

# Data Management Planning for HDEC and HRC

Centre for eResearch

What is data?

Why manage your research  
data?

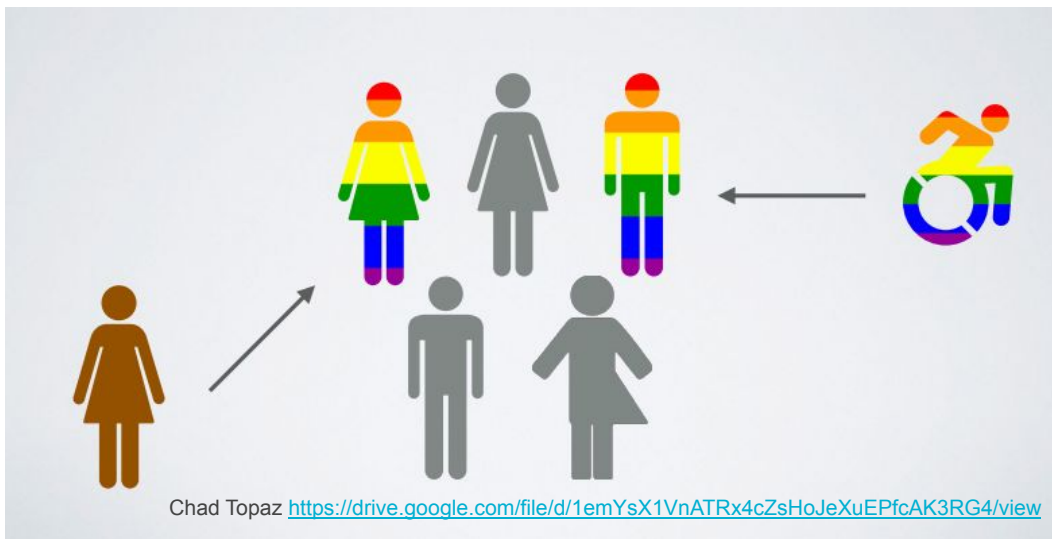
Best practices - planning, ethics,  
organising, and storing

Services



# Valuing inclusion

— — —  
Ensuring all individuals feel respected, accepted, and valued.



## University Code of Conduct

- **We act with manaakitanga:** we show respect, care and support for others
- **We foster whanaungatanga:** making our **University community** a place in which all feel they belong.
- **We build kotahitanga:** teaching, learning and research is a partnership between our students and our staff.
- **We uphold kaitiakitanga:** we recognise our responsibilities as kaitiaki (guardians) to protect and respect our **environment**, traditions, knowledge, culture, languages and other taonga.

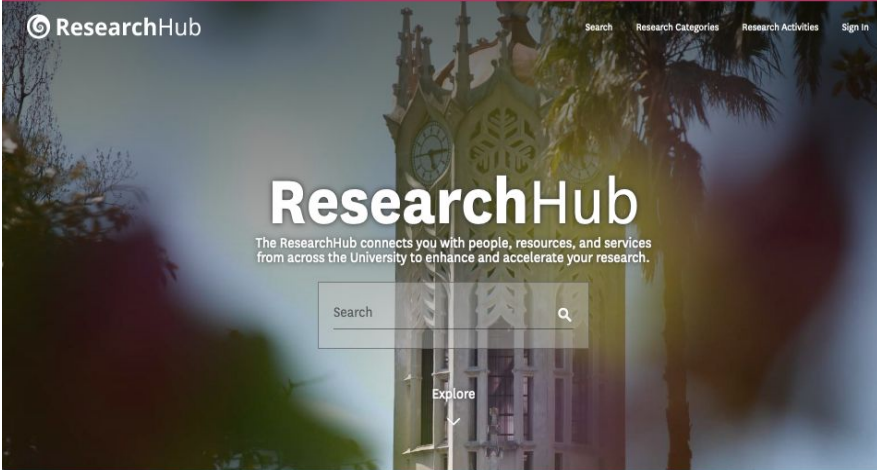
# ResearchHub

[research-hub.auckland.ac.nz](https://research-hub.auckland.ac.nz)

- > New look and content
- > He Korowai Mātauranga
- > Managing research data resources
- > Research storage - request

[researchdata@auckland.ac.nz](mailto:researchdata@auckland.ac.nz)

The ResearchHub is being upgraded and expanded! We are making changes and you may find some gaps, while the ResearchHub is undergoing continual improvement. We value your feedback as we continue to develop the ResearchHub.



**ResearchHub**

The ResearchHub connects you with people, resources, and services from across the University to enhance and accelerate your research.


Search

Explore

## Featured

Highlights from our research community at the University of Auckland.

Topic




**He Korowai Mātauranga**

He Korowai Mātauranga is a resource to build capability within Waipapa Taumata Rau researchers and research support staff.

[Read More >](#)

Topic




**Research Impact**

These pages contain tools and resources to support you in generating impact from your research.

[Read More >](#)

Topic




**Advanced Compute Resources & Services**

The University strives to create a vibrant and supportive culture of digitally-empowered scholarship.

[Read More >](#)

Topic



**Research Data Management | Organise & Describe Data**

Advice and information on organising your data including tips for folder structure, file naming and versioning.

[Read More >](#)

# Data Sharing and Management Snafu in 3 Short Acts

## WHY?

“So many boxes...”

Bears trying to  
share/reuse data.



NYU Health Sciences Library  
<https://www.youtube.com/watch?v=N2zK3sAtr-4>

# NZ, professional & institutional RDM policy

## Research Charter for Aotearoa New Zealand

- researcher and institutional responsibilities for data+ “safe and secure storage, management and access for future use”, 2020

## Royal Society Professional Code of Conduct

8. To develop, and implement so far as they are reasonably able [2], a management plan to ensure the integrity, retention, secure storage, appropriate and transparent use of data and samples gathered or developed during their activities

## Taumata Teitei – Vision 2030 and Strategic Plan 2025

p4, “We will forge enduring partnerships that inform and guide our progress towards becoming a Māori Data Sovereignty organisation. This will see transformations across our education, research and engagement practice and in how we work as an organisation.”

## Research Code of Conduct\*

4.5. Research Findings: Researchers should share data and findings openly and as promptly as possible, ...

5.4 Researchers should keep records of all research in ways that will allow verification and replication of their work by others... Original research data should preferably be kept indefinitely. ...Data should be stored in a safe and secure location and manner. ...

# Research data?

What is research data?

Anything created, collected or obtained in the course of research that underpins your research output (e.g. article, book, report, performance, exhibition, etc.)

Why manage it?

- Understand
- Integrity
- Credit
- Share
- Other environments



# Data Management Plans (DMP)

Helps **you** manage, store & share your data during & after

DMP

- project details
- organisation & storage
- sharing
- retention & archive

*Planning* - active, dynamic, discuss with supervisor

Tissue and Software management plans

DMP template

<https://doi.org/10.17608/k6.auckland.7268720>

DMP guide

<https://doi.org/10.17608/k6.auckland.7268729>



Australian Government  
Australian Research Council

wellcome**trust**



MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HIKINA WHAKATUTUKI

**hrc** nz





# Data Management Plan for PhD Thesis "Climatic Limitation of Alien Weeds in New Zealand: Enhancing Species Distribution Models with Field Data"

▼ Jennifer L. Pannell

## Abstract ▼

## Background

This Data Management Plan (DMP) was created using the [DMPTool](#). It describes all data collected and created as part of the recently submitted PhD thesis of the corresponding author, "Climatic Limitation of Alien Weeds in New Zealand: Enhancing Species Distribution Models with Field Data", undertaken at the Bio Protection Research Centre, Lincoln University, New Zealand. It is important to note that although the National Science Foundation (NSF) template was used for this DMP, the work was carried out under a grant from the Tertiary Education Commission (TEC). The NSF template was selected as it closely matched the requirements of the host institution.

## Contents

## Article info

## Citation

## Metrics

## Refs

[Article metadata](#)

[Data and materials produced](#)

— [Data collected](#)

— [Materials produced](#)

[Standards, formats and metadata](#)

[Roles and responsibilities](#)

[Dissemination methods](#)

[Policies for data sharing and public access](#)

[Archiving, storage and preservation](#)

[References](#)

<https://doi.org/10.3897/rio.2.e10600>

# Software/code as research data

— — —

Software/code may be the focus of the inquiry/research

Replication - enabling others to find, access & run exactly same software, inputs & computational environment to verify/validate your results.

Reproduction - using *similar* inputs, tools, environments, arrive at (mostly) the same outputs and conclusions - more generalisable to justify your results.

Software Sustainability Institute - licensing, publishing & packaging/sharing

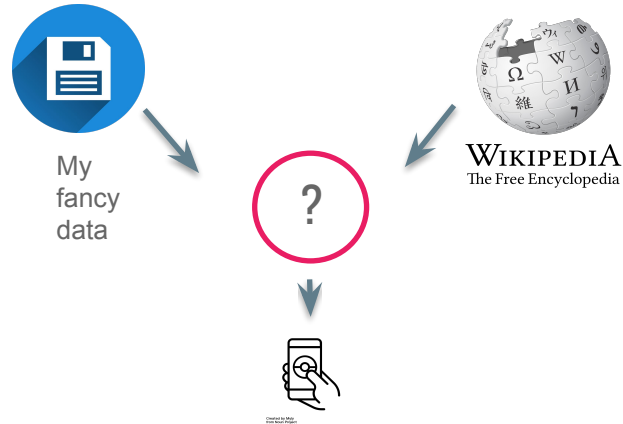
Software Management Plan (SMP)  
<https://www.software.ac.uk/software-management-plans>

Where to publish?  
<https://www.software.ac.uk/which-journals-should-i-publish-my-software>

# Researcher integrity:

## Legal issues

- Data Sharing Agreements? UniServices Contracts team
- Intellectual Property /commercialisation? UniServices IP team
- Copyright of incoming data? e.g.



# Sensitive data and Ethics

- Different types of sensitive data
  - human participant, health, environmental, commercial/organisational, indigenous, animal
- UoA Ethics > Human Ethics - *future-proof scope, sharing & publishing*  
<https://www.auckland.ac.nz/en/research/about-our-research/human-ethics/>
- ARDC Sensitive data guide  
<https://ardc.edu.au/resources/working-with-data/sensitive-data/>
- REDCap - Liggins (supported, fee) and FMHS (self-service, free) instances  
<https://wiki.auckland.ac.nz/display/ontrack/Accessing+REDCap>

# Privacy Principles

Privacy Act 2020, 1 December



Further details:

<https://privacy.org.nz/assets/Privacy-Act-2020-content/2020-A-quick-tour-of-the-privacy-principles-Oct-2020.pdf>

# HDEC Data (and Tissue) Management Plan/

— — —

- Introduced late 2020
- Ethics questions structured as a Data Management Plan

## Sections:

- 1. Policies? Research Code of Conduct. Privacy Policy. (IP Policy)
- (8. Who will have access to the identifiable/de-identified project data?)
- 9. Where are you storing the identifiable and/or de-identified data and how is it being kept secure/access restricted?
- T10. E.g. Te Ira Kāwai | Auckland Biobank <https://www.biobank.ac.nz/>
- 10/11. Māori Data Sovereignty principles  
<https://research-hub.auckland.ac.nz/guide-to-managing-research-data/ethics-integrity-and-compliance/maori-data-sovereignty>

# Using identifiable data?

- UoA [Privacy Centre](#) - documents, service support & training modules.
- UoA's current policy documents [Privacy Policy](#) and [Research Code of Conduct](#)
- [National Ethical Standards for Health and Disability Research and Quality Improvement \(2019\)](#)
  - a. Ch. 12 Health data, changing [identifiable fields](#)
  - b. Further resources - [Data.Govt](#)
  - c. Sensitive data resources from the ARDC - [Working with Sensitive Data](#) and [De-identification guide](#)
  - d. [Principles for the safe and effective use of data and analytics](#), 2018. Stats NZ & the Privacy Commission
- UoA [Online Ethics](#) module
- Health and Disability Ethics Committees (HDEC) [new template](#) for data/tissue management plans, October 2020

Specialist advice/support as required:

- [Ethics and Integrity Team](#)
- [Te Kupenga Hauora Māori Responsiveness to Māori Team \(R2M@auckland.ac.nz\)](#)
- [ResearchHub](#)
- [Grafton Clinical Genomics](#)
- [Te Ira Kāwai, the Auckland Regional Tissue Bank](#)
- [Liggins Clinical Data Research Hub](#)

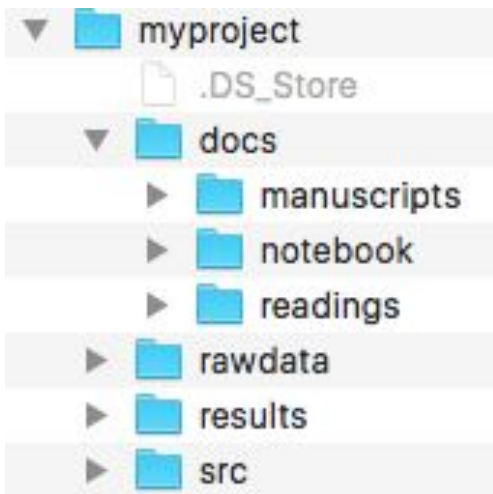
# ORGANISING: Data collection

— — —

- What types of data ?
- How much ?
  - raw + (analysed \* no. analyses) + (backup \* redundancies)*
- Will it grow/ accumulate ?
- Will it change over time ?
- What file formats will you have?
- How will you organise it?
- Where will you store it?
- How will you document / describe it?
- How will you check it for errors?

# Project organisation - [slides.djnavarro.net/project-structure](https://slides.djnavarro.net/project-structure)

- Clear. Concise. Consistent.
- Folder hierarchy
  - follow existing conventions
  - avoid overlapping categories
  - limit size and depth of folders
- Different data files are easily distinguishable
- Consistent strategy prevents confusion
- Things are easy to find and to sort
- Document your strategy
- Set up and use databases if necessary

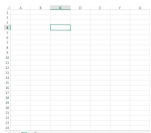


# Files and folders naming

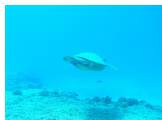
- Project/grant name/number
- Date of creation YYYYMMDD
- Initials of creator
- Description of content
- Collection method
- No spaces (no ...%20..) or special characters
- Version number x.y



20170310-tmr-literature-review.docx  
[date]-[creator]-[subject].[ext]



arthnz-rat-rbw-food-weights.xlsx  
[project]-[animal model]-[creator]-[data type].[ext]



UCollege\_AndersonM\_Ped Resp Infection Genomic Determinants\_Biosketch\_20160125.pdf  
[CTSA]\_[InvestigatorLastNameFirstInitial]\_[ProtocolShortTitle]\_[Document]\_[YYYYMMDD].[ext]  
[https://health.ucdavis.edu/ctsc/documents/Prior%20Approval\\_NCATS%20doc%20file%20naming%20conventions.pdf](https://health.ucdavis.edu/ctsc/documents/Prior%20Approval_NCATS%20doc%20file%20naming%20conventions.pdf)

fr3s-140623-129C-2653-w.jpg  
[studysite,depth of water]-[yyymmdd]-[tile#,treatment]-[photo#]-[photo coverage].[ext]  
<https://library.stanford.edu/research/data-management-services/data-best-practices/best-practices-file-naming>

# "FINAL".doc



FINAL.doc!



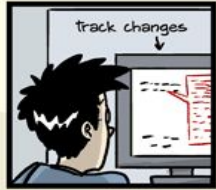
FINAL\_rev.2.doc



FINAL\_rev.6.COMMENTS.doc



FINAL\_rev.8.comments5.  
CORRECTIONS.doc



FINAL\_rev.18.comments7.  
corrections9.MORE.30.doc



FINAL\_rev.22.comments49.  
corrections.10.##\$%WHYDID  
ICOMETOGRADSCHOOL?????.doc



# Version control

- Semantic labelling system - x.y  
1.2, 1.3, 2.0, etc.

20161201-tmr-literature-review-1.0.docx

20161214-tmr-literature-review-1.1.docx

headings  
formatted

20170117-tmr-literature-review-2.0.docx

new section, supervisor  
corrections

- Application – Word, Wikis, Google docs
- VCS - git

# Documentation

(e.g. **README.txt**)

\*\*\*\*\* FRUBASE PACKAGE \*\*\*\*\*

VERSION 4.0. DEC 2007.

THE FRUBASE PACKAGE ACCOMPANIES:

Jordano, P. 1995. Angiosperm fleshy fruits and seed dispersers: a comparative analysis of adaptation and constraints in plant-animal interactions. *American Naturalist* 145: 163-191.

It contains a copy of the main data file exactly as used for this paper, as well as other accompanying files (see below).

Taxonomic arrangement follows:

Cronquist, A. (1981). *An integrated system of classification of flowering plants*. Columbia University Press.

Nomenclature follows Stevens, P. F. (2001 onwards). *Angiosperm Phylogeny Website*. Version 8, June 2007. <http://www.mobot.org/MOBOT/research/APweb/>. This scheme follows: A.P.G. [= Angiosperm Phylogeny Group] II. 2003. An update of the Angiosperm Phylogeny Group classification for the orders and families of flowering plants: APG II. *Bot. J. Linnean Soc.* 141: 399-436.

Plant names and names of higher taxonomic categories have been checked with: Mabberley, D.J. 1987. *The plant-book*. A portable dictionary of the higher plants. Cambridge University Press, Cambridge, UK.

Please, contact me if you have suggestions, find errors, inconsistencies, or any other bug in the file. As well, please let me know about your uses of this data and send manuscripts and reprints when available. I'll be happy to help you in any case, as far as I can.

I am periodically updating this data base since I started writing my PhD thesis more than 20 years ago. Thus, I'd like to receive suggestions for new data sources and provide updated versions to those interested.

Please, use these data files for peaceful purposes, enjoy doing science with them as I have enjoyed writing the paper quoted above, and learn as much as you can with them. They are the result of splendid work by many people working with plant-frugivore interactions and are embedded in papers reporting very interesting results, descriptions and discussions on these interactions; please read them.

\*\*\*\*\* CONTENTS \*\*\*\*\*  
All files are plain ASCII text files, with the exception of SUMMARY and FRUBASE.xls.  
Those with data have TABs as their field delimiters so they can be readily imported in any statistical package or spreadsheet program. The FRUBASE.txt is readily imported by any spreadsheet application. Please, contact me if you need the files formatted in other ways (e.g., my original SAS datasets, or EXCEL worksheets).

1. README.txt - This file. Including a description of the variables and a listing of the literature sources with the numeric codes.
2. Summary.doc - A summary file (originally intended to appear as an Appendix in my 1995 paper) summarizing mean values for the main families and genera in the data base. This is a Microsoft WORD (version 6.0) file, which can be read directly either by the Mac or Windows versions of the program.
3. REFS.txt - A long list with the source reference used for each species in the data file. The file is TAB delimited and has a header line with variable names: FAMILY, GENUS, SPECIES, NEWREF, and REFERENCE (authors and year).
4. FRUBASE.txt - The data file itself. Missing data are indicated by dots (.). The file is TAB delimited and has a header line with variable names as in the list below. The file is sorted by FAMILY, GENUS, and SPECIES names, in ascending order.
5. FRUBASE.xls - The data file itself, now in Excel format for spreadsheets. See (4).

\*\*\*\*\*

Variable names and descriptions in FRUBASE

CL	Class
SCL	SubClass
ORD	Order
FAM	Family
GEN	Genus
SP	Species
REF	Reference number - This is my maintenance code for updates.
NEWREF	New Reference number - These are the refs numbers in the files REFS and SUMMARY.
FAMLAB	Family Label - An 8-character label for family.
GENLAB	Genus Label - An 8-character label for genus.
SPLAB	Species Label - An 8-character label for species.
COD	Species code - A 5-character code for the species.
DISPCAT	Disperser type category - BIRDS, MIXED, MAMMALS.
DISP	Disperser type - Finer categorization. Not yet completed.
	Needs revision.
MEGAFAUNA	Whether the fruit species is associated with dispersal of seeds by megafauna.
AREA	Geographic area - Major geographic areas of the data sources.
	MEurope: Mediterranean Europe (also includes Israel and Morocco.
	NEurope: Temperate and Northern Europe.
	NAmerica: North America, excl. Southern Mexico.

[https://dryad.figshare.com/articles/FRUBASE\\_dataset/4176363](https://dryad.figshare.com/articles/FRUBASE_dataset/4176363)

README guide: <https://data.research.cornell.edu/content/readme>

# File Formats

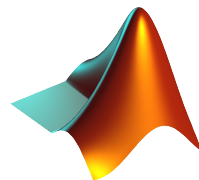


- Open. Standardised. In wide use.  
Easy to datamine, transform, or re-cast
- What software do you expect to use?  
Are you collaborating or sharing with others?
- Domain specific standards?
- Consider fidelity or quality issues if using compression

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	CE	CF	CG	CH	
1	Combined data from Rangitoto trip 2015																																			
2	16+ m island size																																			
3																																				
4	NORTH	Saturday															Sunday																			
5	Species	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Mean	Std Dev	Sqrt n	Std Err	
6	<i>Asplenium flaccidum</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0						
7	<i>Asplenium flabellifolium</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0						
8	<i>Asplenium oblongifolium</i>	1	3	3	0	0	0	0	1	0	0	0	1	0	0	1	0	0	0	0	0	0	1	0	0	1	2	0	0	0	0					
9	<i>Ctenopteris heterophylla</i>	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0	0					
10	<i>Hymenophyllum spp.</i>	0	3	3	0	0	1	0	2	1	0	0	1	1	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	0	1	0				
11	<i>Pellaea rotundifolia</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0					
12	<i>Microsorium pustulatum</i>	1	2	0	3	3	3	5	3	2	3	2	2	2	2	0	3	3	3	2	1	1	0	2	2	2	2	1	1	2	1					
13	<i>Pteridium esculentum</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0					
14	<i>Pyrrosia eleagnifoila</i>	3	1	3	0	0	1	1	2	2	0	2	1	1	0	0	0	0	3	1	0	3	0	0	2	2	3	2	3	1	0					
15	<i>Trichomanes reniforme</i>	1	3	4	0	0	0	2	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
16	<i>Acianthus sinclairii</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0					
17																																				
18	CENTRE	Saturday															Sunday																			
19	Species	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Mean	Std Dev	Sqrt n	Std Err	
20	<i>Asplenium flaccidum</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0					
21	<i>Asplenium flabellifolium</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0	0	0	0	0	0	0	0	0	2	0	1	0				
22	<i>Asplenium oblongifolium</i>	0	0	1	0	0	2	3	1	2	0	2	1	1	0	0	0	0	0	0	0	1	1	0	1	1	0	3	3	1	0					
23	<i>Ctenopteris heterophylla</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	2	0	0	0					
24	<i>Hymenophyllum spp.</i>	0	2	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2	0	0	0					
25	<i>Pellaea rotundifolia</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0					
26	<i>Microsorium pustulatum</i>	2	2	3	0	0	1	2	1	1	1	1	2	1	0	1	2	2	1	2	3	0	0	0	2	0	3	2	3	1	1					
27	<i>Pteridium esculentum</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0					
28	<i>Pyrrosia eleagnifoila</i>	0	0	0	0	0	0	0	1	1	0	1	0	1	0	0	1	0	0	2	0	0	0	0	0	0	3	0	1	0	1	0				
29	<i>Trichomanes reniforme</i>	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	4	3	0	1	0	0	0	0	0	2	0	0	0					
30	<i>Acianthus sinclairii</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2	2	0	1	2				
31																																				
32	SOUTH	Saturday															Sunday																			
33	Species	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Mean	Std Dev	Sqrt n	Std Err	
34	<i>Asplenium flaccidum</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
35	<i>Asplenium flabellifolium</i>	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	2	0	0	1	0	1	0	1	1	1	0	0	1	0					
36	<i>Asplenium oblongifolium</i>	0	0	0	0	0	0	0	1	1	0	1	2	0	0	0	0	0	0	0	1	0	0	0	1	1	1	0	0	1	0					
37	<i>Ctenopteris heterophylla</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0					
38	<i>Hymenophyllum spp.</i>	2	2	3	4	4	3	6	0	2	1	2	1	0	0	0	0	0	0	3	0	3	1	4	3	3	3	2	0	1	2					
39	<i>Pellaea rotundifolia</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0					
40	<i>Microsorium pustulatum</i>	1	3	2	0	0	1	2	1	2	1	2	2	0	2	1	0	1	2	1	2	3	1	3	2	2	2	2	0	1	2					

# Tidy Data Principles

- Always keep a copy of the raw data
- Have a separate copy which is your tidy dataset
- Keep metadata record (codebook, readme.txt)
- Keep a record of your 'recipe' (exact steps taken) to get from raw to tidy data



# Tidy Data tips

- 1 piece of information per cell
- 1 variable (e.g. weight) 1 column
- 1 observation (e.g. patient) 1 row

country	year	cases	population
Afghanistan	1999	745	19987071
Afghanistan	2000	2666	20595360
Brazil	1999	37737	172006362
Brazil	2000	80488	174504898
China	1999	212258	1272915272
China	2000	213766	1280428583

table1

country	year	cases	population
Afghanistan	1999	745	19987071
Afghanistan	2000	2666	20595360
Brazil	1999	37737	172006362
Brazil	2000	80488	174504898
China	1999	212258	1272915272
China	2000	213766	1280428583

variables

country	year	cases	population
Afghanistan	1999	745	19987071
Afghanistan	2000	2666	20595360
Brazil	1999	37737	172006362
Brazil	2000	80488	174504898
China	1999	212258	1272915272
China	2000	213766	1280428583

observations

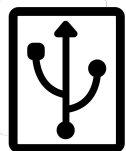
# Tools and Training

- Tidy Data (online resources)
- Open Refine (<https://openrefine.org/>)
- Carpentries <https://carpentries.org>  
Lessons - Unix Shell, Git, Python, R & data management and analysis  
(Ecology, Genomics, Social Sciences, Geospatial, plus..)
- iNZight lite  
<https://lite.docker.stat.auckland.ac.nz/>
- nVIVO
- SPSS

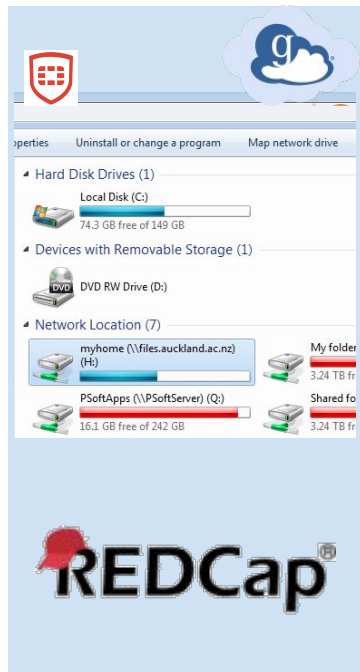


# Active data storage

## Local



## Network



## University managed cloud



## Virtual Machine (VM) & HPC



## Third Party/ Personal cloud



## Research Drive Storage

Research Drive storage provides a safe and secure network accessible space to store and share your research data and digital creative works.

### Request Storage

Research Drive storage provides secure storage for research data and creative works, it is backed up daily, with data replicated across multiple university data centres. Storage can be shared with other authorised users within the University and accessed both on and off-campus (through VPN).

Research Drive Storage needs to be connected (or mapped) to your computer in order to view and access it. This may vary depending on your set up.

Instructions for mapping a drive are available from the Staff Service Centre help pages or contact the [Staff Service Centre](#) for help accessing or connecting to your Research Storage. When you request a research drive folder, we ask you to provide minimal metadata about the project, type of data being stored, and any access needs in order to fulfil university requirements relating to institutional data records. The top levels of the Research Drive is suitable for storing data that is being actively worked on and frequently modified or accessed. Two sub-folders called "Vault" and "Archive" are also created when your research drive folder is created. These folders are for data that is not being actively worked but which you wish to retain for the future.

- The "Vault" folder is connected to our "object store" and costs less for the university to provide than the disk storage. It is ideal for data that you need to keep but want to access occasionally.
- The "Archive" folder is connected to tape storage. It is good for data that you have finished using but would like to keep safe, for instance, to comply with ethics requirements or University researcher code of conduct.

Details	Description
Audience	Research Drive Storage is available to postgraduate students, doctoral candidates, and staff.
Cost	Research Drive Storage is provided at no cost to users within a usual request size. Large requests for storage will require special discussion.

### Explore Related

#### Software

##### Dropbox for Researchers

The University has a Dropbox subscription to provide researchers with unlimited cloud-based storage and desktop syncing for research and collaboration needs.

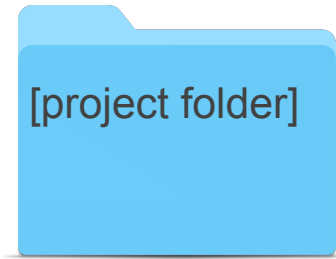
We recommend either or a combination of:

- [Research Drive](https://research-hub.auckland.ac.nz/research-software-and-computing/store-sync-share/research-storage) - ideal for collaboration within the university and systems, and sensitive data - remote access with VPN
- [University Dropbox](https://research-hub.auckland.ac.nz/research-software-and-computing/store-sync-share/research-storage) - unlimited, supports external collaborators, check suitability for sensitive data

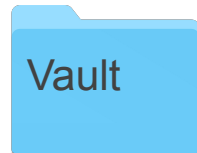
<https://research-hub.auckland.ac.nz/research-software-and-computing/store-sync-share/research-storage>

# Sustainable storage

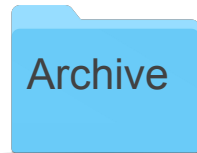
Research Drive - University managed storage, on-site, backed-up



Files, active data, *developing* README.txt  
Fastest (\$\$\$/GB)  
Requires active 'push' to Vault

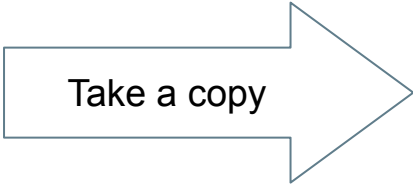


Files, semi-static, *refining* README.txt  
Quick (\$\$/GB)  
Requires active 'push' to Archive



Files, static - not changing, README.txt  
Slow (\$/GB)  
Long-term retention.

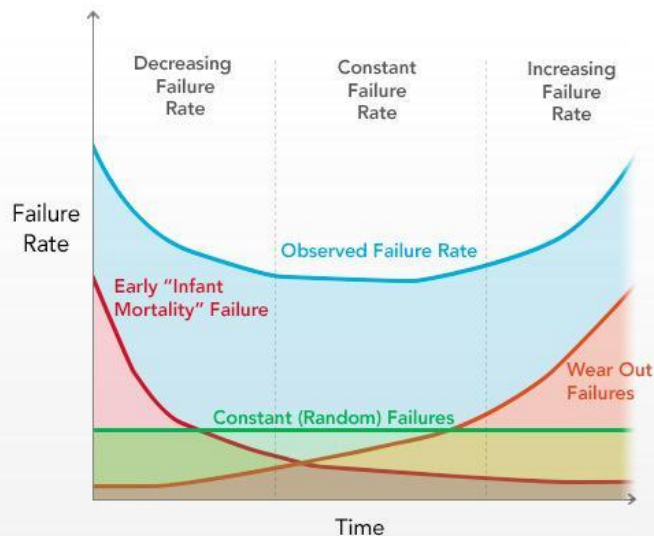
Leaving University?



Take a copy

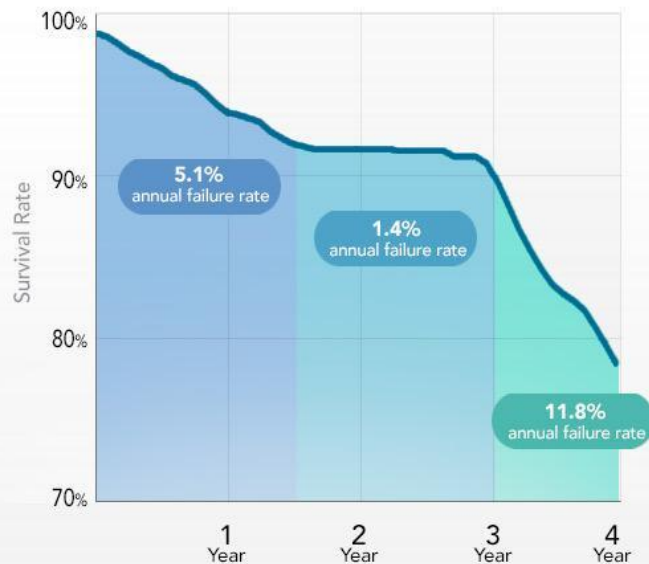
# Backup

## General Predicted Failure Rates



## Drives Have 3 Distinct Failure Rates

Hard Drive Survival Rates - Chart 1

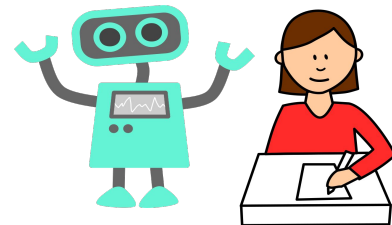




What  
are  
*you*  
creating?



# Metadata



Data/ information about your data

- Collaboration
- Discovery - human and machine readable
- Reuse - README.txt, ELN, data dictionary, code book
- Preservation

Project

- What is the study?
- Methodologies and instruments
- Bibliographic references

File/Database

- How files or tables relate?
- What formats?
- README.txt

Item or variable

- Meaning or definition of variable terms

# Metadata exemplar

[https://data.aad.gov.au/metadata/records/chlorophyll\\_65-02](https://data.aad.gov.au/metadata/records/chlorophyll_65-02)

# Australian Antarctic Data Centre

Data management and spatial data services

Menu

Search

Search

Login

Support

Australian Antarctic Data Centre / Discover and Manage Data / Records / chlorophyll\_65-02

Metadata details

Request DOI

Edit record

chlorophyll\_65-02

Citation

Hirawake, T. (2005, updated 2017) Long-term variation of surface phytoplankton chlorophyll a in the Southern Ocean during 1965-2002 *Australian Antarctic Data Centre* - doi:10.4225/15/5a384270f2b61

Title

Long-term variation of surface phytoplankton chlorophyll a in the Southern Ocean during 1965-2002

Data Centre

Australian Antarctic Data Centre, Australia

DOI

doi:10.4225/15/5a384270f2b61

Created Date

2005-08-22

Revision Date

2017-12-18

Expected Date of Data Release

2005-08-22

Data Version

None

Parent record

None

Datasets and documents

chlorophyll\_65-02.zip

Science Datasets

Submitted 22 Aug 2005

14 KB

chlorophyll\_65-02-paper.zip

Research Publications

Released - AAD Only

Submitted 22 Aug 2005

401 KB

Related links

Download point for the data - Excel spreadsheet

Download point for the data - papers - AAD Staff Only

Citation reference for this metadata record and dataset

Description

The variation in the phytoplankton biomass over a decadal time scale, and its relationship with the Antarctic Circumpolar Wave (ACW) and climate change, has been poorly interpreted because of the limited satellite chlorophylla (chl a) data compared with the physical parameters from satellite. We analysed a long-term chl a dataset along the Japanese Antarctic Research Expedition (JARE) cruise tracks since 1965 to investigate inter-annual variation of phytoplankton biomass. In the Southern Ocean, increasing trends of chl a and the spreading of higher chl a area to the north with 3-7 year cycles were found. Although relationships between the decadal change in chl a and climate change such as variation of sea ice extent and the El Nino are still obscure, large variation of primary production in proportion to the chl a is implied.

Show more...

Quality

In the dataset over the 38-year period of 1965-2002, we used the value of water between 25 degrees N to 55 degrees S along the cruise track between Tokyo and Antarctica, during the period between 15 November and 28 December of each year.

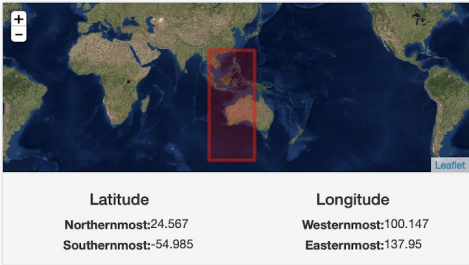
Access

These data are publicly available for download from the provided URL. A copy of some of the referenced publications is available for download by AAD staff only.

Temporal Coverages

- Start date: 1965-11-23 - Stop date: 2002-12-08

Spatial Coverages



Science Keywords

- EARTH SCIENCE > CLIMATE INDICATORS > ATMOSPHERIC/OCEAN INDICATORS > TELECONNECTIONS > ANTARCTIC OSCILLATION
- EARTH SCIENCE > CLIMATE INDICATORS > ATMOSPHERIC/OCEAN INDICATORS > TELECONNECTIONS > EL NINO SOUTHERN OSCILLATION (ENSO)
- EARTH SCIENCE > BIOSPHERE > ECOSYSTEMS > AQUATIC ECOSYSTEMS > PLANKTON
- EARTH SCIENCE > OCEANS > OCEAN CHEMISTRY > PIGMENTS > CHLOROPHYLL
- EARTH SCIENCE > BIOSPHERE > ECOLOGICAL DYNAMICS > ECOSYSTEM FUNCTIONS > BIOMASS DYNAMICS

Additional Keywords

- CHLOROPHYLL A
- JARE
- PHYTOPLANKTON
- SOUTHERN OCEAN

Locations

- OCEAN > INDIAN OCEAN
- OCEAN > SOUTHERN OCEAN
- OCEAN > PACIFIC OCEAN
- GEOGRAPHIC REGION > POLAR

Platforms

- SHIPS

Instruments

None

Researchers

- Hirawake, Toru (INVESTIGATOR,TECHNICAL CONTACT)
- Connell, Dave (DIF AUTHOR)

Use Constraints

This data set conforms to the PICCCBY Attribution License (<http://creativecommons.org/licenses/by/3.0/>).

Please follow instructions listed in the citation reference provided at [http://data.aad.gov.au/aadc/metadata/citation.cfm?entry\\_id=chlorophyll\\_65-02](http://data.aad.gov.au/aadc/metadata/citation.cfm?entry_id=chlorophyll_65-02) when using these data.

Project

ISO Topic

- BIOTA
- CLIMATOLOGY/METEOROLOGY/ATMOSPHERE
- OCEANS

Dataset Language

- ENGLISH

Originating Centre

- JARE

Dataset Progress

- COMPLETE

IDN Node

- AMD/AU
- CEOS
- AMD

Publications

- Fukuchi, M. (1980) Phytoplankton chlorophyll stocks in the Antarctic Ocean, J. Oceanogr. Soc. Jpn., 36, 73-84
- Fukuchi, M., and S. Tamura (1982) Chlorophyll a distribution in the Indian sector of the Antarctic Ocean in 1978-1979, Antarct. Rec., 74, 143-162
- Fukuda, Y., M. Ohno, K. Iwanami, and H. Touju (1986) Chlorophyll a content in the surface and subsurface waters along the course of the Shirase to Antarctica in 1984-1985, Antarct. Rec., 30, 103-112
- Hamada, E., A. Taniguchi, M. Okazaki, and Y. Naito (1985) Report on the phytoplankton pigments measured during the JARE-25 Cruise to Syowa Station, Antarctica, November 1983 to April 1984, ARE Data Rep., 89, Natl. Inst. Polar Res., Tokyo, 103
- Hattori, H., and M. Fukuchi (1988) Report on the phytoplankton pigments concentrations, zooplankton and benthos sampling during the JARE-27 cruise, November 1985 - April 1986, JARE Data Rep., 28, Natl. Inst. Polar Res., Tokyo, 135
- Hirawake, T., and M. Fukuchi (2004) Chlorophyll a concentration of phytoplankton during the cruises of 40-44th Japanese Antarctic Research Expedition in 1998-2003, JARE Data Rep., 31, Natl. Inst. Polar Res., Tokyo, 279
- Ino, Y., and M. Fukuchi (1984) Report on chlorophyll a distribution along the course of the Fuji in 1981-1982, Antarct. Rec., 81, 38-44
- Kanda, H., and M. Fukuchi (1979) Surface chlorophyll a concentration along the course of the Fuji to and from Antarctica in 1977-1978, Antarct. Rec., 66, 37-49
- Midorikawa, T., K. Nomura, Y. Miyamoto, T. Odate, A. Ishikawa, N. Washiyama, T. Hirawake, M. Namiki (2000) Report on phytoplankton pigments measured during the JARE-36~-39 cruises to Syowa Station, Antarctica in 1994-1998, JARE Data Rep., 249, 36, Natl. Inst. Polar Res., Tokyo
- Sasaki, H. (1984) Distribution of nano- and microplankton in the Indian sector of the Southern Ocean, Mem. Natl. Inst. Polar Res. Spec. Issue, 32, 38-50
- Suzuki, T., and M. Fukuchi (1997) Chlorophyll a concentration measured with a continuous water monitoring system during the cruise to Syowa Station, Antarctica, JARE-27 (1985/86) to JARE-35 (1993/94), 60, Natl. Inst. Polar Res., Tokyo
- Tanimura, A. (1981) Distribution of the surface chlorophyll a along the course of the Fuji to and from Antarctica in 1979-1980, Antarct. Rec., 72, 35-48
- Watanabe, K., and Y. Nakajima (1983) Surface distribution of chlorophyll a along the course of the Fuji (1980/81) in the Southern Ocean, Antarct. Rec., 77, 33-43

Metadata Revision History

2010-07-27 - record updated by Dave Connell to change URL Content Type. 2017-12-18 - record updated by Dave Connell - basic updates.



# Metadata standards

- Research Data Alliance

<http://rd-alliance.github.io/metadata-directory/standards/>

- FAIR sharing

<https://fairsharing.org/>

- Digital Curation Centre

<http://www.dcc.ac.uk/>

## Arts and Humanities

### [Encoded Archival Description \(EAD\)](#) [✎ Edit](#)

A standard for encoding archival finding aids using XML in archival and manuscript repositories, implementing the recommendations of the International Council on Archives [ISAD\(G\): General International Standard Archival Description](#).

### [DDI \(Data Documentation Initiative\)](#) [✎ Edit](#)

A widely used, international standard for describing data from the social, behavioral, and economic sciences. Two versions of the standard are currently maintained in parallel:

- DDI Codebook (or DDI version 2) is the simpler of the two, and intended for documenting simple survey data for exchange or archiving. Version 2.5 was released in January 2014.
- DDI Lifecycle (or DDI version 3) is richer and may be used to document datasets at each stage of their lifecycle from conceptualization through to publication and reuse. It is modular and extensible. Version 3.2 was published in March 2014.

Both versions are XML-based and defined using XML Schemas. They were developed and are maintained by the DDI Alliance.

### [MIDAS-Heritage](#) [✎ Edit](#)

A British cultural heritage standard for recording information on buildings, archaeological sites, shipwrecks, parks and gardens, battlefields, areas of interest and artefacts.

Sponsored by the Forum on Information Standards in Heritage, MIDAS Version 1.1 was released in October 2012.

### [OAI-ORE \(Open Archives Initiative Object Reuse and Exchange\)](#) [✎ Edit](#)

The goal of these standards is to expose the rich content in aggregations of Web resources to applications that support authoring, deposit, exchange, visualization, reuse, and preservation. The standards support the changing nature of scholarship and scholarly communication, and the need for cyberinfrastructure to support that scholarship, with the intent to develop standards that generalize across all web-based information including the increasing popular social networks of "Web 2.0".

## Engineering

### [CIF \(Crystallographic Information Framework\)](#) [✎ Edit](#)

A well-established standard file structure for the archiving and distribution of crystallographic information, CIF is in regular use for reporting crystal structure determinations to Acta Crystallographica and other journals.

Sponsored by the International Union of Crystallography, the current standard dates from 1997. As of July 2011, a new version of the CIF standard is under consideration.

### [CSMD \(Core Scientific Metadata Model\)](#) [✎ Edit](#)

A study-data oriented model, primarily in support of the ICAT data management infrastructure software. The CSMD is designed to support data collected within a large-scale facility's scientific workflow; however the model is also designed to be generic across scientific disciplines.

Sponsored by the Science and Technologies Facilities Council, the latest full specification available is v 4.0, from 2013.

### [ISA-Tab](#) [✎ Edit](#)

# Data Principles

FAIR

<https://www.go-fair.org/fair-principles/>

CARE - Global Indigenous Data Alliance

<https://www.gida-global.org/care>

Maori Data Sovereignty

<https://www.temanararaunga.maori.nz>

UoA' Taumata Teitei,

“becoming a Māori Data Sovereignty organisation.” p4

<https://www.auckland.ac.nz/en/about-us/about-the-university/the-university/official-publications/strategic-plan-development.html>



# University policy: research data retention

- Minimum 6 years
- Clinical trial – 10 years (or until children turn 26)
- Patent – 21 years from date of filing
- Ethics approved – check
- Community or heritage value – indefinitely

# Who owns your data -holds the [copy]right?

- Copyright holder can license a work
- Choose open licences
- Check rights and permissions if re-using data
- Start ownership discussions early
- Explicit copyright display
- “As open as possible, as closed as necessary”

... / Copyright at Auckland / Copyright for research and publication / Retain your rights

## Retain your rights

Negotiate with the publisher

- [Retaining rights to images or diagrams](#)
  - [Generic agreement](#)
  - [Elsevier](#)
  - [Bentham Science](#)
- [Permission instead of retained rights](#)
- [Reversion of rights](#)

### See also

- [Who owns copyright?](#) >
- [Permission](#) >
- [Publisher contracts](#) >
- [Open Access publishing](#) >
- [Theses and dissertations](#) >

### Retaining rights to images or diagrams









There are two ways in which you can possibly retain the rights to your images and diagrams:

1. Upload your images or diagrams into [figshare](#) and make them available under a Creative Commons Attribution licence. The publisher can then use them under this licence and you retain rights to adapt and re-use them.
2. Negotiate with publishers to retain the copyright for your own images and diagrams (so you can use them elsewhere) while assigning copyright for the text to the publisher. The publisher will need a non-exclusive licence to include those images and diagrams within the work to be published.


<https://www.auckland.ac.nz/en/staff/learning-and-teaching/policies-guidelines-procedures/copyright-at-auckland/research-publication/retain-rights.html>


# Creative Commons Licenses


- Make it easy to allow reuse of your works by others
- Creative commons licences to choose from
- Most open licences allow adaptation, remix and sharing of materials


CREATIVE COMMONS LICENSES		 COPY & PUBLISH	 ATTRIBUTION REQUIRED	 COMMERCIAL USE	 MODIFY & ADAPT	 CHANGE LICENSE
	PUBLIC DOMAIN	✓	✗			✓
	CC BY	✓	✓		✓	✓
	CC BY-SA	✓	✓	✓	✓	✗
	CC BY-NC	✓	✓	✗	✗	✓
	CC BY-NC-SA	✓	✓	✗	✓	✓
	CC BY-NC-ND	✓	✓	✗	✗	✓

  
You can redistribute (copy, publish, display, communicate, etc.)

  
You have to attribute the original work

  
You can use the work commercially

  
You can modify and adapt the original work

  
You can choose license type for your adaptations of the work.

# Data publishing - why?

- Research(er) integrity
- Funder or **Publisher requirements**
- Institutional obligation
- Collaboration
- Innovation and reuse
- Impact
- Preservation
- Teaching
- Public record



1. Deposit (DOI)
2. Citation
3. Linking or Data Availability Statement
4. Peer review of data

# Data Publishing and Discovery Service

<https://auckland.figshare.com>

**Publish data  
OR  
metadata-only record**

The screenshot displays the Figshare research discovery service interface for The University of Auckland. At the top, there is a navigation bar with a 'Browse' button, a search bar containing the text 'Search on The University of Au...', and a 'Log in' link. Below the navigation bar is a large banner image of a modern building with a glass facade, featuring the University of Auckland logo and the text 'THE UNIVERSITY OF AUCKLAND Te Whare Wānanga o Tāmaki Makaurau NEW ZEALAND'. Under the banner, a section titled 'Discover research from The University of Auckland' includes a '+ Follow' button. The main content area shows a grid of research items, each with a thumbnail, title, author, and date. The items are sorted by 'Posted date' in descending order. The statistics at the top of the grid show 410,453 views, 90,358 downloads, and a link to 'more stats...'. The items include datasets, documents, and services.

**Navigation:** Browse, Search on The University of Au..., Log in

**Header:** THE UNIVERSITY OF AUCKLAND Te Whare Wānanga o Tāmaki Makaurau NEW ZEALAND

**Discover research from The University of Auckland** + Follow

**Filters:** ALL, CATEGORIES, SEARCH, sort Posted date ↓

**Statistics:** 410,453 views | 90,358 downloads | more stats...

**Research Items:**

- Antimicrobial activity of the endophytic fungus *Neofusicoccum*...**  
Siouxie Wiles | 22/02/2020
- Permeability Enhancement of Conventional Geothermal Wells**  
Arvin Agui | 19/02/2020
- Food Epi Evidence Document 2020**  
Sally Mackay | 19/02/2020
- Global biogeography of marine amphipod crustaceans**  
Tri Arlandi | 19/02/2020
- Antimicrobial testing of the endophytic fungus *Neofusicoccum*...**  
Siouxie Wiles | 19/02/2020
- Instructions for Rating Food-EPI 2020**  
Sally Mackay | 17/02/2020
- Research Services Intro for Resident Advisers**  
Fiona Lamont | 14/02/2020
- Support Information S1**  
Lu Wang | 12/02/2020
- Research Support, or There and Back Again**
- Publishing reproducible computational models**  
David Robinson | Auckland Bioengineering Institute | INCOME Hackathon 2020

# F

## Findable

- F1. (meta)data are assigned a globally unique and persistent identifier
- F2. data are described with rich metadata (defined by R1 below)
- F3. metadata clearly and explicitly include the identifier of the data it describes
- F4. (meta)data are registered or indexed in a searchable resource

# A

## Accessible

- A1. (meta)data are retrievable by their identifier using a standardized communications protocol
  - A1.1 the protocol is open, free, and universally implementable
  - A1.2 the protocol allows for an authentication and authorization procedure, where necessary
- A2. metadata are accessible, even when the data are no longer available

# I

## Interoperable

- I1. (meta)data use a formal, accessible, shared, and broadly applicable language for knowledge representation.
- I2. (meta)data use vocabularies that follow FAIR principles
- I3. (meta)data include qualified references to other (meta)data

# R

## Reusable

- R1. meta(data) are richly described with a plurality of accurate and relevant attributes
  - R1.1. (meta)data are released with a clear and accessible data usage license
  - R1.2. (meta)data are associated with detailed provenance
  - R1.3. (meta)data meet domain-relevant community standards

# Archive and preservation

- Passive vs active.
- Publishing as archive.
- What are you trying to achieve or enable?
- Where have you left your data?
- Who is responsible, who is the data steward?
- Will the future be able to open and make sense of it?

<https://library.si.edu/research/best-practices-storing-archiving-and-preserving-data>  
<https://www.ands.org.au/working-with-data/data-management/data-preservation>



**Allow time for  
data management  
AND  
document in DMP**



CC-BY Made Somewhere from the Noun Project



# HACKYHOUR@AUCKLAND



Research - Tools - Code - Sharing

Tuesdays 3-4pm, <https://auckland.zoom.us/my/hackyhour>

Website: <https://uoa-eresearch.github.io/HackyHour/>

## Acknowledgement & references

In the creation of the workshop we have taken inspiration and adapted some ideas and materials from a number of existing resources.

Research Data Management: File Organization

Katherine McNeill & Helen Bailey

<http://libraries.mit.edu/data-management/files/2014/05/file-organization-july2014.pdf>

(CC-BY-NC-SA)

Melbourne\_MANTRA

University of Melbourne and University of Edinburgh

[http://library.unimelb.edu.au/digitalscholarship/training\\_and\\_outreach/mantra2](http://library.unimelb.edu.au/digitalscholarship/training_and_outreach/mantra2)

(CC-BY)

Research Data Management: 101 The Lifecycle of a Dataset

Katherine McNeill

<http://libraries.mit.edu/data-management/files/2014/05/research-data-management-iap2014.pdf>

(CC-BY-NC-SA)

Escaping Datageddon - Dorothea Salo and Ryan Schryver - University of Wisconsin

<http://researchdata.wisc.edu/wp-content/uploads/EscapingDatageddon1.pdf>

(CC-BY)

Managing and Sharing Data: Best Practices for Researchers. Veerle Van den Eynden, Louise Corti, Matthew Woollard and Libby Bishop

<http://www.data-archive.ac.uk/media/2894/managingsharing.pdf>

(CC-BY-NC-SA)

Australian National Data Service website at <http://ands.org.au/guides/data-citation-awareness.html>

Accessed 8 December 2015

(CC-BY)

Tidy Data <http://vita.had.co.nz/papers/tidy-data.pdf>