

## DFG PROJECT PROPOSALS: HANDLING OF RESEARCH DATA

The DFG Proposal Preparation Instructions (form 54.01) were last updated in April 2024.

**Chapter 2.4 on handling research data** in particular has been given significantly more importance and there is a [DFG checklist](#) specifically for this purpose (current version dated 21 December 2021), which is supposed to help you describe appropriate data handling. In future, you should plan at least one page of text, on which a [data management plan](#) can later on be based on in case of approval. Your text should take into account the following aspects:

- Data description: characteristics and scope of the data
- Documentation and data quality
- Storage and technical archiving
- Legal obligations and conditions
- Enabling of subsequent reuse and long-term accessibility
- Responsibilities and resources (see [DFG-information on funding of RDM costs](#))

### Which guidelines should be followed?

- DFG: [Guidelines on Handling Research Data](#) and Code of Conduct: [Guidelines for Safeguarding Good Research Practice](#) (in particular Guideline 13 on "[Providing public access to research results](#)").
- UoC: [Guideline on the Handling of Research Data at the University of Cologne](#)
- Subject-specific guidelines if applicable, see [DFG list](#)

### How does the UoC provide institutional RDM support?

**C<sup>3</sup>RDM:** The team of the [Cologne Competence Center for Research Data Management](#) works hand in hand with the project managers of [Division 7 Research Management](#) when advising on project proposals and offers support on any kind of question regarding research data management (RDM). When referring to institutional support offered throughout the entire project duration, you may use the following paragraph or similar wording:

"The planning and implementation of research data management within the project is advised and supported by the Cologne Competence Center for Research Data Management (C<sup>3</sup>RDM) at the University of Cologne."

**Faculty of Arts and Humanities:** Advice and proposal support for the humanities is also provided on a subject-specific basis by the [Data Center for the Humanities \(DCH\)](#).

**Faculty of Medicine:** Questions about research data management in third-party funding applications can be directed to the C<sup>3</sup>RDM team, which also cooperates with the [Medicine IT Coordination](#).

Contact C<sup>3</sup>RDM: [fdm-support@uni-koeln.de](mailto:fdm-support@uni-koeln.de)

More information on C<sup>3</sup>RDM: <https://fdm.uni-koeln.de/>