

How Do You Currently Manage Your Data?

PLANNING: HOW DO YOU PLAN FOR YOUR RESEARCH?

When it comes to my data, I have a “way of doing things” but no standard or documented plans.

I create some formal plans about how I will manage my data, but I generally don’t refer back to them.

I develop detailed plans about how I will manage my data that I actively revisit and revise over the course of a project.

I design my plans for managing data to streamline future use by myself or others.

ORGANIZING: HOW DO YOU ORGANIZE YOUR RESEARCH DATA?

I don’t follow a consistent approach for keeping my data organized, so it often takes time to find things.

I have an approach for organizing my data, but I only put it into action after my project is complete.

I have an approach for organizing my data that I implement prospectively, but it is not necessarily standardized.

I organize my data so that others can navigate, understand, and use it without me being present.

SAVING AND BACKING UP: HOW AND WHEN DO YOU BACK UP YOUR RESEARCH DATA

I decide what data is important while I am working on it and typically save it in a single location.

I know what data needs to be saved and I back it up after I’m done working on it to reduce the risk of loss.

I have a system for regularly saving important data while I am working on it. I have multiple backups.

I save my data in a manner and location designed to maximize opportunities for re-use by myself and others.

PREPARING FOR ANALYSIS: HOW DO YOU PREPARE YOUR RESEARCH DATA FOR ANALYSIS?

I don’t have a standardized or well documented process for preparing my data for analysis.

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My process for preparing data is standardized and well documented.

I prepare my data in such a way as to facilitate use by both myself and others in the future.

ANALYZING: HOW DO YOU DOCUMENT YOUR DATA ANALYSIS?

I often have to redo my analyses or examine their products to determine what procedures or parameters were applied.

After I finish my analysis, I document the specific parameters, procedures, and protocols applied.

I regularly report the specifics of both my analysis work flow and decision making process while I am analyzing my data.

I have ensured that the specifics of my analysis work flow and decision making process can be put into action by others.

SHARING AND PUBLISHING: HOW DO YOU SHARE YOUR RESEARCH DATA ONCE YOU’VE PUBLISHED?

I share the results of my research, but generally I do not share the underlying data.

I share my data only when I’m required to do so or in response to direct requests from other researchers.

I regularly share the data that underlies my results and conclusions in a form that enables use by others.

Because of my excellent data management practices, I can efficiently share my data whenever and with whomever I need to.

AD-HOC

OCCASIONAL

ACTIVE

OPTIMAL