

Take Charge of Your Data



# DataFlow and VIDaaS Workshop

## Data Management at Oxford

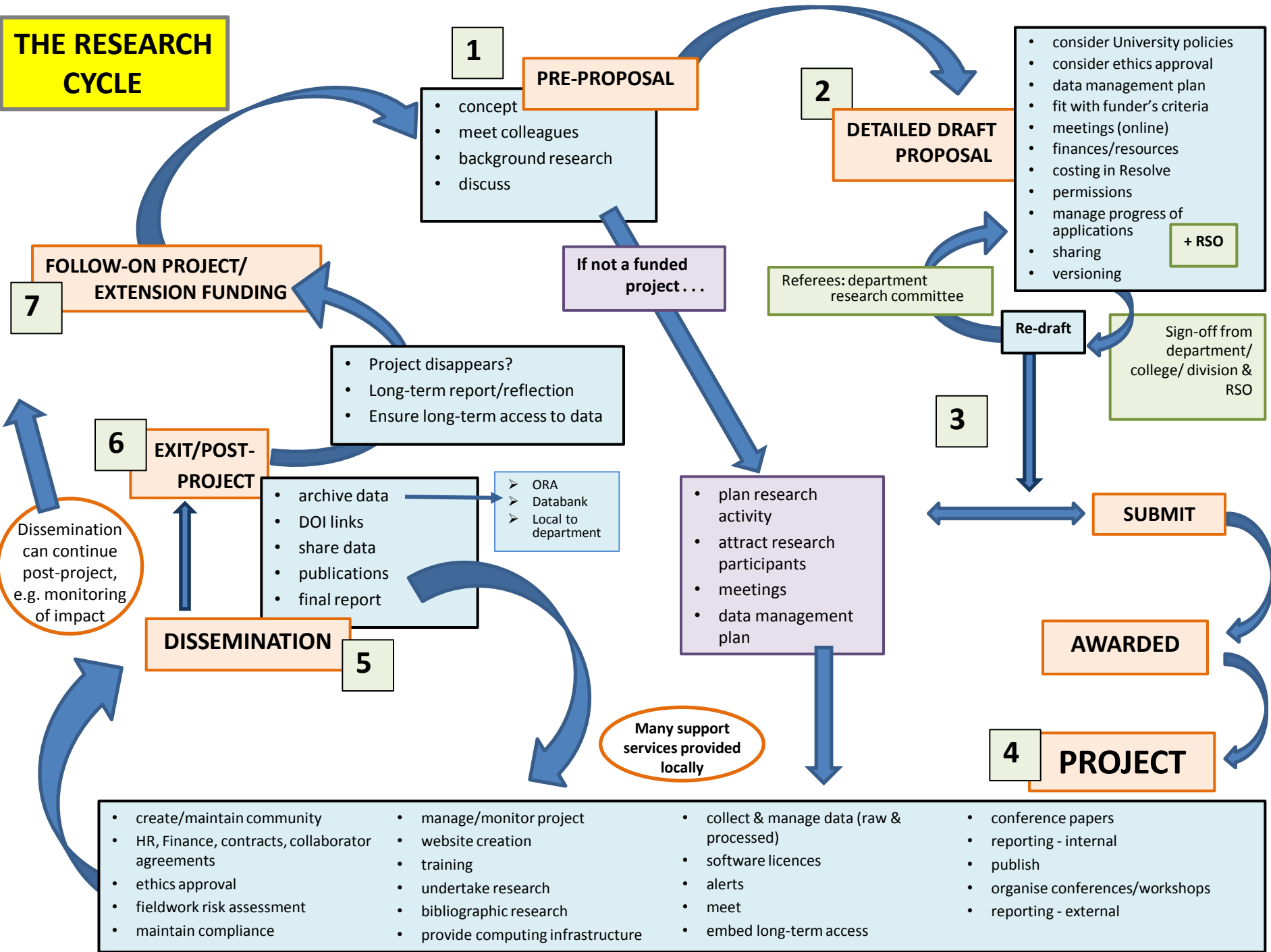
Professor Paul Jeffreys, Director of IT, University of Oxford

# 'Digital Services'

- In summer 2011, held workshop to look at range of *Digital Services* offered to support research
  - Researchers, support staff, administrators
- Listed all the 'digital services'; subdivided into:
  - Services to support collaboration
  - Services to support research bids
  - Services to support dissemination, reporting and engagement
  - Data management services (includes data storage, archiving, data security)
  - Training services
- Attempted to capture a generic University of Oxford research cycle
  - Added the digital services



# THE RESEARCH CYCLE



# Digital Services – many, varied, coordinated?


- Impressive number of Digital Services to support research, developed to meet need, delivered both centrally and locally
- Questions:
  - Framework?
  - Coordinated?
  - Fit-for-purpose?
  - Easily accessible to researchers?
  - Have buy-in from researchers?
  - Sustainable?

*Beginning to try to coordinate...*

# Research Data Management 'portal'

The screenshot shows the Research Data Management portal on a Mozilla Firefox browser. The URL is <http://www.admin.ox.ac.uk/rdm/>. The page features a dark blue header with the text "RESEARCH DATA MANAGEMENT UAS" and the University of Oxford logo. Below the header, there is a search bar and navigation links for "This site", "University of Oxford", and "People". The main content area is divided into several sections:

- Why manage your data?**
  - Data Management Planning
  - Data Backup and Security
  - Data Sharing and Archive
  - Training, Advice & Support
- University of Oxford commitment to research data management!**



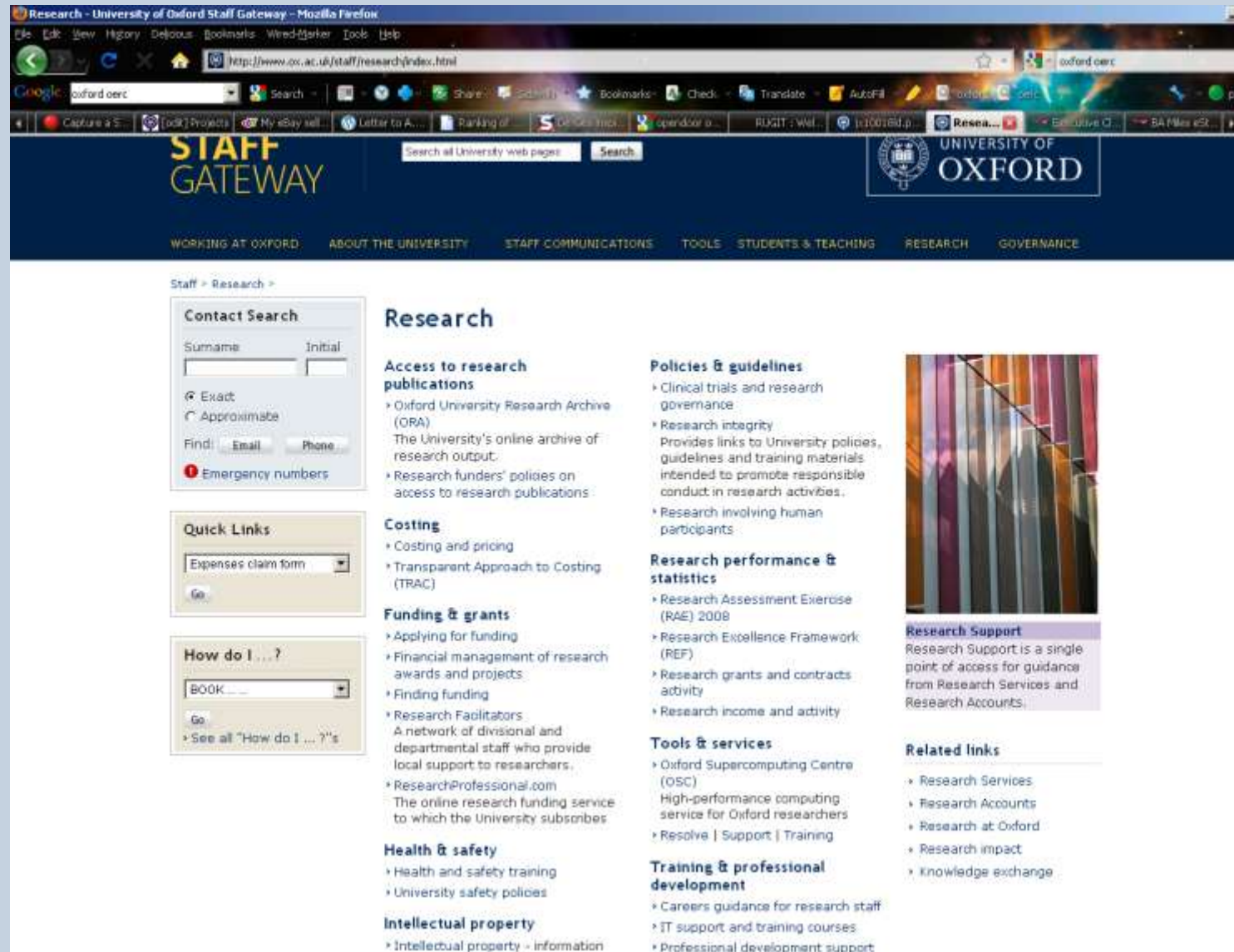
"The University of Oxford is committed to supporting researchers in appropriate curation and preservation of their research data, and where applicable in accordance with the research funders' requirements." NB: Clicking on this link will take you out of the current site) (Source: PRAC ICT Sub-committee)
- Research Data Management**

Good practice in data management is one of the core areas of research integrity, or the responsible conduct of research.

The following diagram provides further insight to some of the stages involved in research data management, and the facilities and services available to help, both within the University and from external providers.
- Quick links**
  - Data management planning checklist
  - Funder policies
  - Training, advice & support
  - 101 Flyer - 'Managing your research data at The University of Oxford' (916kb)
- Find out more**
  - May 2011 - UK Data Archive - Managing and Sharing Data
- What's new**
  - EPSRC has launched a new Policy Framework on Research Data (with effect from 1 May 2011)
  - ESRC - April 2011 - Data Management Plans now compulsory
  - January 2011 - Wellcome Trust et al: Sharing research data to improve public health: joint statement of purpose (external link)

**Diagram Description:** A circular diagram illustrating the stages of research data management. The central circle is labeled "Training, Advice and Support". Surrounding it are several segments: "Deposit your data", "Data Management Planning Checklist", "Funder policy", "Content of Data Management Plans", "Ethical and Legal Considerations", "Organisation and Documentation", "Data Backup", "Data Security", and "To share or not to share?". The outer ring of the diagram is divided into four quadrants: "DATA SHARING & ARCHIVE" (top-left), "DATA MANAGEMENT PLANNING" (top-right), "DATA BACKUP & SECURITY" (bottom-left), and "DATA SHARING & ARCHIVE" (bottom-right).

# University Staff Gateway



The screenshot shows the University of Oxford Staff Gateway website. The browser address bar displays <http://www.ox.ac.uk/staff/research/index.html>. The page features a dark blue header with the 'STAFF GATEWAY' logo and the University of Oxford crest. Below the header is a navigation menu with categories: WORKING AT OXFORD, ABOUT THE UNIVERSITY, STAFF COMMUNICATIONS, TOOLS, STUDENTS & TEACHING, RESEARCH, and GOVERNANCE. The main content area is titled 'Research' and includes several sections:

- Contact Search:** A search form with fields for Surname and Initial, radio buttons for Exact and Approximate, and buttons for Find, Email, and Phone. An Emergency numbers link is also present.
- Quick Links:** A dropdown menu currently showing 'Expenses claim form' and a Go button.
- How do I...?:** A dropdown menu currently showing 'BOOK' and a Go button, with a link to 'See all "How do I...?"s'.
- Research:**
  - Access to research publications:**
    - Oxford University Research Archive (ORA): The University's online archive of research output.
    - Research funders' policies on access to research publications
  - Costing:**
    - Costing and pricing
    - Transparent Approach to Costing (TRAC)
  - Funding & grants:**
    - Applying for funding
    - Financial management of research awards and projects
    - Finding funding
    - Research Facilitators: A network of divisional and departmental staff who provide local support to researchers.
    - ResearchProfessional.com: The online research funding service to which the University subscribes
  - Health & safety:**
    - Health and safety training
    - University safety policies
  - Intellectual property:**
    - Intellectual property - information
  - Policies & guidelines:**
    - Clinical trials and research governance
    - Research integrity: Provides links to University policies, guidelines and training materials intended to promote responsible conduct in research activities.
    - Research involving human participants
  - Research performance & statistics:**
    - Research Assessment Exercise (RAE) 2008
    - Research Excellence Framework (REF)
    - Research grants and contracts activity
    - Research income and activity
  - Tools & services:**
    - Oxford Supercomputing Centre (OSC): High-performance computing service for Oxford researchers
    - Resolve | Support | Training
  - Training & professional development:**
    - Careers guidance for research staff
    - IT support and training courses
    - Professional development support
- Research Support:** A purple box containing the text: 'Research Support is a single point of access for guidance from Research Services and Research Accounts.'
- Related links:**
  - Research Services
  - Research Accounts
  - Research at Oxford
  - Research impact
  - Knowledge exchange



# Research Support

**RESEARCH SUPPORT**  
UAS

Enter search term

This site  University of Oxford  People

**UNIVERSITY OF OXFORD**

UAS Home > Research Support >

- About research support
- Contacts
- News
- Training and professional development
- Find Funding
- Major sponsors
- Applying for funding
- Costing and pricing
- Research contracts
- Intellectual Property
- Impact and Knowledge Exchange
- Managing awards
- Clinical Trials and Research Governance
- Research integrity and ethics
- Research facilities at Oxford
- Research Income and Activity Reports

## Research Support

A joint website maintained by Research Services and Research Accounts

**Address changes for Medical Sciences and CTRG Teams**

- Find funding +**
- Major sponsors +**
- Applying for funding +**
- Costing and pricing +**
- Research contracts +**
- Managing awards +**
- Clinical Trials and Studies +**
- Research integrity and ethics +**

### Key contacts

- Research Services
- Research Accounts
- Isis Innovation Limited
- Research Facilitators

### Quick links

- Research Services News
- Research Accounts Bulletin
- European Commission funding
- Joint review & improvement programme
- Charity and Business QR
- Research Administration training
- Research Excellence Framework
- Research Committee
- Consultancy

[Back to top](#) [Print this page](#) [Recommend this page](#)

Site Map | Contact this site's webmaster | Enquiries

Last updated: 30 May 11



# Research Support: Costing and Pricing

The screenshot shows a web browser window displaying the 'Costing and pricing' page on the University of Oxford Research Support UAS website. The browser's address bar shows the URL 'http://www.admin.ox.ac.uk/researchsupport/costing/'. The page features a dark blue header with the 'RESEARCH SUPPORT UAS' logo on the left, a search bar in the center, and the University of Oxford crest on the right. Below the header, the page content is organized into several sections:

- Navigation:** A breadcrumb trail reads 'UAS Home > Research Support > Costing and pricing >'. A left-hand menu lists various support topics, with 'Costing and pricing' selected.
- Main Content:**
  - Costing and pricing:** A sub-header followed by the text: 'All budgets included in external grant applications must be costed on a Full Economic Costs basis using Resolve, the University's costing and pricing tool.'
  - Information for researchers:** A dark blue header with a list of links: 'FEC introduction', 'Factors to consider for the budget', 'Research project time estimation', 'Pricing and negotiating research contracts with industry', and 'Current pricing position'.
  - Information for administrators:** A dark blue header with a list of links: 'FEC inflation and exchange rates', 'How to cost a research project:', 'Directly Incurred (DI) costs', 'Directly Allocated (DA) costs', 'Indirect costs', 'Costing postgraduate studentships', and 'Internal collaborations'.
- Related links:** A section on the right with links to 'Costing and pricing policy', 'Resolve', 'Resolve Replacement project (now XS)', 'TRAC', and 'FEC Users Group'.
- Footer:** Three icons for 'Back to top', 'Print this page', and 'Recommend this page'.

# Oxford: Research and Libraries



The screenshot shows the University of Oxford website. At the top, there is a navigation bar with the University of Oxford logo and name. Below this is a search bar with a search button and a quick links dropdown menu. The main navigation menu includes links for Admissions, Divisions, Colleges, Visitors & Friends, International, Research, Enterprise, and About the University. The 'Research' section is highlighted, and the 'Libraries' sub-section is selected. The 'Libraries' page features a large image of a classical building, likely a library, and a list of links for 'Library information' and 'Search collections'. The 'Library information' section includes links for Bodleian Libraries, Bodleian Libraries Admissions, Libraries A-Z, Colleges and Halls A-Z, and Special Collections. The 'Search collections' section includes links for SOLO (Search Oxford Libraries Online), ORA, OxLIP+, and OU E-Journals. The 'See also' section includes links for Research vision and strategy, Research impact, Divisions and departments, Graduate Studies, Research support, Knowledge exchange, Oxford Science Blog, and Job vacancies. The 'Major Oxford research libraries include:' section lists the Bodleian Library, Bodleian Law Library, Radcliffe Science Library, Sackler Library, Social Science Library, and Taylor Institution Library.

UNIVERSITY OF OXFORD

ADMISSIONS DIVISIONS COLLEGES VISITORS & FRIENDS INTERNATIONAL RESEARCH ENTERPRISE ABOUT THE UNIVERSITY

Home > Research > Libraries >

## Research

- About research at Oxford
- Humanities
- Mathematical, Physical & Life Sciences
- Medical Sciences
- Social Sciences
- Research vision and strategy
- Research impact
- Research support
- Knowledge exchange
- RAE 2008 results
- Libraries

## Libraries



Oxford meets the needs of its students, academics and the international research community with a wide range of library services provided by more than 100 libraries, making it the largest university library system in the UK.

- Bodleian Libraries** is the integrated library service of the University of Oxford. Established in 2000, it comprises nearly 40 libraries. There are major research libraries as well as libraries attached to faculties, departments and other institutions of the University. The combined collections of Bodleian Libraries number more than 11 million printed items, in addition to vast quantities of materials in many other formats.
- The Bodleian Library.** This is the University's main research library and is the second largest in the UK after the British Library. It has 120 miles of occupied shelving, 29 reading rooms and 2,490 places for readers.
- College Libraries.** Every College has its own library, often consisting of a modern, working library and older collections. Further information can be found on individual college websites.
- SOLO - search service for library collections.** SOLO (Search Oxford Libraries Online) is now the main search engine for library collections. SOLO offers a one-stop search and delivery solution for quickly accessing Oxford's main library information resources regardless of type, format, or location. These include OLIS (Oxford's union catalogue of printed and electronic books), ORA (Oxford University Research Archive), OxLIP+ (currently over 800 e-resource databases) and OU E-Journals (over 28,000 e-journals). Search results are presented with a wide array of additional links to improve

## Library information

- Bodleian Libraries
- Bodleian Libraries Admissions
- Libraries A-Z
- Colleges and Halls A-Z
- Special Collections

## Search collections

- SOLO (Search Oxford Libraries Online)
- ORA
- OxLIP+
- OU E-Journals

## See also

- Research vision and strategy
- Research impact
- Divisions and departments
- Graduate Studies
- Research support
- Knowledge exchange
- Oxford Science Blog
- Job vacancies

### Major Oxford research libraries include:

- Bodleian Library
- Bodleian Law Library
- Radcliffe Science Library
- Sackler Library
- Social Science Library
- Taylor Institution Library

# Digital Humanities @ Oxford

The screenshot shows the homepage of Digital Humanities @ Oxford. The browser window title is "Digital humanities at Oxford homepage - Mozilla Firefox". The address bar shows "http://digital.humanities.ox.ac.uk/". The page features the University of Oxford logo and the text "Digital.Humanities@Oxford". A navigation menu includes "Home", "People", "Projects", "ICT Methods", "Divisions & Units", "VRE", "Support & Training", "News & Events", and "About". The main content area includes a breadcrumb "You are here: Home", a welcome message, and a "Latest news" section. The "Latest news" section mentions a "Digital.Humanities@Oxford Summer School" held from July 25th-29th, 2011, at Wolfson College. Logos for the Oxford e-Research Centre and JISC are also visible.

UNIVERSITY OF OXFORD

Digital.Humanities@Oxford

Home People Projects ICT Methods Divisions & Units VRE Support & Training News & Events About

You are here: Home

### Welcome to Digital.Humanities@Oxford

This site provides a central information point about activities, resources and facilities in the Digital Humanities at Oxford. It contains details about [people](#), [projects](#), [support and training](#) and [news and events](#). **People** and **projects** can also be viewed by [ICT methods](#) and [Divisions and Units](#) in the University. **About** provides information about the site as a project, and other aspects of the Digital Humanities at Oxford and elsewhere.

Use the **tabs above** to navigate through these different sections of the site, and to find out more about the JISC-funded Virtual Research Environment project for the **Study of Documents and Manuscripts (VRE)**.

### What the site is for

Oxford probably has more Digital Humanities activity than any other UK institution, but dispersed between the different parts of the university. This site is intended to counter the effects of dispersion. It aims to support researchers and support and contract staff, promote collaboration and exchange, provide a basis for planning, and raise the internal and external profile of Oxford's Digital Humanities activities.

### What are the Digital Humanities...

and what can they do for humanities research? [Click here for a short introduction.](#)

### Latest news

The **Digital.Humanities@Oxford Summer School** will be held on 25th-29th July 2011 at Wolfson College. [Read more...](#)

[Click here for other News and Events.](#)

### This site

This site has been developed by the [Oxford e-Research Centre](#), with help from Oxford University Computing Services, the Bodleian Libraries and the Humanities Division, and with essential funding support from [JISC](#).

OXFORD e-Research CENTRE

JISC

Digital.Humanities@Oxford is a collaboration between



# Oxford e-Research Centre

The screenshot shows the homepage of the Oxford e-Research Centre. At the top, a blue banner reads "innovative technology accelerating research" next to the Oxford e-Research Centre and University of Oxford logos. Below this is a navigation menu with links like Home, News, About us, Events, People, Research, Computing Resources, Facilities & Assistance, Downloads, and Jobs. The main content area features a "Welcome to the Oxford e-Research Centre" section with a word cloud and text describing the Centre's mission. To the right, there are sections for "Upcoming Events" and "News".

**innovative technology accelerating research**

OXFORD e-Research CENTRE

UNIVERSITY OF OXFORD

You are here: Home Monday 20th June '11 Search Site

### Welcome to the Oxford e-Research Centre

The Oxford e-Research Centre works with research units across the whole of Oxford University to enable the use and development of innovative computational and information technology in multidisciplinary collaborations.

Over four years the Centre has grown to be an internationally prestigious team of 50 multidisciplinary researchers committed to accelerating research through innovative technology and is home to a portfolio of research projects in the sciences, social sciences, humanities, technology and research infrastructure development.

You can find out more about the e-Research Centre in the [About Us](#) section of the site.

#### Upcoming Events

- Parallel Programming with MATLAB  
Monday 20th June '11, 8:00am
- Distinguishing genotype-phenotype relationships from noise in the context of high-content screens  
Tuesday 21st June '11, 2:00pm
- CUDA Programming on NVIDIA GPUs  
Monday 25th July '11, 9:00am

To see full details of all OeRC events, past and future, visit our [Events page](#).

#### News

- New Associate Director for Operations and Services  
19th May '11
- Flying through the 3D heart  
21st April '11
- The SIENA initiative drives Europe's Cloud computing Strategy at Cloudscape III  
22nd March '11

For more news from the

#### e-Research in action

OSKAR

e-Research in action

Upcoming events

High Performance Computing

Explore a selection of the e-Research Centre's current research projects

# OUCS: Research Skills Toolkit


Research Skills Toolkit - Mozilla Firefox


File Edit View History Delicious Bookmarks Wined Marker Tools Help


https://weblearn.ox.ac.uk/access/content/group/e34f4c9-1ecb-4244-a62b-ba3e96472790/SRTE\_WebPages/Index.html

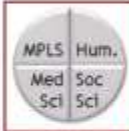
Google oucs rts


Recent pages: Research Skills Toolkit

 Browse the toolkit by research activities


 Browse the toolkit by A to Z

 Browse the toolkit by events, past and current

 Browse the toolkit by Division

 Browse the toolkit by "MYRIAD" questions





[About the Research Skills Toolkit project](#) / [How to use this site](#)  
[Contact us](#) / [Report a problem with this site](#) / [Accessibility help](#) / © / [University of Oxford](#)

# RDM: Data Management Planning Checklist

The screenshot shows a web browser displaying the 'Data Management Planning Checklist' page on the University of Oxford's Research Data Management website. The browser's address bar shows the URL: <http://www.admin.ox.ac.uk/rdm/dmp/checklist/>. The page features a dark blue header with the 'RESEARCH DATA MANAGEMENT UAS' logo and the University of Oxford crest. Below the header, a navigation menu includes 'Why manage your data?', 'Data Management Planning', 'Data Planning Checklist', 'Data Management Plans', 'Ethical and Legal Issues', 'Organisation and Documentation', 'Data Backup and Security', 'Data Sharing and Archive', and 'Training, Advice & Support'. The main content area is titled 'Data Management Planning Checklist' and includes an image of a blue pen resting on a document with handwritten notes. The text explains that the checklist helps maintain, preserve, and add value to research data throughout the project lifecycle, reducing the risk of data loss. It also serves as an aid for producing 'data management plans' for funders. A sample checklist question is provided: 'Are there any funder requirements? Does the funder have a data sharing policy? Will I need to produce a data management plan as part of my proposal?'. Other questions listed include: 'Are there ethical and legal issues to consider?', 'What about Freedom of Information and Data Protection Act obligations?', 'What about licensing issues? How do I determine whether my data is commercially exploitable?', and 'Who would be interested in the data? When should I not share my data? Am I obligated to make my data available? How and when and for how long?'. A 'Quick links' section on the right provides links to 'Funder policies' and 'Training, advice & support'. A 'Find out more' section links to 'MIT Data Management Checklist Pages' and 'DCC Documents (Detailed and quick checklists for a Data Management Plan)'.



# Workshops on Research Data Management

- Ongoing series at Oxford:
  - 02.03.2012 - Workshop today
  - 14.09.2011 - DCC Roadshow
  - 22.07.2010 - Data Management Training for the Humanities
  - 16.06.2010 - Digital Curation 101 Lite: How to Manage Research Data
  - 29.03.2010 - Institutional Policy and Guidance for Research Data
  - 14.10.2009 - Data Curation: from lab to reuse
  - 09.06.2009 - DAF Review Workshop - The application of the data audit framework (DAF) within DataShare at Oxford
  - 03.06.2009 - The Data Imperative Workshop
  - 13.06.2008 - Scoping Digital Repository Services for Research Data Management

Training extremely important

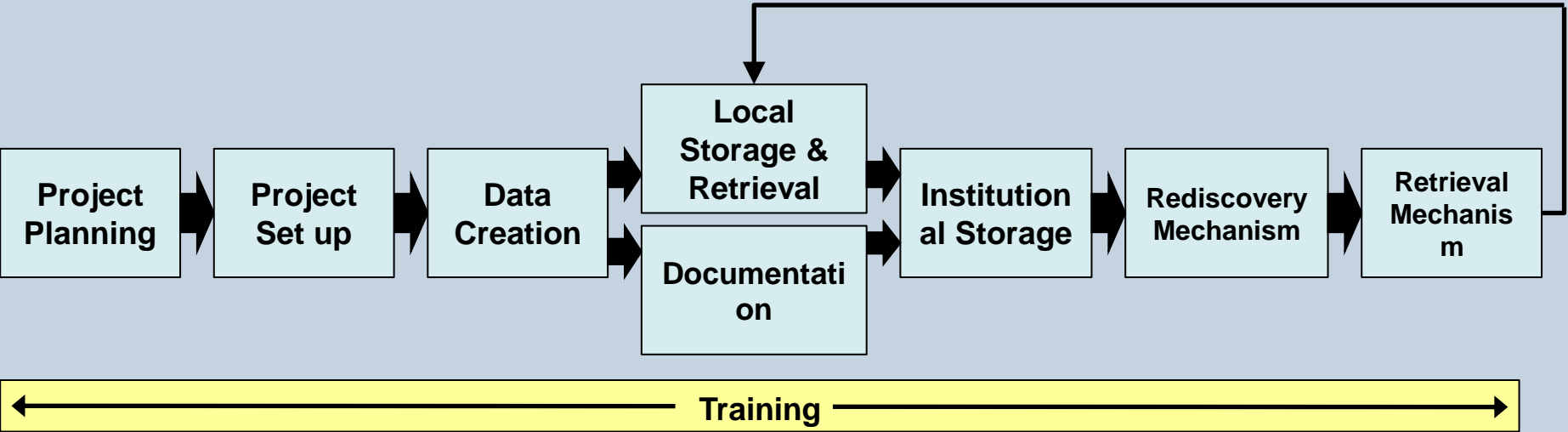
# University Statement – Research Data

‘The University of Oxford is committed to supporting researchers in **appropriate curation and preservation of their research data**, and where applicable in accordance with the research funders’ requirements. It recognises that this must be achieved **through the deployment of a federated institutional data repository**. This repository has to be supported by a suitable business model, and where possible funded through full economic cost recovery, so that the University can guarantee that the data deposited there will be managed over the long term. The data repository will be a cross-agency activity **developed and supported by a number of departments within the University and will build, as far as possible, on existing services**, including the Oxford University Research Archive (ORA). It will be **overseen by a Steering Group which reports to the University Research Committee**. The management and curation of research data will be addressed **in cooperation with specialist agencies**, research funders and other institutions in the UK and internationally.’

# DRAFT POLICY ON THE MANAGEMENT OF RESEARCH DATA AND RECORDS (November 2011)

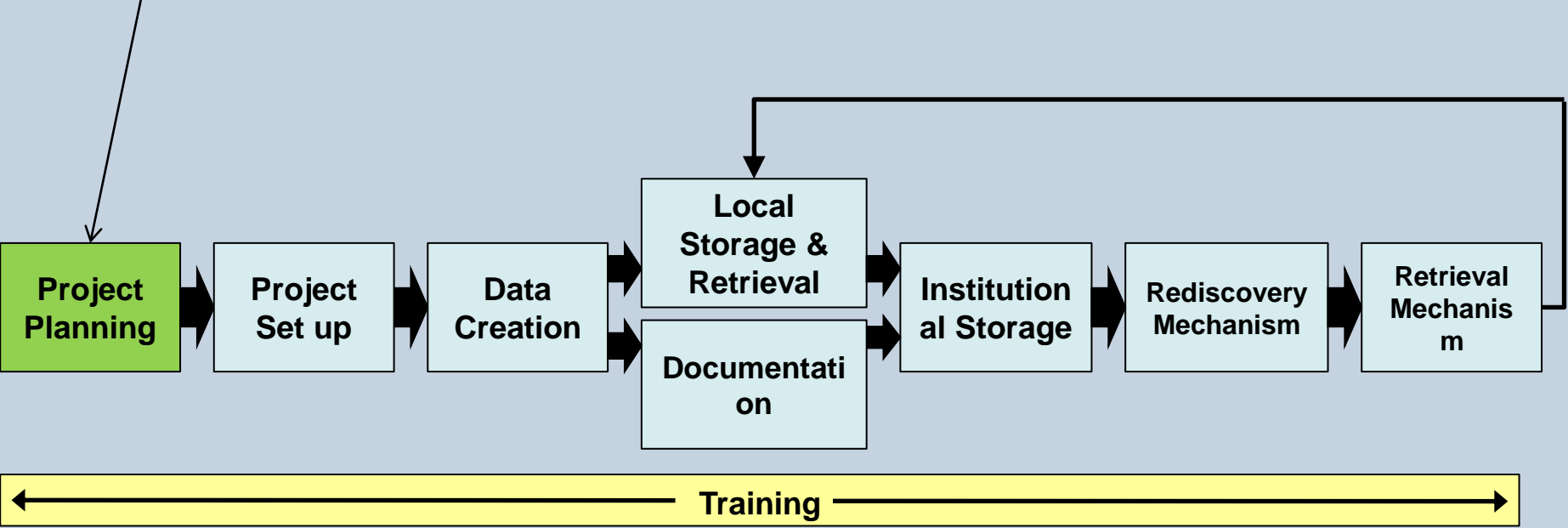
1. The University of Oxford seeks to promote the highest standards in the management of research data and records as fundamental to both high quality research and academic integrity.
2. Responsibility for the effective management of research data and records lies primarily with researchers.
3. Researchers, departments/faculties, divisions, central administrative units and service providers, and where appropriate research sponsors and external collaborators, need to work in partnership to implement good practice and meet relevant legislative, research funder and regulatory requirements.
4. Research data and records should be:
  - Accurate, complete, authentic and reliable;
  - Identifiable, retrievable, and available when needed;
  - Secure and safe;
  - Kept in a manner that is compliant with legal obligations and, where applicable, the requirements of funding bodies and project-specific protocols approved under the University Policy on the...

# Research Data Management Interventions

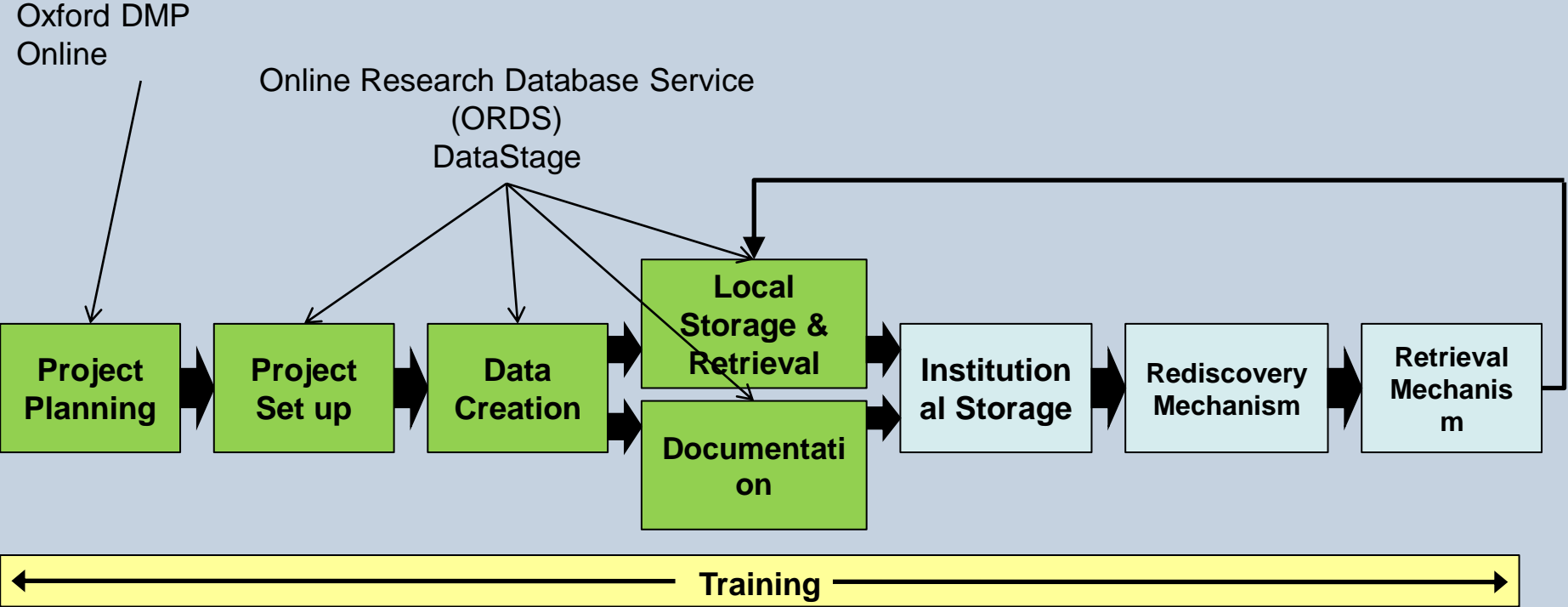


# Research Data Management Interventions

Oxford DMP  
Online

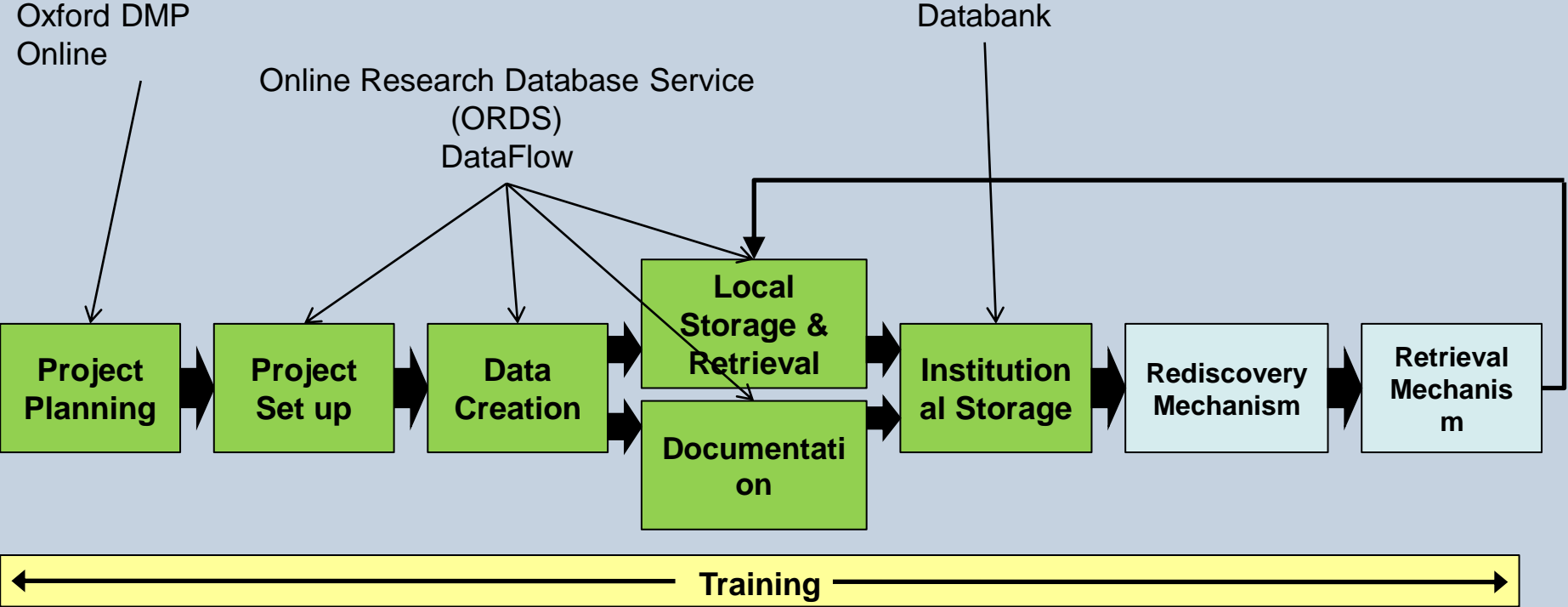


# Research Data Management Interventions

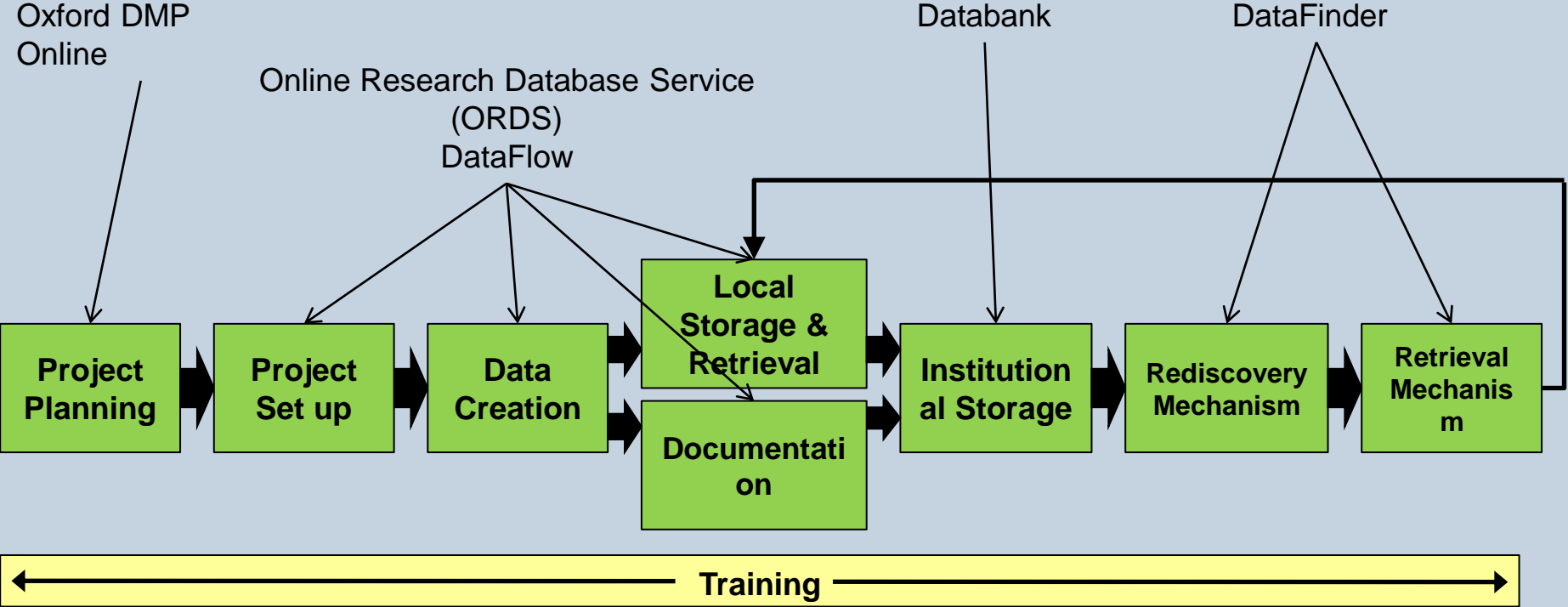




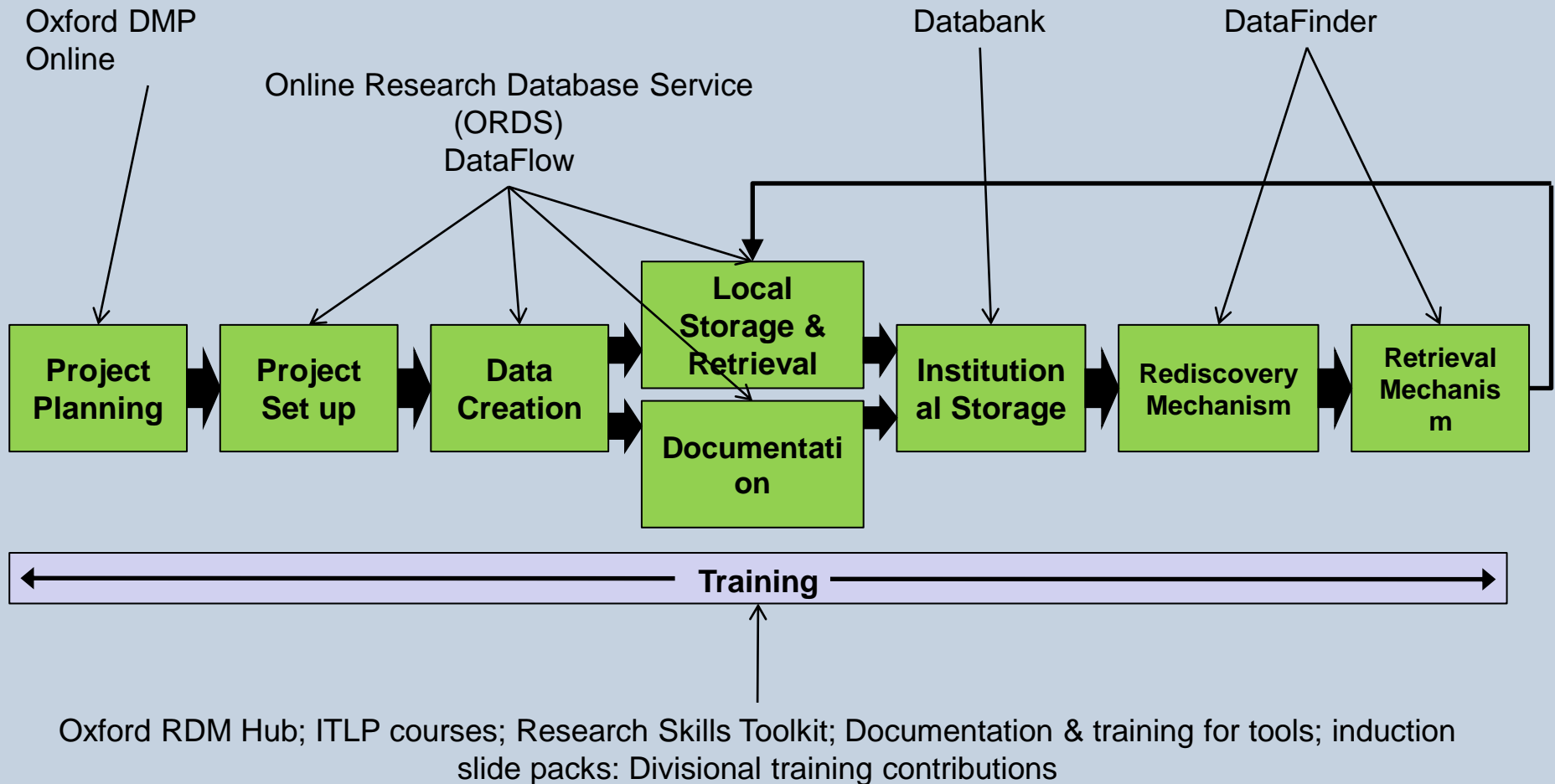
# Research Data Management Interventions



# Research Data Management Interventions



# Research Data Management Interventions



# Conclusions

- Like many other universities, Oxford has started the journey
- Strategically important for University
- Much to learn from other universities and at workshops
- Hope you enjoy the day!

## Thank You