

Basic information for a successful collaboration with DaSCH

Pre-submission phase of a project: Data Management Plan

Please contact the DaSCH Research Data Unit by sending an email to info@dasch.swiss, together with a short project description (abstract) and a draft of your Data Management Plan (DMP). We suggest that you check your DMP in advance against our hands-on checklist:

DMP Checklist:

- Every type of data/dataset** generated in the project is described clearly and separately (compared, for example, with the rest of the document).
- Every type of data has one or more **formats** associated with it.
- Every type of data is given a **size estimate**.
- It is stated which types of data are **original** and which are **reused** (if any).
- If there is **sensitive data**, it is stated how this data is desensitized before putting it into the DaSCH Service Platform (DSP). Alternatively, the DMP provides information on how/where sensitive data will be stored and worked with outside of DaSCH.
- The DMP states whether the project aims to work with the DaSCH Service Platform already **during the project or only after** (just for long term preservation).
- The DMP states whether there are **copyright/property rights** associated with the data, and how this impacts the release of the data. If there are no restrictions, the DMP states that the data will be released as Open Access under a Creative Commons license. If an embargo is desired, the DMP will specify the length (as short as possible). If an embargo is chosen, the DMP must specify when the embargo period starts: creation of data, end of the project, date of data storage etc.. (The project should be aware that the maximum embargo period on the DSP is 2 years, following the signing of the deposit agreement).
- The DMP states whether the **data model** of the project will be developed by the project team or with the help of DaSCH (with additional costs).
- For each dataset, the DMP will specify the **format(s)** chosen for **long-term preservation**.



DaSCH, Swiss National Data and Service Center for the Humanities

We kindly ask you to contact us **before** naming DaSCH as a suitable repository in your grant proposal!

If you are unsure about drafting your DMP, please contact your local Research-IT Support. We recommend getting in touch with the local Research-IT or first level support team of your university **before** starting your project. This will considerably facilitate a smooth development of the digital aspect of your project.

After you contact us, we will check if the DaSCH Service Platform (DSP) is a suitable repository for your research data. If so, we will issue a letter of confirmation for the attention of your funding institution. In case the topic of your project lies outside of our field of expertise (e.g. if you've mainly quantitative data), we will give you advice on how to find a better suitable repository.

Please keep in mind that this check might take more than one week!

Project phase

When your grant is approved by a funding agency, you can start your research project. Please contact us as soon as possible after the start of your project. We will arrange a meeting with you and discuss the further workflow. The first step is to set up a data model which is tailored to your needs. Depending on the complexity of your data you may be able to do this on your own after having been introduced by us to our DaSCH Service Platform (DSP), or we may need to help you. Ideally, this task should be accomplished within the first year. After the definition (and testing) of your data model, there are two options to proceed further:

1. You wish to use DSP during your project phase already.
2. You want to work externally with other tools and archive your data at the end of the lifetime of your project in DSP.

If DSP fulfils your needs as a virtual research environment during the project lifetime, you can create the data directly in DSP. In this case, you'll be trained in using the platform and you don't have to worry about time-consuming steps such as data export from another application, data cleaning and data import into DSP at the end of the lifetime of your project.



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If you use other applications during the lifetime of the project, please contact us at least one year prior to final data delivery to DaSCH in order that we can schedule your project, discuss and prepare the necessary steps for the import of your data into DSP. Be aware, this is a time-consuming process which requires your active participation! The data import usually includes the following steps:

- Data cleaning
- Programming of a data import script
- Data import onto a test server
- You then have to check the data on the test server carefully
- Fixing of errors or problems if necessary, second data import to test server and check
- Data import onto our main server
- Display of the data in the generic web-application DSP-APP

Only after completion of this process, the long term availability of your data in accordance with the FAIR-principles can be guaranteed, and stable permanent identifiers (ARKs) for each record within your dataset made available. If you want to use these permanent identifiers in your final publication already, the digital publication of your data has to be accomplished before!

Depending on your chosen copyright licence, other researchers may re-use your data as primary data for new investigations.

Still unsure? Visit our [FAQ section](#) or contact us via e-mail (info@dasch.swiss)!