

Data agents' duties 2019-2020

Aalto University

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(Maria Söderholm has edited the text by deleting the identifiable content from the school specific duties.)

All data agents:

1. Regular RDM consultations (aalto.fi/rdm – Data agents' consultation hours for research data management).
2. Answering RDM questions via email.
3. Dissemination information about RDM events and services.
4. Creating cheatsheets (fact sheets) and their distribution.

Collection of the school specific duties

1. Producing RDM materials for RDM trainings, Aalto RDM web page, events and services like Eduuni and data repositories.
2. Editing Aalto RDM webpage.
3. Giving lectures and other talks:
 - "How to publish a dataset?"
 - "How to make your research reproducible?"
 - "Hands-on training on publishing datasets"
 - Lectures on research ethics and RDM in general.
4. Reviewing DMPs.
5. Support on all RDM aspects, for instance, discussions and consultations in:
 - Licenses for developed software.
 - Advising on the management of personal (sensitive) data.
 - Support in opening the data.
 - Support in the storage of different types of data and arranging project storage.
 - Support in the managing of scientific codes (a code book).
 - Guidance on practical RDM for code.
 - Advising on personal sensitive data, ethics and consultations on GDPR.
6. Development, organization, and participation in RDM roadshows.
7. International training/workshop activities for to code developers.