Minor updates to the FGB Research Data Management Framework per May 7, 2019

The research data officer for the FGB has presented the FGB Research Data Management framework to all departments and sections as of April 23, 2019. Based on feedback, she has made the following minor updates to the framework’s documents:

**FGF Research Data Management Policy**

- Facilities and Support, section 4: a link to the types of agreements IXA can assist with has been added.

**Guidelines for Archiving of Academic Research for Faculties of Behavioural and Social Sciences in the Netherlands: Local Implementation**

- Section 2.1.4: an additional note was added on how to manage situations where researchers are not in possession of the data to be archived, e.g. working with businesses that allow analysis of their employee data, but do not allow the data to leave their servers.
- Section 2.3: more detail has been provided on who is responsible for creating and/or submitting archiving packages, as well as how to handle situations where the lead author is not an FGB staff member, but does not have access to appropriate archiving solutions.

**SOP: Safe Data Use Outside of the VU**

- Digital transfers/Data Sharing: more detail on sending data digitally has been provided. Additional information about SurfFileSender, SurfDrive and a new option, ZIVVER, has been included.
- USB Sticks/External Hard Drives/Flash Drives: further discussion and clarification on how to choose between hardware encrypted versus software encrypted drives has been provided.
- TO3 borrowing service: a link to the new TO3 reservation system is included.
- Analog data and Tips for Physically Transporting Data: more detail regarding public transportation has been provided. Note that use of public transportation is not forbidden; it is simply recommended, especially when data are particularly sensitive, to try to co-ordinate other options. If public transportation is the only option for physically transporting data, just make sure to keep the tips discussed in the SOP in mind.

**SOP: Safe Practices for Students Working with Research Data**

- A correction to the first bullet point regarding confidentiality agreements has been made. In the original version, an incorrect link was provided for the confidentiality agreement. The update describes how to obtain the appropriate confidentiality agreement.