

## Work Sessions Template

Please make a copy of this document for yourself (File > Make a copy) and use it as a template during your work sessions. Append your name to the document title!

### **Work Session 1: Welcome and Workshop Overview**

Take 5-10 minutes to think about your project.

- What is the nature of your research project?
- What research questions are you addressing?
- What kind of data will your project produce?

Then be ready to briefly summarize your study to your speed data-ing partners in one minute!  
(make notes below)

Make notes

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### **Work Session 2: Data Collection**

1. What type, format, and volume of data will you be producing?
2. Do your chosen formats and software enable sharing, high-resolution preservation, and long-term access to the data?
2. Are there any existing data you can reuse?

(Guidance: Give a brief description of the data, including any existing data or third-party sources that will be used, in each case noting its content, type and coverage. Outline and justify your choice of format and consider the implications of data format and data volumes in terms of storage, backup and access (more on storage and backup later).

4. What standards and methods will you use?
5. How will you name and structure your folders and files?
6. How will you handle versioning?
7. What quality assurance processes will you adopt?

(Guidance: Outline how the data will be collected/created and which community data standards (if any) will be used. Consider how the data will be organized during the project, mentioning for example naming conventions, version control and folder structures. Explain how the consistency and quality of data collection will be controlled and documented.)

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### Session 3: Ethics/Legal Compliance

- For everyone: What parts of your data are subject to copyright or not?
- Choose one of the following, depending on your data situation:
  - Are you working under any contracts?
    - Identify any contracts that may apply, find them, and skim through for an “Ownership” section.
  - Are you working in different countries that may have different laws?
    - Identify a page to read at [WIPO Lex](#) and/or a person at your institution who you can ask for help.
  - Do you have any ethical considerations?
    - List any potential anonymization or privacy concerns and brainstorm on methods for working with them.

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### Session 4: Backup and Storage

1. How will data be stored and backed up during the research?
2. Do you have sufficient storage, or will you need to include charges for additional services?
3. How will the data be backed up?
4. Who will be responsible for backup? For recovery?
5. How will the data be recovered in the event of an incident?

(Guidance: State how often the data will be backed up and to which locations. How many copies are being made? Storing data on laptops, computer hard drives or external storage devices alone is very risky. The use of robust, managed storage provided by university IT teams is preferable. Similarly, it is normally better to use automatic backup services provided by IT Services than rely on manual processes. If you choose to use a third-party service, you should ensure that this does not conflict with any funder, institutional, departmental or group policies, for example in terms of the legal jurisdiction in which data are held or the protection of sensitive data.)

6. How will you manage access and security?
7. What are the risks to data security and how will these be managed?
8. How will you control access to keep the data secure?
9. How will you ensure that collaborators can access the data securely?

10. If creating or collecting data in the field how will you ensure its safe transfer into your main secured systems??

(Guidance:

If your data is confidential (e.g. personal data not already in the public domain, confidential information or trade secrets), you should outline any appropriate security measures and note any formal standards that you will comply with, e.g. ISO 27001.)

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## Session 5: Documentation and Metadata

Imagine that 15+ years from now, someone comes upon the data from your project in an archive, and with that in mind, answer these questions:

- What documentation and metadata need to accompany your data so that future person can understand what it is and the context of your project?
  - What documentation is needed for the future person to replicate or reuse your data?
  - How will you create or capture this documentation and these metadata now (at the time you create these data)?
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## Session 6: Selection, Preservation, and Sharing

Find a potential repository for your data set using the resources listed below.

- Answer the following questions for your DMP:
- What is the repository name and why is it appropriate for your data?
- What considerations (e.g. file formats, naming) will you be able to implement during data collection?
- What are the potential costs for long-term storage or preparation of the dataset that you should figure into your grant request?

*Digital Language Archives:*

Dedicated digital repositories

- The Archive of the Indigenous Languages of Latin America ([AILLA](#))
- The Endangered Language Archive ([ELAR](#))
- The Language Archive ([TLA](#))

### Institutional repositories with Language collections

- [Archivo Digital de Language Peruanas \(Pontificia Universidad Católica del Perú\)](#)
- [Kaipuleohone Language Archive \(U of Hawai'i at Manoa\)](#)

### Physical Archives with some digital collections

- Alaska Native Language Archive ([ANLA](#))
- American Philosophical Society ([APS](#))
- National Anthropological Archives ([NAA](#))

### *Other kinds of Data Repositories:*

#### Subject-specific Data Repositories

- Tromsø Repository of Language and Linguistics: [TROLLing](#)
- Linguistics re3data repositories: [re3data.org](#)
- Open Access Directory's [list of subject repositories](#)
- [ICPSR](#) for Social Science Data
- [Linguistic Data Consortium](#)

#### Subject-agnostic Data Repositories

- [Dryad](#)
- [FigShare](#)
- Data Archiving and Networked Services ([DANS](#))

#### Institutional Repositories

- These may or may not have infrastructure to support data. Contact a librarian at your university to ask about your Institutional Repository.
- Go to your library's website and search for the repository or archive.

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## **Session 7: Resources, Responsibilities & Timelines**

### **Responsibilities**

- Brainstorm some responsibilities or steps for each of the DM activities from the previous slide.

- Who will be responsible for each activity? Name names!

For collaborations or group projects:

- How will responsibilities be split across collaborators/sites?
- Will data ownership and DM responsibilities be part of an agreement, contract or MOU between partners?

## **Resources**

- Brainstorm the types of resources you might need for your project.
- Justify why they are needed.
- Where will you find/get these resources?

## **Timeline**

Consider these questions in plotting your timeline:

- How long will your project last? (e.g. 1 year, 2 years, 3 years, etc.)
- Does the archive have limited times when it will accept data?
- When will you archive your data?
- Will you archive all of your data at once? Will you archive yearly or on some other schedule?



