Data Management Plan - DMP

Organize your data

Storage & security

Preservation & sharing

ORGANIZE YOUR DATA FOR
LONG TERM STORAGE (LTS) AT UNIL

Cécile Lebrand, PhD

Responsable **Responsable du service de soutien pour la gestion des données de recherche FBM** UNIL/CHUV- BiUM

Data Steward– Uniris - Direction de l'UNIL

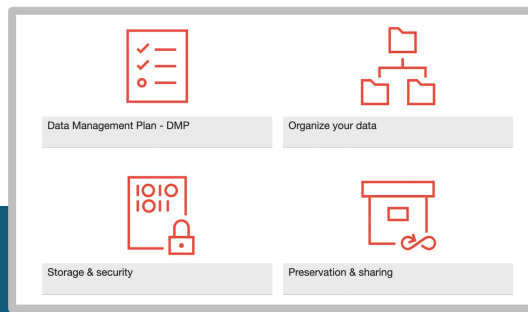*Directive UNIL 4.5 – Traitement et gestion des données de recherche*

Organize your data for long term storage on the DCSR NAS: personal assistance during the data description process by C. Lebrand (UNIRIS)

1. Informing and guiding you through the process of reorganizing and describing your research data in the form of explanatory documents called "readme file".
2. Final validation of your readme file before data migration from the DCRS NAS to the LTS plateform.
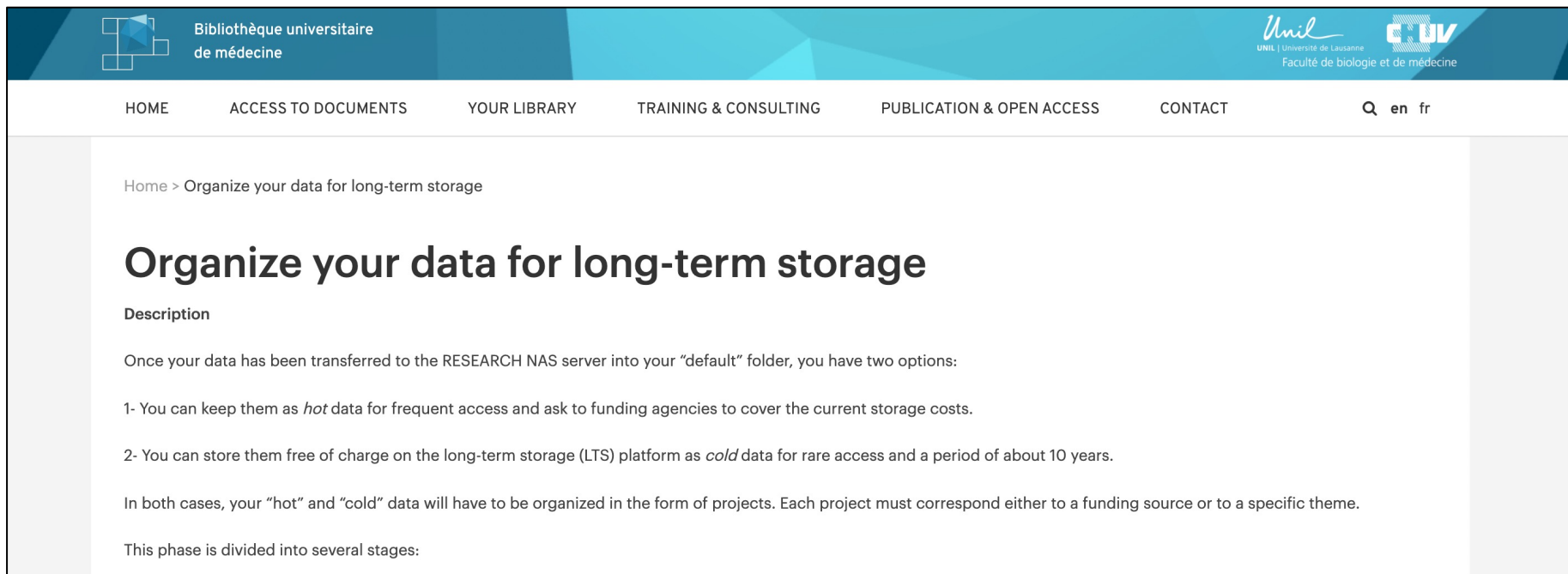
△ Count at least 7 days for an appointement and 15 days for the review and acceptance of your finalized readme file.

https://www.bium.ch/en/process-of-hosting-search-data-for-long-term-storage/

Long Term Storage (LTS) caracteristics

- Free of charge (with security and backup)
- Time limit for storage duration (at minimum 10 years for published data) with possible extension (1x).
- Restricted access (limited number of accesses to data on LTS and under request).
- Effective organization of your data under a project form
- Production of a Readme file (document describing the dataset content) for each individual futur TAR subdirectory
- Naming rules for (TAR) subdirectories in the LTS directory

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BiUM web page dedicated to Long Term Storage (LTS)

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Home > Organize your data for long-term storage

Organize your data for long-term storage

Description

Once your data has been transferred to the RESEARCH NAS server into your "default" folder, you have two options:

1- You can keep them as *hot* data for frequent access and ask to funding agencies to cover the current storage costs.

2- You can store them free of charge on the long-term storage (LTS) platform as *cold* data for rare access and a period of about 10 years.
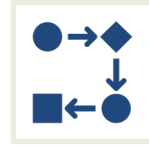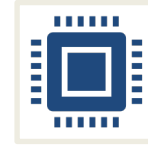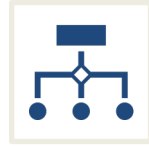
In both cases, your "hot" and "cold" data will have to be organized in the form of projects. Each project must correspond either to a funding source or to a specific theme.

This phase is divided into several stages:

In French: https://www.bium.ch/processus-dhebergement-donnees-de-recherche-stockage-a-long-terme/
In English: https://www.bium.ch/en/process-of-hosting-search-data-for-long-term-storage/

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Long term Storage of « cold data »

- PI contact the Ci via the NAS DCSR dashboard before creating a new project directory on the Long-Term Storage Platform (LTS).

(see slides p. 7-10)

- E-mail will be sent directly to Cécile Lebrand (UNIRIS) after selecting «making a long term storage request» on the NAS DCSR dashboard.

- C. Lebrand will contact you to make an appointment within 7 days

- C. Lebrand will provide you with guidance through the process of reorganizing and describing your data in the form of explanatory documents called *readme file*.

- Reorganize your data and eliminate obsolete data. Research data must be organized around a given project (matched with a funding, a specific theme, a publication, …).

- Complete a readme file for each distinct each data subdirectory and send it for final revision to Cécile Lebrand who should provide you a feedback within 15 days.

- In the event your *readme* file is not considered complete enough as to understand the nature of the data set, C. Lebrand will send you an add-in request.

- Once your *readme* file has been approved by UNIRIS, the Computer Centre – DCSR will transfer your data to the LTS platform with your *readme* file(s) included at the root of each moved data subdirectory

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Use the DCRS dashboard interface
to ask for Long Term Storage (LTS)

Research resource requests

🔒 Sign in 🇫🇷 🇬🇧

Connect to your NAS DCSR dashboard via your SWITCH UNIL account

https://conference.unil.ch/research-resource-requests/

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Use the DCRS dashboard interface to ask for Long Term Storage (LTS)

Contact UNIRIS directly via the dashboard before creating a new project directory on the LTS Platform

Make an LTS request (Long Term Storage) - CC callosum study ✕
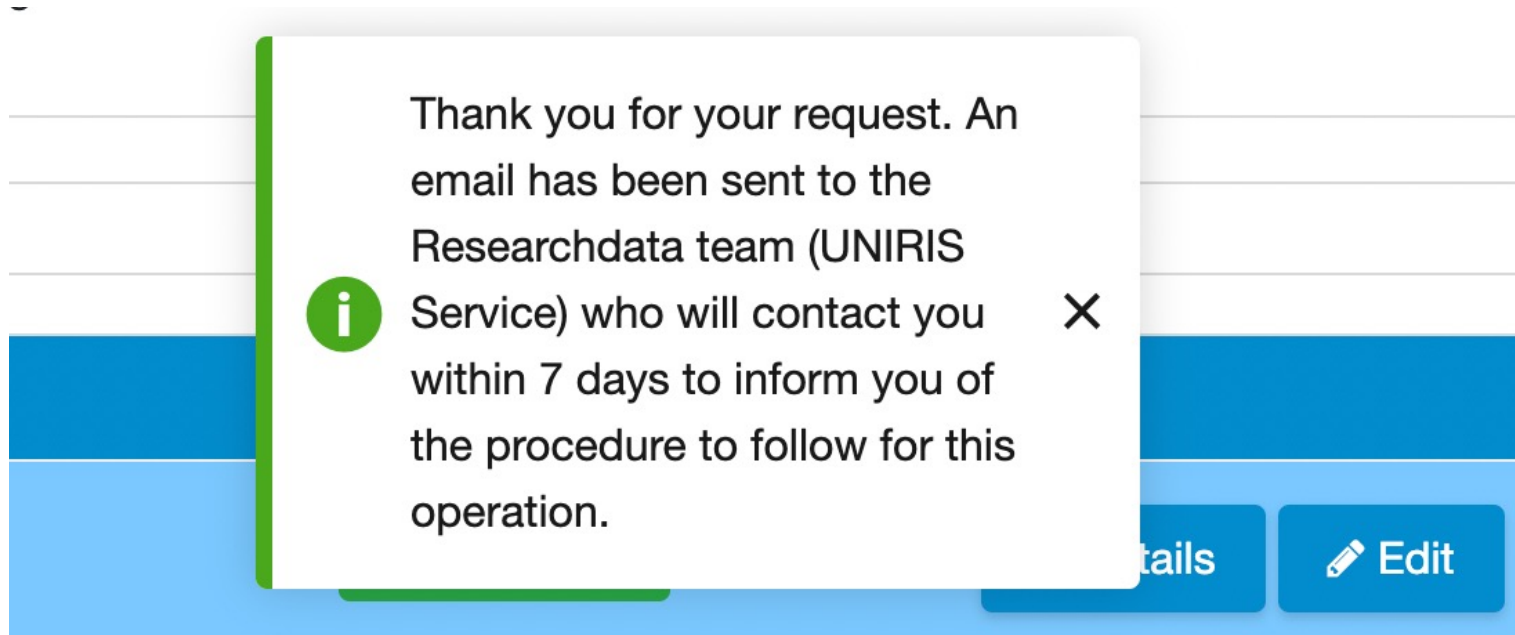
Make an LTS request (Long Term Storage)

To validate your request for Long Term Storage (LTS) of some or all of your research data on magnetic tape, please click on the "Submit" button below. If you already have a specific request or question, you can, if you wish, leave your comment(s) below.

Add a commentary if necessary and click on the send button

Cancel   Send

This button opens a prefills e-mail that will be sent directly to C. Lebrand via the address researchdata@unil.ch.

E-mail send directly to UNIRIS

Thank you for your request. An email has been sent to the Researchdata team (UNIRIS Service) who will contact you within 7 days to inform you of the procedure to follow for this operation.

The prefills e-mail will be sent directly to C. Lebrand via the e-mail address researchdata@unil.ch.

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UNIRIS help for organizing your data for long-term storage

Organize your data

Preservation & sharing

C Lebrand will contact you to make an appointement within 7 days.

She will provide you with guidance through the process of reorganizing and describing your data in the form of explanatory documents called readme files.

During this process, you will be able to give a temporary access to your data stored on the DCSR NAS to C. Lebrand via the interface on the homepage and using the e-mail address: cecile.lebrand@unil.ch

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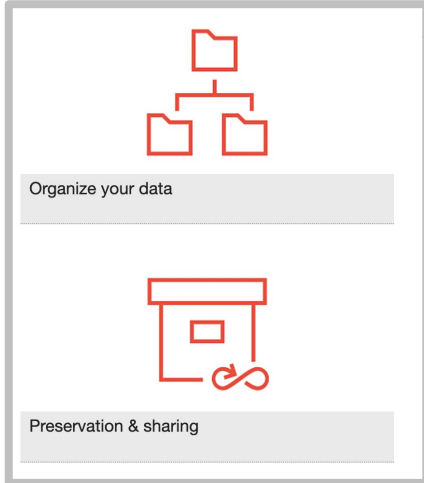
Organize your data for long-term storage

Reorganize your data and eliminate obsolete data.

Research data must be organized around a given project (matched with a funding, a specific theme, a publication etc.).

The size of the data volume to be archived is **free up to 5 TB** per subdirectory (TAR folder) in the LTS directory. For larger volumes per subdirectory, this is possible, but the researcher should contact DCSR to examine the constraints this creates on our storage systems. The DCSR will create the zip TAR folders.

Each TAR subdirectory has to comply to naming rules and should be accompanied by an independent readme file. We suggest to create a general Readme Template that can be shortly adapted to each individual TAR subdirectory.

Organize your data

Preservation & sharing
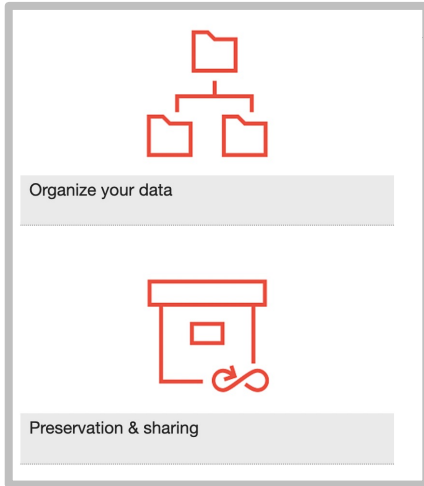
Naming rules for individual (TAR) subdirectory in the LTS directory

The length of the folder name must not exceed a maximum of 40 characters according to the rules below

- Numbers from 0-9
- Letters a-z
- Letters A-Z
- Hyphen (-) OK but not at the beginning or end of the directory name
- Underline (_) OK but not at the beginning or end of the directory name
- No white spaces
- No accented characters or symbols

The naming rule only applies to the first sub-folders in the LTS directory. The Tar archive files created from these directories will have the same name. Within these directories the names of the files and data directories are free. However, no personal names should be used.

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Readme File

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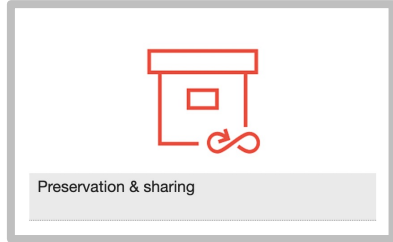
Long Term Storage Data Description

Name Research Project - Data Description

Les (*) dénotent un champ obligatoire
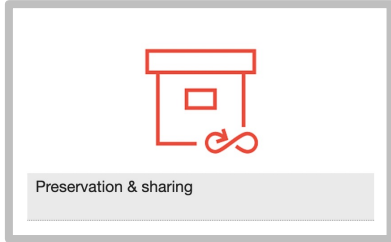
General information :

- **Title of the research project (*) :**

- Funding agency(ies) (UNIL, SNSF, EU, etc.) and grant number:

- **Dates covered by the project (period) (*) :**

- **Name, role and contact details of the PI (OrcID if available) (*):**

- Name of the editor of this Readme (if different from the PI) **(*):**

- **Date of writing of this Template (*):**

- Document version

readme file

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Readme File

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- **General description of the data set (5 lines max) (*) :**
  - Nature: raw versus, analysed data
  - Mode of collection: experimental, observational
  - Format: (un)structured text, spreadsheet, image, video, audio, database, map, etc…

- **Contains personal data (yes/no) (*):**

Donnée personnelle « Toute information qui se rapporte à une personne identifiée ou identifiable » (LOI 172.65 sur la protection des données personnelles (LPrD)).

« personal data » means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person (GDPR 2016)

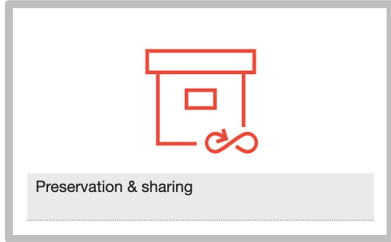- **Among the personal data, contains sensitive data (yes/no) (*):**

Donnée sensible

« Toute donnée personnelle se rapportant :

- aux opinions ou activités religieuses, philosophiques, politiques ou syndicales, ainsi qu'à une origine ethnique ;

- à la sphère intime de la personne, en particulier à son état psychique, mental ou physique ;

- aux mesures et aides individuelles découlant des législations sociales ;

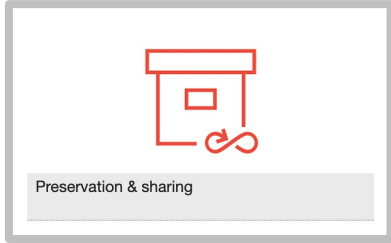*- aux poursuites ou sanctions pénales et administratives. »*

(LOI 172.65 sur la protection des données personnelles (LPrD)).

readme file

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Readme File

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- **Are sensitive data encrypted (yes/no) (*):**

- Any legal restrictions applied to the dataset other than the usual contract described in the « Directive du Conseil de Direction UNIL-CHUV du 02.12.2009 relative aux contrats et à la valorisation de la recherche » : *link* . If there are any other kind of contracts (IP, patenting, third part contract,…) mentioned it **(*)**.

- **Did these data give rise to publication (yes/no)? And if so, provide the exact references with the DOI ? (*):**

- **Estimated storage period (to be justified if > 10 years)(*). If there are any other kind of legal obligation (e.g. 20 years for data associated to a patent based on the UNIL *directive 4.5* or 15 years for clinical data) mentioned it :**

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Readme File

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Organization

- **Organizational structure of folders and sub-folders (*):**

- **File naming system (*):**

Data collection

- **General methods used for data collection (link these information to the description of your materials and methods from your papers if possible) (*):**

Processing, versioning and quality assurance

- **Software used for data collection and processing (including version numbers) (*) and associated file format:**

Code books

- **Did you generate a code book or other documentation defining the codes, symbols and abbreviations used in the files (*). If yes provide the coodbook file name. If not make a link to the publications with your list of abbreviations.**

Data recovery of TAR subdirectory from the LTS platform in order to work with your data on the NAS DCSR
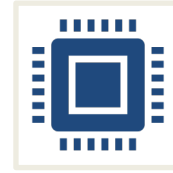
Request at least **7 days in advance.**

Limited number of access with the possibility of retrieving data stored in individual LTS TAR subdirectory

(one request once a month, data stored for at least a minimum period of one month).

No direct access but **official request/ticket to the DCRS via the NAS DCSR dashboard.**

Select « retrieving data from Long Term Storage)

(see slides p 19-21)
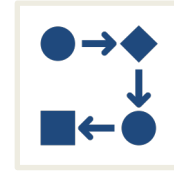
Once the request is made to DCSR, the time required to process the demand will depend on the complexity of the data to be processed.

Contact the DCRS via the dashboard to recover data from the LTS Platform

Your requests

Request date	Project	Status	Actions		
02 Mar 2022 17:01	cc_callosum	VALIDATED	📄 Details	✏ Edit	💼 LTS ▾ 👥 Users

→ Making a Long Term Storage (LTS) request
← Retrieving data from Long Term Storage (LTS)

https://conference.unil.ch/research-resource-requests/

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Contact the DCRS via the dashboard in order to migrate your data from the LTS to the DCSR NAS

This button opens a prefills e-mail that will be sent directly to the DCSR

- The prefills e-mail will be sent directly to the DCSR
- Once the request is made to the DCSR, the time required to process your demand will depend on the complexity of the data to be processed.