

Research Data Management (RDM) @Yale

Any Data. Any Method. Any Time.

Planning and Early Stages

- ☐ Schedule a consultation with Yale University's [RDM Librarian](#).
- ☐ Consider open data ethical principles. Aim to share data that is [FAIR](#) (Findable, Accessible, Interoperable, and Reusable), and consider [CARE](#) (Collective Benefit, Authority to Control, Responsibility, Ethics) to respect and protect research participants.
- ☐ Create a simple Data Management Plan (DMP) to document how you will manage your data throughout the project lifecycle. [DMPTool](#) will guide you through creating grant-specific or general purpose DMPs.
- ☐ Use ITS' [Storage Finder](#) to identify different storage and backup options available to Yale affiliates.

Collection, Analysis, and Writing Stages

- ☐ Establish clear file naming systems to ensure you always know what each file contains and can easily organize them. For example, put the date as YYYY-MM-DD at the beginning of file names to improve machine readability and easily sort files by date. Refer to the [RDM LibGuide](#) for more tips and best practices.
- ☐ Label your variables clearly in attribute tables and ensure consistent measurement across datasets. You can consult with Yale's [Subject Librarians](#) for locating data sources, and [StatLab](#) or [DHLab](#) for guidance on analyzing data.
- ☐ Use a tool such as [Git](#), a free version control system, that can facilitate organizing and storing different versions of your data files and project.
- ☐ Store data appropriately for its risk level at all stages of your project and consult the Yale [Human Research Protection Program \(HRPP\)](#) about human research.
- ☐ Create a living README file that details the steps you've taken in collecting, cleaning, and analyzing the data. Consult the [RDA Metadata Standards Catalogue](#) to find specific metadata recommendations for your project.

Storing, Sharing, and Reproduction

- ☐ Consider submitting your publication-ready data and research code data files to [Yale Dataverse](#), a data repository created specifically for Yale researchers to support data sharing and publication.
- ☐ Convert files to [nonproprietary, open-access file types](#) to support reproducibility. For example, converting excel (xlsx) files to comma-separated values (csv) files that can run on any tabular data program.
- ☐ Yale's [ISPS](#) (Institute for Social and Policy Studies) and [DISSC](#) (Data-Intensive Social Science Center) can assist in reproducibility issues for social science projects.
- ☐ The [Yale Center for Research Computing](#) provides domain-specific expertise in various aspects of computationally intensive research.