

# Research Data Management (RDM) Quick Start Guide

**TU Wien has a Policy for RDM. Take a look at how roles and responsibilities are defined**

- [Policy for Research Data Management \(RDM\) at TU Wien](#)

**Familiarise yourself with good scientific practice and research ethics at TU Wien**

- [Code of Conduct – Rules to Ensure Good Scientific Practice](#)
- Reflect on the ethical issues and contact the [Service Unit of Responsible Research Practices](#) for funders' requirements and ethical review

**Make a clear data management planning for your research**

- Draft your data management plan (DMP): check our [DMP tool and guide](#)
- Understand [ownership](#) and rules for [licensing](#) your research output

**Apply practical tips in [data organisation](#)**

- Name files in a consistent and understandable way, for example: [Date]\_[Run]\_[SampleType], date format: YYYYMMDD
- Track changes made in research with version control, for example, with [TUGitLab](#)

**[Describe your data, its generation, and processing](#)**

- So that it can be correctly interpreted, reproduced, and reused
- [Make a README](#)
- Use [metadata](#) and [disciplinary metadata standards](#)

**Safely [store and share data](#) during the project**

- Use secure and backed-up data storage with access control
- Ensure secure data sharing between partners, for example, by using [TUproCloud](#)

**[Publish your data and preserve it for the long term in dedicated data repositories](#)**

- Find a [discipline-specific repository](#) or use [TU Wien Research Data](#), the research data repository of TU Wien
- Use the TU Wien source code management system [TUGitLab](#). See also: [TUGitLab FAQ](#)

**Consider [data protection and security](#)**

- Consult [data protection at TU Wien](#) when collecting and processing personal data
- Use privacy-protecting tools, for example, [LimeSurvey](#), to conduct online surveys
- Follow TU Wien's [guidance document on informed consent](#)
- Check [IT- security](#)

**Integrate the [FAIR principles](#) into your research activities**

- Publish data in dedicated [data repositories](#), not on your personal or project websites. Make sure that published data can be cited and has a [persistent identifier](#)
- Use [file formats](#) broadly accepted in your community. Use open formats when possible, for example, CSV instead of XLSX
- Make sure the structure and terms used to describe your data can be understood by others, either by using [controlled vocabularies](#) or by providing good [documentation](#)

**Get familiar with RDM terms**

- [Research data management glossary](#)

If you have any questions or would like to seek further advice, contact us:

[research.data@tuwien.ac.at](mailto:research.data@tuwien.ac.at)

<https://www.tuwien.at/en/researchdata>

