RDM Checklist Go /no Go meeting (12 months)

This checklist intends to be a guide and/or a reminder of research data and software management topics that you could use in preparation for the 'Go/no Go meeting' or that you could choose to use for discussion during the meeting.

General checks:

- Emphasise the importance of proper data organisation and documentation as part of the research workflow from the start of the project. Leaving these tasks until the very end of the completion of the project can create additional workload and delays in the graduation process.

- Emphasise the potential impact of research data and software quality on research outcomes and the broader scientific community.

About the Data Management Plan:

- Make sure to read the Data Management Plan (DMP) and provide feedback on it. Faculty Data Stewards can only provide general feedback. As a supervisor, you are better equipped to provide feedback on domain/field/project-specific data and software-related questions

- You can use the '5 Things to check when reviewing Data Management Plans' prepared by the Faculty Data Stewards as a short guide on reviewing DMPs.

- If the PhD project involves the collection of personal data and/or the work with human subjects make sure that the TU Delft Personal Data workflow has been followed and documentation has been approved BEFORE starting the data collection

- Emphasise that the DMP is a 'living' document which needs to be revised and updated accordingly along the project. It can serve as a useful tool to bring to yearly progress meetings to discuss research data and software management successes and challenges.

About Doctoral Education program, skills and support:

- Make sure that the PhD candidate has explored all the relevant research data and software training opportunities offered at TU Delft or outside. In this website you find an overview.

- Suggest other research data and software support opportunities available at TU Delft for researchers besides training:

- [Faculty Data Stewards](#): First contact point for any research data management questions at the faculties.

- [TU Delft Digital Competence Center (DCC)](#) calls: 2-3 times per year call for hands-on support for projects with software development and/or data management components for a period of 3-12 months.

- [TU Delft Code & Data Office Hours](#): Book a Data Manager or Research Software Engineer from the TU Delft DCC for 40-minute consultations to get advice on solving your code and data issues.

- Communities of learning: TU Delft communities of practices, which through mentoring and gatherings provide relevant digital skills and open science skills to make research more reproducible and reusable:

    - [R café](#)

    - [Open Hardware Academy](#)

- [FAIR data funds](#): 4TU.ResearchData offers researchers an opportunity to apply for financial aid to cover the costs of making their datasets FAIR.

Planning for the upcoming years:

- Discuss the plans for sharing data, software/code and other relevant research outputs (design sketches, protocols, hardware documentation, etc.) with the research community and ensure these plans align with the [TU Delft Research Data Framework Policy](#), funders' and journals' policies on open access and the availability of data and software/code.

- If there are reasons for not making research data software/code openly available, for example, personal data, confidentiality agreements, IPR, etc:

    - Make sure that the PhD candidate is well-informed about those exceptions.

    - Make sure you plan for an archiving strategy where the PhD candidate leaves a copy of the research data and software/code well-organised and documented that is accessible to you.

- Please be aware that when publishing research software (code), researchers, including PhD candidates, have to comply with the requirements of the [TU Delft Research Software Policy](#)

- There are several resources that you and the PhD candidates can explore to become familiar with preparing for the requirements about data and software/code publishing according to the TU Delft Research Data Framework Policy:

    - These pages can guide the [PhD candidate on Publishing their Research Data](#).

- On the RDM website you find information about [Publishing Research Data](#) and [Publishing Research Software](#).

- On this guide you find a summary of an information session '[Publishing requirements for data and code for TU Delft PhD candidates](#)' run by the Faculty Data Stewards together with the Graduate School.