

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

Updated 2025-09-09

Introduction

| Link name | Description | Link |
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| 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 |
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| 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/uncils/nerc/facilities-and-resources/find-a-nerc-facility-or-resource/ |

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| 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 |
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| 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 |
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| 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/dpfoffice/guidanceforstaffandstudents/dataprotection/dpia/ |
| Special category data | This is a guidance on special category data. | https://ico.org.uk/for-organisations/uk-gdpr-guidance-and- |

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| | *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_1QbAhxHjMUQ2SljPNUREtQURTUKlZSTdVS044Q0w4NkZZN1ZURC4u&route=shorturl |
| Information Risk Classification | This document classifies the UofG information assets into risk-based categories | https://www.gla.ac.uk/media/Media_537721_smx.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/dpfo/office/ |
| Retention of research data | This page focuses on information around the retention of data | https://www.gla.ac.uk/myglasgow/dpfo/office/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 |
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| 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 |
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| Microsoft Office 365 | | https://office365.gla.ac.uk |
| Nextcloud | The Nextcloud encrypted transfer and sharing tool | https://www.gla.ac.uk/myglasgow/it/filesharing/#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_smxx.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 |
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| 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 |
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| 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/research/integrity/ |
| 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 |
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| 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- |

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| | | 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/share |
| 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/publicationsandresearch/reputation/identifiers/orcid/ |

Summary

| Link name | Description | Link |
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| 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%3Aocp0RWGG43AXlrTeXEJoiTk5DdW9ti9x53BshtqeIE1%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 |