

RDM Checklist Recommended review meeting (6-9 months)

This checklist intends to be a guide and/or a reminder of research data and software management topics that you could choose to include in your discussions of the 'Recommended Review meeting'. The list also provides relevant links that you can make available to the PhD candidate for their guidance.

When reviewing the progress of research:

- Discuss advancements and challenges in data collection, analysis, and software development, if applicable.
- Provide as many suggestions/inspiration as possible to the PhD candidate on how to properly collect, organise, version and document research data and software/code.
- If they have attended an RDM course, encourage them to share what they have learned in group/team meetings, so they can improve their practices since the beginning.
- Make sure that the PhD candidate understands the importance of regular backups and the use of version control systems for both data and software/code.
- Discuss if an appropriate storage and backup solution for the project has been implemented. This tool provided by TU Delft ICT might help to choose a data storage solution for your research project: <https://storagefinder.tudelft.nl/> .
- Check that copyright and Intellectual Property (IP) rights have been checked, when re-using research data and/or software.
 - TU Delft Library provides a tool that can help with copyright questions: <https://www.tudelft.nl/library/copyright>.
 - For IP rights questions, you can contact the [Innovation and Impact center](#).
- If the PhD candidate is collecting or plans to collect personal data during the project:
 - Encourage them to take the '[Personal Data & Human Subjects in Research](#)' course.
 - Make sure they have already followed the [TU Delft Personal Data workflow](#).

When revising the progress of the Doctoral Education programme:

- It is recommended that PhD candidates take the introductory course [Research Data Management 101](#) offered by the library or an introductory session offered by the [Faculty Data Steward](#).
 - If they prefer to learn from a self-paced option without GS credits, they can use: <https://tu-delft-library.github.io/rdm101-book/intro.html>.
- 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.
- Faculty Data Stewards organise training/information sessions at the faculty as well. PhD candidates are always encouraged to contact [Faculty Data Stewards](#) to ask about training opportunities at a faculty level.

When discussing the Data Management Plan:

- Communicate to the PhD candidate if there are sections of the DMP that as supervisor/promotor you would like that they put more attention to or provide more details on
- Ask the PhD candidate if there are questions that are difficult for them to answer. These are some examples based on observations from the assignments of the Research Data Management 101 course offered by the library:
 - Questions regarding data publication and long-term preservation:
 - At this early stage it is difficult for PhD candidates to know exactly which data/code will be made publicly available. As a supervisor you can indicate what are the expectations in this respect considering the requirements of the [TU Delft Research Data Framework Policy](#) and restrictions of confidentiality when working with personal data and/or data/software from industry partners/collaborators.
 - The DMP can be updated at a later stage once it is known in more detail which dataset/code will be publicly available and/or by progressively adding the DOI of those datasets/code that are made publicly available during the project
 - Question about responsibilities on research data/code resulting from the project once the PhD candidate leaves TU Delft:
 - The recommendation is that they add the name of their supervisor as an answer to this question. Make sure that you make an agreement regarding this question.
 - Question about resources (for example financial and time) to be dedicated to data management:

- Unforeseen costs might affect the progress of the PhD candidate project. Very common costs could be access to HPC computing or extra storage costs. You can visit the following page on '[Data management costs](#)' on the RDM website for more information
- Remind them to contact the [Faculty Data Steward](#) in case of questions while drafting the DMP or by requesting their feedback using the "Request Feedback" button on [DMPOnline](#) once the DMP is drafted.
- **For supervisors at the Faculty of Industrial Design Engineering (IDE).** Remind the PhD candidates that they can use [this template](#) for their 12 month milestone, designed by your Faculty Data Steward, instead of the TU Delft template in DMPonline.