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Appendix 2

Below are brief descriptions of the nine workshops evaluated in our assessment. The descriptions are pulled from the MIT Libraries website (MIT Libraries, n.d.).

Data Management: 101

This workshop provides basic strategies to manage research data. Topics include: best practices for retention and archiving, effective directory structures and naming conventions, good file formats for long-term access, data security and backup options, and metadata, tagging, and citation options.

File Organization

This workshop teaches practical techniques for organizing your data files. Topics include: file and folder organizational structures and file naming.

Version Control

This workshop seeks to help researchers keep track of versions of their datasets. This workshop covers techniques and software to help manage multiple versions.

Strategies for Data Sharing & Storage

This workshop reviews existing options for long-term storage and strategies for sharing data with other researchers. Topics include: data publication and citation, persistent identifiers, versioning, data formats and metadata for reuse, repositories, cost models and management strategies.

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Using Metadata to Find, Interpret, & Share Your Data

This workshop explains the power of metadata: what it is, why it's so important, and how to get started with it. It seeks to help learners in finding, interpreting or sharing their data.

Data Management Plans & the DMP Tool

This workshop goes through the benefits of writing a data management plan, the components of a quality DMP, and introduces the DMPTool. It seeks to help learners compose their own DMP.

Data Management for Postdocs and Research Scientists

This workshop provide an overview of data management topics, including file organization and naming, data security and backups, tools for collaborating with others in the lab, and data publishing, storage, and sharing. It also covers journal publisher requirements and writing the data management plans, as well as data management issues related to closing out projects and moving between institutions.

Quick and Dirty Data Management

This workshop teaches five tools and techniques which can be deployed immediately to support practical data management. The workshop covers backups, file names and organization, metadata, security, and selecting appropriate file formats for future proofing one's work.

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Managing Your Research Code

This workshop reviews reasons to share software, best practices and considerations for documenting software and making it citable, and options for archiving and publishing research software, including software papers and managing software with associated data sets, and some best practices for citing and documenting software.