**Data management at the core facility (Recommendations)**

### **Aim**

Consistent data management is necessary so that data are searchable, findable, reusable, attributable, readable, accurate, and complete.

Please follow the guidance below, which explains how data are to be handled in our core facility.

### **Data naming**

A **unique** and logical name is the first step to traceable data. Decide of a uniform and consistent convention that you impose on your users, also allowing them some personalisation.

For example: date (yymmdd), minus, user acronym, minus, free text

201130-imk-experimentX

### **Data saving**

Raw data files should be **unmodifiable** and should include **metadata** about the acquisition settings and experimental conditions.

### **Data transferring**

Organize easy/practical data transfer to the user (eg. through network) to prevent data loss.

### **Data storage**

Define **who** will store the raw data long-term and **where**. CF could store raw data additionally for the users on a server/repository, as a backup and to prevent fraud.

### **Data analysis**

Analysed data must be given a different name from raw data (by adding a suffix). Never modify and override raw data.

Analysed data should be **linked** to raw data, as well as published figures.

### **Data traceability**

Data processing (from data acquisition, repeated datasets, data analysis up to published figures) needs to be properly documented to ensure traceability. Always keep the same unique identifier throughout and modify the only the end of the name. Ensure data are structured and complete.

### ***Template: document to give to the users***

**Data management at the core facility**

### **Data naming**

All data should be named as following:

date (yymmdd), minus, user acronym, minus, free text

example: 201130-imk-experimentX

### **Data saving**

Your data will be saved …

### **Data transferring**

Your data will be automatically transferred to … where you can retrieve them using your login.

### **Data storage**

Your data will be stored at … for … years. You can access them …

### **Data analysis**

Analysed data must be given a different name from raw data (by adding a suffix. Always keep the same unique identifier). Never modify and override raw data.

Analysed data must be **linked** to raw data, as well as published figures. Keep detailed documentation with cross-linked references.