



## **LIVES Doctoral Program,**

### **Data Management**

***Looking after and managing your  
research data***

**Géopolis, Lausanne, Switzerland, March 14-15, 2013**

## ■ ■ General information

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<b>Dates:</b>	March 14-14, 2013
<b>Location:</b>	Université de Lausanne Bâtiment Géopolis CH-1015 Lausanne
<b>Costs:</b>	Participation, lodging and meals are free of charge for speakers and registered participants.  Participants will be reimbursed for transportation costs at the rate of the ½ CFF/SBB fare in 2 <sup>nd</sup> class.

Good data management is fundamental for high quality research. While many PhD students are acquiring the skills to collect and analyse data, there is a deficit of training in handling and managing the research data they produce.

From the early stage of the research design, through to the later stages of analysis and data storage, good data management equates to efficient research and the saving of time and resources. Furthermore, it is a prerequisite for data sharing, a practice that is increasingly required by journal publishers and funding agencies.

Our two-day workshop, which combines both presentations and interactive activities, will provide PhD students with practical skills directly applicable to their own research. Drawing on a wide range of data – both quantitative and qualitative – the workshop will address the following key aspects of data management:

- Informed consent and ethics
- Anonymisation
- Data formats
- Documenting and contextualizing data
- Data copyright
- Best practices in storing data

By the end of the workshop, participants will know how to apply various data management best practices in their own research, and will be able to work more efficiently and effectively with data individually or as part of a research team, where data are often co-produced and shared.

## ■ ■ Schedule, March 14, 2013 (Room, 2207)

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### Welcome

8.45 – 9.00 Coffee and registration

### Part I: Introduction to data management

09.00 – 09.20: Becoming a data management expert

09.20 – 10.00: The data life cycle

**Part II: Pre-use**

10.00 – 10.20: Planning your research

10.20 – 10.50: Design features for data management

10.50 – 11.10: *break*

11.10 – 11.25: Treatment of respondents

11.25 – 12.15: Informed consent

12.15 – 12.30: Non-disclosure agreement

**12.30 – 13.30: Lunch**

**Part III: Use**

13.30 – 14.00: Getting data ready

14.00 – 15.00: Transcription

15.00 – 15.20: *break*

15.20 – 16.30: Documentation

16.30 – 17.00: Data surgeries (optional)

17.00: Close of day 1

**■ ■ Schedule, March 15, 2013 (Room, 2235)**

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**Part III: Use (continued)**

09.00 – 10.30: Data anonymisation

10.30 – 10.45: *break*

10.45 – 12.00: Data organization and storage

12.00 – 13.00: Lunch

**Part IV: Post-use**

13.00 – 13.45: Long-term preservation and access/dissemination

13.45 – 14.45: Publication and copyright

14.45 – 15.00: *break*

**Part V. Re-use**

15.00 – 15.30: Why and how to re-use other people's data

**Part VI. Wrap-up**

15.30 – 16.00: Developing a long-term data strategy

16.00 – 16.15: Conclusion

16.15 – 17.00: Data surgeries (optional)

17.00: End of the workshop

**■ ■ List of speakers**

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## ■ ■ Coordination of the ProDoc LIVES

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## ■ ■ List of participants

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