

Data Management for MSc Thesis project

Some pointers to help you get started

For everyone

Use TUD storage solution for your work: they are backed up, and secure, even offer some version tracking facilities, so use them! MS Teams with TUD login, MS OneDrive, SurfDrive account, or TUD Project Drive (for large data or very confidential/private data).

Make sure to share your data/work folders with your supervisor: just to be safe, allow easy access to your supervisor if you need help/feedback. That's easily done with TUD storage solutions.

Discuss with your supervisor what will happen to your data at the end of your project: will it be deleted? Archived in your thesis, or a research data repository? Will it be (potentially) used for a publication later on? Remember that all your accounts and TUD storage will be deactivated once your MSc thesis is done! Whatever must be saved, must be either transferred to your supervisor, archived in a research data repository, or included in the appendices of your thesis

Are you doing an internship? Your graduation agreement (or similar) is important as it will contain information about who **owns** what you produce during your MSc thesis work. You do not need the signed contract for this step, but in case of internship, knowing what contract will be in place is relevant.

For those working with *Personal Data*:

Are you working with “personal data”? Running a survey? Conducting interviews or workshops/panel session? Then yes! Collecting data about people from the internet (social media, or others)? Yes! Still not sure? Contact your data steward for a quick discussion to figure things out!

If you are working with personal data: you will have to comply with our internal ethical and privacy policies. Check the details [here](#)

In general, you will need to produce 3 documents: the Risk Assessment Checklist from the Human Research Ethics Committee of TUD (HREC), the consent document you will present to the participants, and a data management plan (DMP) which you can create with DMP Online.

You will find links to the documents on the HREC website [here](#), in the section “*Preparing and submitting an HREC application*”

Those 3 documents will be reviewed by the HREC, and the data steward can assist you with your DMP.

Consider that it will take about 2 weeks to get a review from the HREC once the documents are complete. So plan ahead!

In the consent form you must:

Indicate what personal data you are collecting, how long you (or TUD) will have it (the duration of your MSc thesis + 1 month at least, but could be longer), who will have access to that, when/if it will be deleted, and a contact for questions/rectification/deletion request of the data, and what will be made public at the end (your MSc thesis will be publicly available!)

If your supervisor thinks a publication is possible, you need to tell the participants for how long we'll keep that (MS Thesis + 2 years is reasonable). If this is the case, request a dedicated Project Drive, under the name of your supervisor to store this data. Keep the personal data (recordings, transcripts...), and the proof of consent with it (legal requirement!)

Keep carefully your consent documents, as well as the HREC approval as part of your project data! We need those for as long as we have the personal data in TUD storage solutions!

First Steps in Writing your DMP

At TU Delft we use DMPOnline to write DMPs : dmponline.tudelft.nl

First use:

- On the login page, click on “Log in with your institutional credential”
- You will be directed to a page with a list of institutions, find “Delft University of Technology” in the list
- You will be redirected to TUD login page, in which you can log in with your NetID/password
- Once this succeeds, you will be sent to DMPOnline
- You will land on a page, with a login info on the left and an account creation page on the right. You MUST create a local account!
 - o Pick any email address you want, don’t use your NetID password in there
 - o Select TUD as your institution

You can then access the tool.

In the future, always connect to the tool using the “log in with institutional credential button”. It’s easier!

Create the plan

On the main page, select “Create Plan” (any of the buttons will do)

On the DMP creation page:

- Name of the project: name your project “TPM – MSc XXXX” where XXXX is your project name, or description
- The institution should already be filled in
- Tick the “No funder associated with this plan” tick box for the funder. You will get the TUD DMP template – which is needed for our HREC / Privacy team

Filling the plan

The main part of the plan is the table in Section 2, Question 1. If you get that one right, everything else is easy.

In there, list all the “type of data” you will manipulate during your project. Separate in different lines data that have different level of confidentiality/privacy content. (audio recording on a line, transcripts on a second, interview summary/anonymized transcript on a third one for instance).

Consider software scripts/prototype as data as well!

Filling the plan will require you to know whether or not your supervisor wants to preserve some of the data for future work.

Once you have drafted what you can, contact the data steward for review and advice. If you already have the consent material, and the HREC checklist, the data steward may be able to provide you with input on those documents as well.

You can contact your data steward by email directly, or use the “Request feedback” button in DMPOnline. If you are in a rush, send an email!

Updating the plan

Consider updating your DMP near the end of your project if it is no longer up to date (you decide to archive less data, or not archive it at all for instance). Your DMP will remain accessible to the data support team once you are done, and they may be used to find your data in the future! So, update the plan if need be at the end of your project to reflect what you have done.