forschungsdatenmanagement/services](http://www.fu-berlin.de/en/sites/forschungsdatenmanagement/services)

## Technical Services at a Glance

### High Performance Computing

For generating and calculating research data  
[www.fu-berlin.de/en/sites/high-performance-computing](http://www.fu-berlin.de/en/sites/high-performance-computing)

### Personal Home Directory

For storing research data  
[www.zedat.fu-berlin.de/tip4u\\_157.pdf](http://www.zedat.fu-berlin.de/tip4u_157.pdf) (in German)

### Scientific Data Storage

For storing research data  
[www.fu-berlin.de/scientific-data-storage](http://www.fu-berlin.de/scientific-data-storage) (in German)

### Cloud Storage

For storing and sharing research data  
<https://box.fu-berlin.de/>

### Back-up and Archival Service

For backing up and archiving research data  
[www.zedat.fu-berlin.de/Backup](http://www.zedat.fu-berlin.de/Backup) (in German)

### Refubium

For publishing research data  
<https://refubium.fu-berlin.de/?locale-attribute=en>

## Contact

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[www.fu-berlin.de/forschungsdatenmanagement](http://www.fu-berlin.de/forschungsdatenmanagement)



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