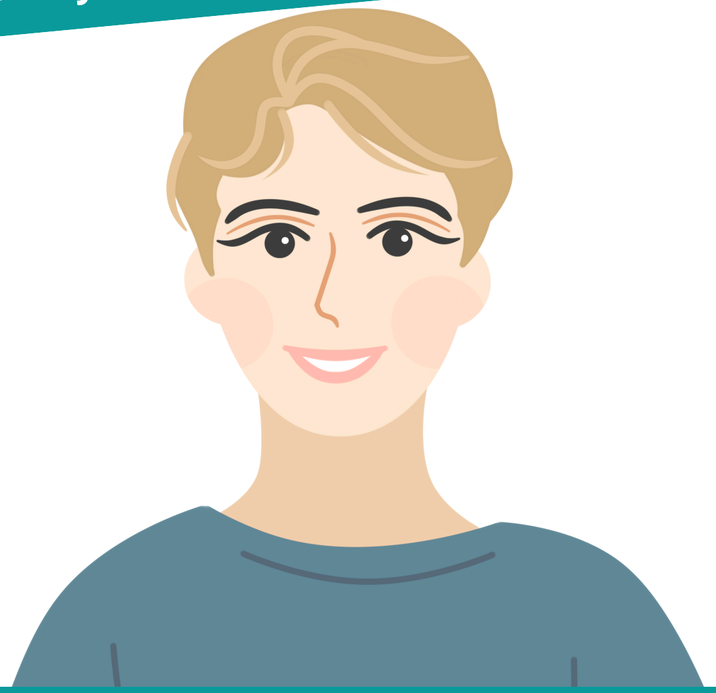
Lenka Novotná
Faculty/Department Data Steward



“My job is to show the bigger picture. I don’t just teach researchers how to fill in a DMP, but why it matters.”

Challenges: low awareness of the data steward role among researchers, high workload, lack of time, insufficient institutional capacity

My goal: researchers understand good data management, support the research community, strengthen the culture of Open Science

What I need: quality training materials, space for sharing experience with colleagues, institutional support

Job Description

I ensure that the entire faculty manages research data appropriately. I coordinate the policy of **Open Science**, provide methodological guidance, and connect communication between researchers, administration, and IT. My role is to create an environment where researchers understand FAIR principles, ensure that their data meet these standards, and recognise the added value of meaningful openness.

Example from practice

Coordination of a Data Management Plan (DMP) and FAIR Principles Training

I lead the creation of data management plans in new projects. I prepare methodological materials and train researchers on how to write a meaningful DMP rather than a purely formal document. I often collaborate with the project office and the library to ensure that DMPs are submitted on time and are usable in practice.

The result is a unified process across faculties and higher-quality datasets stored in institutional repositories.

MY PROFILE

PROXIMITY TO RESEARCH

Administration — **Research**

IT SKILLS

MS Office — **Programming**

SCOPE

Team — **Institution**

ROLE FOCUS

Working with data — **Training**

Main Tasks

- **Development of data policies and guidelines**
- **Training in FAIR principles and DMPs**
- **Coordination of Open Science in projects**
- **Support for high-quality DMPs and correct repository submission**
- **Connecting the library, IT services, and faculty leadership**

Tools and Competencies

Data Stewardship Wizard
DMPOnline
Zenodo
DSpace
Excel
Internal DMP templates

- **Knowledge of Horizon Europe, GAČR, MŠMT**
- **FAIR principles & DMP methodology**

Impact / Contribution

For researchers:
Saves time by ensuring functional, high-quality DMPs and helps make research data easily shareable and reusable.

For Institution:
Standardises processes and ensures alignment with European policies and strengthens the culture of data quality and Open Science.

Open Science Coordinator – strategic and methodological guidance across the faculty (represents approx. 43% of data stewards in the Czech Republic).

Use Case 1
Faculty/Department Data Steward

Supporting researchers in creating Data Management Plans (DMPs) and ensuring alignment with Open Science policies.

Role of the Data Steward

- **Helps** research teams create high-quality DMPs step by step and understand their purpose.
- **Coordinates** communication between researchers, the project office and the library.
- **Develops** methodologies and training materials that harmonise practices across faculties.
- **Acts as a mediator** between university strategy and everyday research practice.

Competencies

- Knowledge of funder requirements (Horizon Europe, GAČR, MŠMT).
- Ability to explain complex rules clearly and practically.
- Experience with training delivery, team coordination and creating methodological documents.

Tools

Data Stewardship Wizard	Excel
internal DMP plans	Zenodo
DMPOnline	DSpace

Scenario

The institution is preparing several projects for Horizon Europe funding. Each project requires a DMP that must comply with FAIR principles and funder expectations. The faculty/department data steward becomes involved from the very beginning. They help research teams understand what funders expect, translate administrative and methodological requirements into clear language, and guide researchers through the process.

During an initial workshop, the data steward introduces the DMP template created in the Data Stewardship Wizard, explains the difference between open and sensitive data, and works with teams to fill in the first parts of the form. Throughout the project, the data steward regularly checks whether the DMP meets current data policies and whether datasets are stored in appropriate repositories. The DMP is updated together with researchers as needed. The steward also prepares summary reports for institutional leadership that show how faculties fulfil their commitments to Open Science

Benefits for the Institution

Projects meet all requirements of funders regarding Open Science, helping the institution avoid administrative or legal risks.

Unified methodologies increase the efficiency and transparency of work across faculties.

Strengthens the culture of openness and data-sharing practices across the university.

FAIR improves the visibility and traceability of research outputs, increasing the institution's credibility with partners and funders.

Benefits for Researchers

More efficient workflows, discipline-specific support, and reduced risk of data loss.

Better understanding of licences, metadata and repositories leads to improved data publication and reuse.

Datasets stored in repositories become easier to find, access and reuse, enabling follow-up research.

Saves time and provides assurance that project requirements are met correctly.

Open Science Coordinator – strategic and methodological guidance across the faculty (represents approx. 43% of data stewards in the Czech Republic).