

Design a data organisation

If you want your research data to be easily traced and interpreted, it is vital to store it in a structured and consistent way with appropriate data documentation (metadata). The **folder structure** used for the data and the **file names for the data files** should be logical.

Read the case well and design a data organisation, i.e. a folder structure plus naming convention for folder(s) and file(s).

Case

The project 'Veteran tapes' is allowed to start. The funding has been awarded and a data management plan is under development.

Horizon 2020 project 123456.78

Project coordinator: Jane Doe, Center for Excellent Stuff

Duration: 1 October 2017 to 30 September 2020

Since the end of the Second World War, the Netherlands has participated in several missions abroad. The project 'Veteran tapes' is to conduct 600 interviews with (former) soldiers who have taken part in missions. This will record experiences that are of great importance to military-historical research, as the personal experiences in their own words, are a necessary addition to the documentation by the Ministry. Trial interviews show both a high degree of reflection on the mission, its societal reception and the role played; this often proves to be a sensitive matter. This also makes it relevant material for e.g. social science disciplines.

Design and definition of the project:

- Interviewing 600 people; video-taped.
- 20 people who are doing the interviewing; alignment is important.
- Structured interviews to enable comparison.
- The working language is Dutch.
- The people being interviewed will have a chance to see the video and can decide whether to show the interview freely, or to use it for research purposes only.
- The project will run for two years. At the end there will be a portal where the videos can be viewed when allowed to be accessed publicly. It is the intention to make all interviews available for research purposes.
- The audio stream (speech) will be transcribed. In doing so, it will be possible to search for interviews and to refer to illustrative passages.

This case was inspired by a project of the Dutch Veterans Institute but is fictitious.

Research Data Netherlands <http://www.researchdata.nl/en/> is an alliance between 4TU.Centre for Research Data, Data Archiving and Networked Services (DANS) and SURFsara. With this coalition the organisations join forces in the area of trustworthy long-term data archiving.

<http://datasupport.researchdata.nl/en/start-de-cursus/iii-onderzoeksfase/datadocumentatie/>
<http://datasupport.researchdata.nl/en/start-de-cursus/iii-onderzoeksfase/organising-data/>