

Link document for ‘Introduction to Research Data Management 2025-26’ Moodle course

Updated 2025-09-09

Introduction

Link name	Description	Link
Research Information Management team	Provides general information about the help provided by the team around data management.	https://www.gla.ac.uk/myglasgow/openresearch/researchdatamanagement/
Enlighten: Research Data	This repository lists the University’s research data records and gives users access to the data where licence allows.	https://researchdata.gla.ac.uk/
Research Integrity	Sets out the policies, procedures, and resources to support research integrity.	https://www.gla.ac.uk/myglasgow/ris/researchintegrity/
Research Culture	Website of the University of Glasgow Research Culture, which is part of the multi-disciplinary Research Culture and Researcher Development team based in the Research Services Directorate	https://www.gla.ac.uk/myglasgow/ris/researchculture/

1. Before you begin

Link name	Description	Link
Code of Good Practice in Research	This webpage of the University of Glasgow's Code of Good Practice in Research provides information and support available to ensure the University's research practice meets these standards.	https://www.gla.ac.uk/research/strategy/ourpolicies/codeofgoodpracticeinresearch/
Postgraduate Research Code of Practice	This webpage provides information around the Postgraduate Research (PGR) Code of Practice, which are guidelines for students and staff about the most effective practice for each stage in a postgraduate student's life.	https://www.gla.ac.uk/research/ourresearchenvironment/prs/pgrcodeofpractice/
Research Policies	This page lists the University's research-related policies and guidance for staff and students.	https://www.gla.ac.uk/research/strategy/ourpolicies/
Open Research for Sensitive, Restricted or Confidential Data	Information about our other training course.	https://www.gla.ac.uk/myglasgow/openresearch/training/
Making your research data open	This webpage lists introductory training courses in best practice in research data management and in data management planning for staff and for postgraduate researchers	https://www.ukri.org/manage-your-award/publishing-your-research-findings/making-your-research-data-open/
ESRC data deposit	The UK Data Service is the principal repository for economic, population, and social research data in the UK.	https://ukdataservice.ac.uk/
NERC data deposit	This website from the UK Research and Innovation introduces their council NERC, which supports research in environmental science.	https://www.ukri.org/councils/nerc/facilities-and-resources/find-a-nerc-facility-or-resource/

Funders' data policies	This website by the Digital Curation Centre provides summaries of UK research funders' data policies	https://www.dcc.ac.uk/guidance/policy/funders-data-policies
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1.1 Data Management Plans

Link name	Description	Link
Anticipating the Costs of Research Data Management	A guide outlining the potential costs of Research Data Management	https://edshare.gla.ac.uk/1380/
University of Glasgow PGR DMP template	University of Glasgow PGR DMP template	https://eprints.gla.ac.uk/179057/
University of Glasgow PGR data management plan: Guidance Notes'	Guidance notes for the Data Management Plan template for PGR students	http://eprints.gla.ac.uk/179058/
DMPOnline	An online tool by the Digital Curation Centre (DCC) to help you write and review data management plans.	https://dmponline.gla.ac.uk
Project initiation workflow for research involving personal data	This document outlines the preferred process for initiating a research project involving personal data at the University of Glasgow.	https://doi.org/10.36399/gla.pubs.202746

1.2 Ethics, data protection and research data

Link name	Description	Link
Ethics policies	University Ethics policy page	https://www.gla.ac.uk/research/strategy/ourpolicies/ethics/
Data Protection Impact Assessments	University of Glasgow data protection webpage	https://www.gla.ac.uk/myglasgow/dpfoioffice/guidanceforstaffandstudents/dataprotection/dpia/
Special category data	This is a guidance on special category data.	https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-

	Please note that this is currently under review due to a new access law from June 2025	resources/lawful-basis/a-guide-to-lawful-basis/special-category-data/
DPIA decision tool	Tool to help you to understand if you need a DPIA.	https://forms.office.com/pages/responsepage.aspx?id=KVxybjp2UE-B8i4lTwEzyCwF_1QbAhxHjMUQ2SltjPNUREtQQURTUklZSTdVS044Q0w4NkZZN1ZURC4u&route=shorturl
Information Risk Classification	This document classifies the UofG information assets into risk-based categories	https://www.gla.ac.uk/media/Media_537721_s_mxx.pdf
The Introduction to GDPR training course	Link to UofG Moodle course	http://moodle2.gla.ac.uk/course/view.php?id=13069
Data Protection & Freedom of Information Office	This website provides information and guidance on data protection and policies, and lists training courses	https://www.gla.ac.uk/myglasgow/dpfoioffice/
Retention of research data	This page focuses on information around the retention of data	https://www.gla.ac.uk/myglasgow/dpfoioffice/guidanceforstaffandstudents/research/retentionofresearchdata/
Research Data Management in Ethical Consumption	A research data management case study.	https://eprints.gla.ac.uk/170484/
Research Data Management in Natural History	A research data management case study.	https://eprints.gla.ac.uk/170486/
Open Research in Psychology	A research data management case study.	https://eprints.gla.ac.uk/170483/
Working in the Psychological Science Accelerator	A research data management case study.	https://eprints.gla.ac.uk/173885/

2.1 Research in progress

Link name	Description	Link
Research Data Management during your project	This page provides helpful information about data organisation during your project	https://www.gla.ac.uk/myglasgow/openresearch/researchdatamanagement/duringyourproject/

2.2 Storing data while you work on it

Link name	Description	Link
Microsoft Office 365		https://office365.gla.ac.uk
Nextcloud	The Nextcloud encrypted transfer and sharing tool	https://www.gla.ac.uk/myglasgow/it/filessharing/#nextcloud%3Aresearchdatasharing
Research Computing as a Service	This page provides an overview of the services provided by the RCaaS team such as high performance computing, research software engineering, data and infrastructure management and support for showcasing research outcomes.	https://www.gla.ac.uk/myglasgow/rcaas/
University of Glasgow Policy on Confidential Data	This document outlines the policy around confidential data	https://www.gla.ac.uk/media/Media_180727_smx.pdf
Appraising and selecting data for long-term deposit	A best practice guide from the Research Data Management team	https://edshare.gla.ac.uk/1385/

2.3 File names, folder structure and formats

Link name	Description	Link
File naming guide	This document provides advice on developing a file naming convention	https://edshare.gla.ac.uk/807/
File formats guide	This document lists factors to consider when choosing file formats for research data	https://edshare.gla.ac.uk/1345/

3.1 Approaching completion

Link name	Description	Link
Enlighten: Research Data Deposit Form	Here you can download the Data Deposit Form for depositing data in Enlighten: Research Data	https://edshare.gla.ac.uk/1346/
Research Integrity	This website sets out the policies, procedures, and resources to support research integrity.	https://www.gla.ac.uk/myglasgow/ris/researchintegrity/
Guide to selection and appraisal of research data	University of Glasgow guidance on selection of research data for deposit.	https://edshare.gla.ac.uk/1385/
Research Excellence Framework (REF)	This website summarises the REF 2021 outcomes at UofG.	https://www.gla.ac.uk/research/excellence/
Cambridge Crystallographic Data Centre (CCDC)	A large database of curated crystal structures.	https://www.ccdc.cam.ac.uk/

3.2 Choosing a repository and sharing data

Link name	Description	Link
UK Practice Research Advisory Group	This website by the higher education arts research community aims to increase the visibility and accessibility of UK Practice Research.	https://praguk.wordpress.com/
Re3data	This is a registry of research data repositories for all research disciplines.	https://www.re3data.org/
A research data record in Enlighten: Research Data		https://researchdata.gla.ac.uk/191/
Example data statement	This links to an example of a research publication on a publisher's website	https://academic.oup.com/jnci/article/107/9/djv204/900387
Guide to data access statements, identifiers and citation	This document explains terminology around data access statements, identifiers and citation	https://edshare.gla.ac.uk/1419/
Creative Commons	This website explains the services supplied by Creative Commons (CC); for example providing CC licences and public domain tools.	https://creativecommons.org/licenses/
Enlighten: Research Data	Information about Enlighten: Research Data, our research data repository and registry	https://www.gla.ac.uk/myglasgow/openresearch/researchdatamanagement/enlightenresearchdatainformation/
Enlighten: Research Data access options		https://www.gla.ac.uk/myglasgow/openresearch/researchdatamanagement/enlightenresearchdatainformation/#accessoptions
UKDS Managing and Sharing Data	Guidance on research data management from the UK Data Service	https://ukdataservice.ac.uk/learning-

		hub/research-data-management/
Figshare	Figshare is a provider of open research repository infrastructure	https://figshare.com/
Zenodo	Zenodo is an open repository for any kind of research output	https://zenodo.org/
NERC Data Centres	This is an example of a funder provided repository.	https://eds.ukri.org/environmental-data-service
Dryad	An ecology data centre	https://datadryad.org/submit
Archaeological Data Service	An archaeology data repository	https://archaeologydataservice.ac.uk/
GitHub	A code repository	https://github.com/
Citing code in GitHub	Guide to producing Zenodo records for GitHub repositories	https://guides.github.com/activities/citable-code/
Enlighten: Research Data Management costs	Guide to charges that apply to data deposits in Enlighten: Research Data	https://www.gla.ac.uk/myglasgow/openresearch/researchdatamanagement/researchdatamanagementcosts/
Enlighten: Research Data deposit form	The deposit form that data owners should complete to deposit data in Enlighten: Research Data	https://edshare.gla.ac.uk/1346/
ORCID	This website provides information about the benefits of ORCID (Open Researcher and Contributor ID).	https://www.gla.ac.uk/myglasgow/research/managingyourpublications/publicationsandresearchreputation/identifiers/orcid/

Summary

Link name	Description	Link
Open Access at the University of Glasgow	Information about open access support at the University.	https://www.gla.ac.uk/myglasgow/openresearch/openaccess/
The Research Staff Assembly	A Teams group for research staff.	https://teams.microsoft.com/l/channel/19%3Aocp0RWGG43AXlrTeXEJoYiTk5DdW9ti9x53BshtqeIE1%40thread.tacv2/General?groupId=d8d051bb-f109-43ca-8c2d-5d281da107cd&tenantId=6e725c29-763a-4f50-81f2-2e254f0133c8
The Research Culture Commons	A Teams group for anyone interested in research culture.	https://teams.microsoft.com/l/channel/19%3AX2E-Sr7QouqkBTjiOq8gzMO6MZHWEtC1kZSy7tADK641%40thread.tacv2/General?groupId=0091ed66-cb37-44b6-a20b-8ae423989340&tenantId=6e725c29-763a-4f50-81f2-2e254f0133c8