

A DATA MANAGEMENT RESOLUTION

Defining Roles & Expectations for a Successful Year of Research

Prioritizing data management is essential for ensuring more effective, impactful, and responsible research. In collaborative projects, it is critical to clearly define the roles and responsibilities of all participants. Properly assigning these duties ensures that data is collected, stored, and shared in compliance with funders' requirements, ethical standards, and best practices for data stewardship.



Whose Responsibility?



A successful data management and sharing plan (DMSP) relies on proper staffing and training. Clearly defined roles ensure efficient budgeting, implementation, and long-term data stewardship.

The Principal Investigator (PI) is responsible for overseeing compliance with the data management plan throughout the project. However, tasks may be delegated to other team members for effective implementation.

Possible Data Management Roles



Data Collector



Instrumentation Specialist



Metadata Creator



Data Analyst



Database Manager



Data Curator

Depending on your project and team size, a single person may take on multiple hats. For additional examples, visit: <https://bit.ly/dataone-roles>

DMSP New Year's Resolution

1

Identify the skills required for each task outlined in your DMSP

2

Match skill requirements to team members and identify any gaps

3

Develop a training or hiring plan to address these gaps

4

Assign responsibilities and track progress

5

Allocate sufficient budget for data management activities

6

Revise and update your DMSP as you progress

Goals

QUICK TIP!



Since DMSPs are often brief (usually two pages), consider creating a more comprehensive manual to standardize expectations, practices, and attributions across the data management lifecycle. This will streamline alignment, ensuring smoother transitions during personnel changes or cross-institutional collaborations.