

Info meeting

Information meeting new employees at FPN

Rosanne Janssen (Information Manager)
Annie Hendriks (Ethical Committee)
Marion Palstring (Privacy Team)
Erik Jansen (Research Data Management)



Once upon a time ...

'Golden boy' van de psychologie blijkt een onderzoeksfraudeur

Psycholoog en bekend deskundige Diederik Stapel blijkt onderzoeken te hebben verzonnen. Zelfs zijn naaste collega had dat niet door. „De gedachte aan fraude is geen moment bij me opgekomen.”

Aldus Diederik Stapel

66

Door onze redacteur BART FUNKEROTER is opzocht en aan. Topwetenschap is sport. Wie niet continue presteert, telt niet meer mee. Fabliau er psych. De tiltburgse hoogleraar cognatieve sociale psychologie Diederik Stapel speelde in de eredivisie. Daar deed hij alles voor. Toen hij in 2009 was

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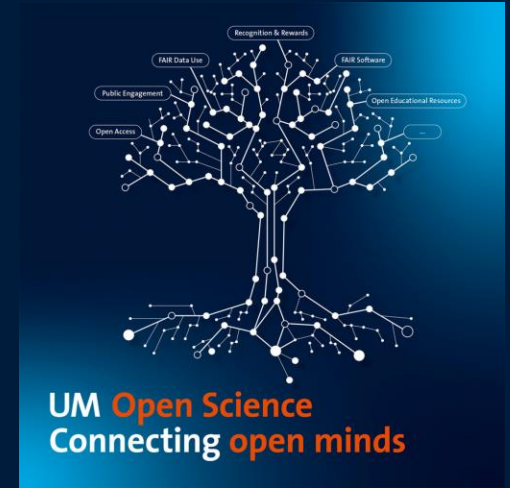
Can anyone help identify the necessary power cable for this old external hard drive?

It is about ...

- Scientific Integrity
- Reproducibility, validation

but also

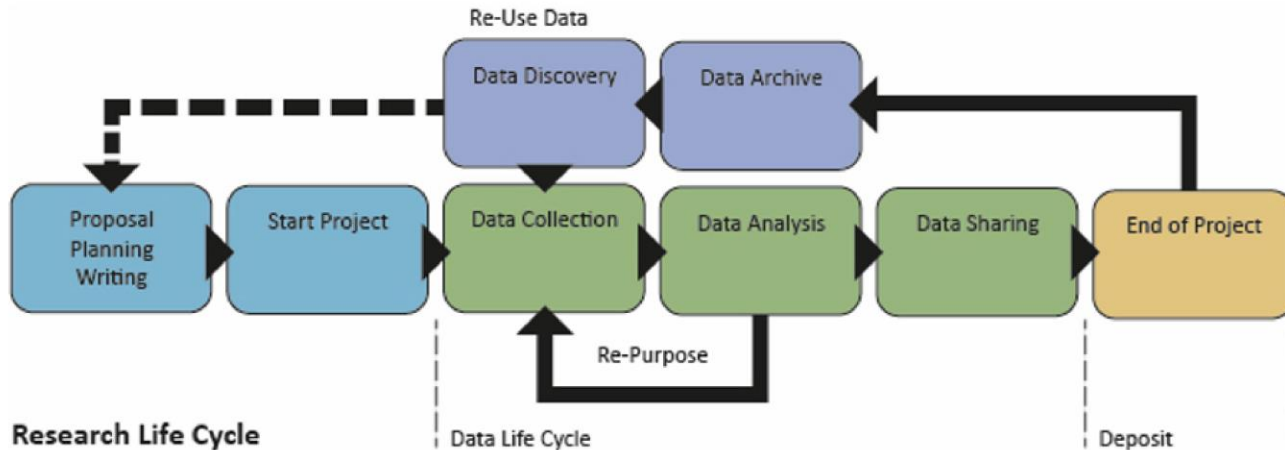
- Open Science (Public good, openly available)
- Funder requirements
- **FAIR** data as a final goal



In this presentation

- Security
- Ethical Review Committee (ERCPN)
- Privacy / GDPR
- Research Data Management

Research Data Support FPN



Security

ERCPN

Privacy Team

RDM-Team

Security



Password

- Never give out your password to anyone, whether you know them or not.
- Never write down your password. Especially on a Post-It note stuck to your computer!
- Avoid creating common passwords such as your name, social security, UNI, etcetera.
- Never select the "Remember My Password" option. Many applications do not store them securely.
- Always use different passwords for different applications, websites, cloud applications, etc.



E-mail

- Only reply to e-mail(s) from people and e-mail addresses you know.
- Only open e-mail(s) or e-mail attachments from known senders.
- Only open an e-mail attachment when you are expecting it, even from known senders.
- Never set your e-mail program to "auto-open" attachments.
- Never purchase anything promoted in a spam message. Even if the offer isn't a scam, you are only helping to finance and encourage spam.

Example phishing mail



vr 29-1-2021 10:25

Prof Dr. Stevens Pascal <monikamaschek30@gmail.com>

To ■ Janssen, Rosanne (PSYCHOLOGY)

Hello are you available?
Please, I need your assistance urgently



Is this a message you would expect
form this person?

Prof Dr. P.J.A. Stevens Pascal

Professor

Managing Director

NUTRIM School of Nutrition and Translational Research in Metabolism; Faculty of Health, Medicine and Life Sciences

Minderbroedersberg 4-6

6211 LK Maastricht

The Netherlands

Important: if you don't trust an email, do not reply on that email, but send a separate email to this person to ask if the email is real.



Laptop/desktop use

- Do not leave your laptop unattended, even for a few minutes.
- Lock your computer or laptop when leaving your workplace.
- Set Windows or Mac updates to auto-download (is already set by default).
- Use antivirus software, and update it on a regular basis to recognize the latest threats (is already set by default).
- Download and install software only from online sources you trust.
- Under no circumstances should you install or use pirated copies of software.
- Only click on a link from trusted sources.
- Close windows containing pop-up ads or unexpected warnings by clicking on the “X” button in the upper most right hand corner of that window, not by clicking within the window.



Data storage

- Only use the UM storage facilities, unless you have explicit approval of FPN ICT or the FPN privacy.
- All the raw research data should be stored on the RDM server immediately.
- Don't use external drives or USB-sticks, unless it is for a **copy of anonymous data** to work on.
- Encrypt your drives and USB-sticks. The disks in your laptop is already encrypted by default.

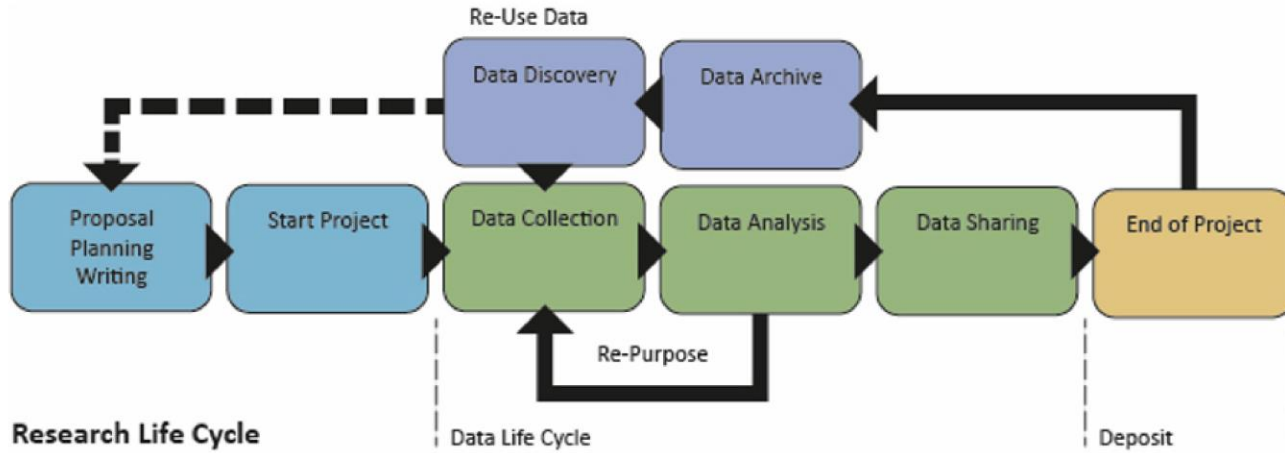


Support and regulations

- Read the acceptable use policy: [link](#)
- If you have questions please contact our faculty IT department via lo-fpn@maastrichtuniversity.nl



Research Data Support FPN



Security

ERCPN

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Ethics Review Committee Psychology and Neuroscience (ERCPN)



Introduction

- My name is Annie Hendriks
- Member of ERCPN.
- Takes care of the daily routine e.g. answering questions; informing researcher about their applications/procedures etc.
- Setting up procedures together with my colleagues.
- Most important: "open door policy".



Why ethical review in research

- Protect interests of the participants and their data in a study to the maximum extent possible.
- Takes also the legal and privacy regulations into account .
- Compliance with ethics rules always lies with the researcher him/herself.

Ethical submission and review

- Is mandatory for all FPN-research and FPN-student studies (Bachelor, Master, Marble, etc.).
- Submission to ERCPN only by the First-FPN-principal investigators and First-FPN-PhD students.

Distinction between ERCPN and METC-azM/UM

Ethics review committee Psychology and Neuroscience (ERCPN)

- Non-WMO mandatory research (non-medical FPN-research involving human participants. E.g. questionnaire surveys; research using data from patient records; research in which rules of conduct are not part of standard care.
- Free of charge.

Medical-Ethics review Committee azM/UM (METC-azM/UM)

- WMO-mandatory research (medical research involving human participants). E.g. randomized clinical trials; pharmacological trials; invasive research.
- Non WMO-mandatory research.
- Review fees are involved.

Any Doubts? Please contact ERCPN

Speed of ERCPN's approval

The researcher has the greatest influence of obtaining an approval

BUT HOW????



By visiting the ERCPN-website

<https://www.maastrichtuniversity.nl/about-um/faculties/psychology-and>

Inform yourself properly before filling out and submitting an application form

By reading the information in the application form
carefully:

[https://soto.maastrichtuniversity.nl/ercpn
aanvraagformulier](https://soto.maastrichtuniversity.nl/ercpn
aanvraagformulier)

Additional information

- The applicant will usually be notified within a few days.
- In case of no approval, the sooner a revision sent by the applicant, the sooner an approval.
- After approval, Datamanagement will also be notified by the ERCPN
- In case of METC approval, the researcher him/herself should contact Datamanagement.

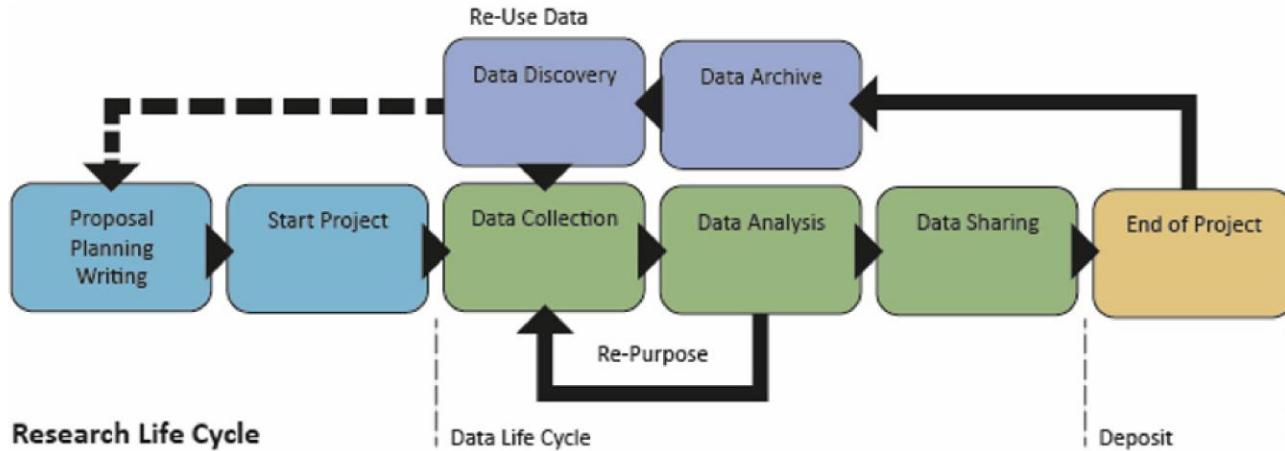
Contact details:

ercpn-fpn@maastrichtuniversity.nl

UNS 40-East Room 5.771



Research Data Support FPN



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GDPR (AVG)



General Data Protection Regulations (GDPR)

- GDPR in Dutch: AVG (Algemene Verordening Gegevensbescherming)
- The protection of natural persons with regard to the processing of their personal data

Personal Data

- Information with which you can identify someone
- Very broad definition
- Only natural, living persons
- Only collect the personal data that you need for your research (data minimization)



Anonymous vs. Pseudonymous

- Anonymous: no one can retrieve information about the test subject, not even the researcher. The link between the data and the test subject is destroyed.
- Pseudonymous: Although hidden, someone can still connect the data to the test subject. This could be through a safe file on our server. Even when this data is shared without identification, it is NOT anonymous.
- The GDPR is applicable to pseudonymised data, not to anonymous data.

Sensitive Data

- Physical or mental health or condition;
- Racial or ethnic origin;
- Political opinions;
- Religious or other similar beliefs;
- Membership of trade unions;
- Sexual life;
- Convictions, proceedings and criminal acts
-

Data Processing or Transfer Agreement

- Necessary when exchanging data with a third party
- Third party can be a platform/app/service or fellow researcher at a different institution
- Coming to an agreement can take a lot of time, so come to us on time. We have templates to be as quick as possible.
- Contact the privacy team!



Examples of data breaches

- Lost or stolen laptop, USB-drive
- Stolen data
- Disclosure of data to unauthorised persons
- Malware/Hacking
- Wrongly delivered mail containing personal information
- Lost or stolen informed consents



Data breaches

- Report a databreach within 24 hours!
- Contact Rosanne Janssen (81963), Pascal Stevens or Marion Palstring
- If you can't reach them: Servicedesk ICTS
 - Mail: servicedesk-ICTS@maastrichtuniversity.nl
 - Phone: +31 43 38 85555
- In total, DPO has 72 hours to report a breach.
Fines up to 810.000 Euro for missing the deadline



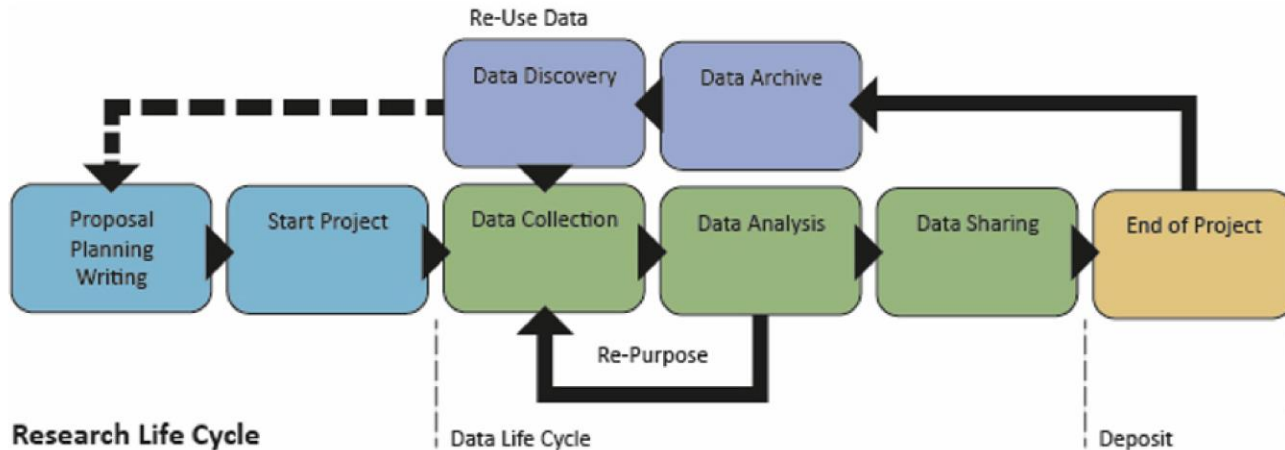
If you have any questions

- privacy-fpn@maastrichtuniversity.nl

Research Data Management



Research Data Support FPN



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Research Data Management

“Research data management concerns the organisation of data, from its entry to the research cycle through to the dissemination and archiving of valuable results.”

from, Whyte, A., Tedds, J. (2011). 'Making the Case for Research Data Management'.

Data Management Plan

The screenshot displays a web interface for creating a Data Management Plan. At the top, a dark blue navigation bar contains the following tabs: "Project Details", "Contributors", "Plan overview", "Write Plan", "Share", and "Download". Below the navigation bar, there are links for "expand all" and "collapse all", and a progress indicator showing "1/48".

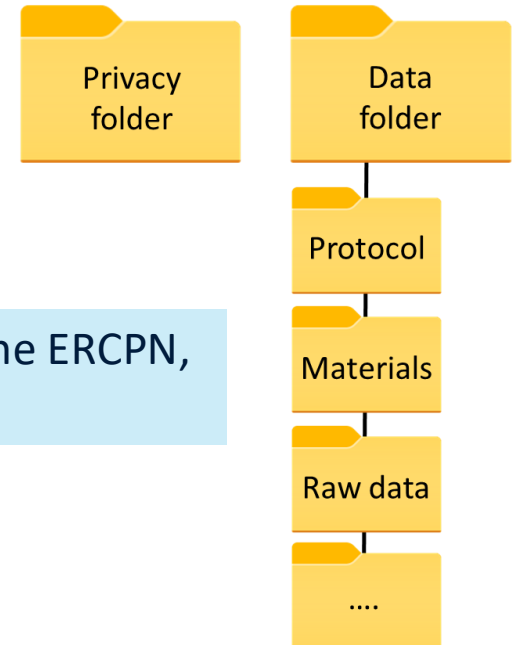
The main content area is divided into sections. The first section is titled "1. General Information (0 / 7)". Underneath, there is a sub-section "1.1 Initial title of the project" which includes a text input field and a "Save" button. To the right of this input field is a vertical sidebar labeled "Comments & Guidance". This sidebar has two tabs: "Guidance" and "Comments". The "Comments" tab is active, showing a comment from "UM/MUMC+" that reads: "It is important that the project title entered here is the same as the title submitted to the primary funding organisation."

The second section is titled "1.2 Project purpose (abstract)". It features a rich text editor with a toolbar containing icons for bold (B), italic (I), bulleted list, numbered list, link, and table. Below the toolbar is a large text area for entering the abstract. To the right of this text area is another vertical sidebar labeled "Comments & Guidance", which also has "Guidance" and "Comments" tabs. The "Comments" tab is active, showing a comment from "UM/MUMC+" with the heading "Abstract" and the text: "Provide a brief summary of the purpose of your investigation, the methods employed..."

Data Storage

- Standardised folder structure for your data is provided
- Identifiable/sensitive data (Privacy folder)
- Anonymous data (Data folder/subfolders)
- Access to the folders is given to the researchers/students involved based on request of the PI

The folder structure is setup automatically upon approval by the ERCPN, but not upon approval by METC.



Folder structure purpose

00 General information	08 Code book variables
01 Data management plan	09 Data after cleaning (including the followed procedure)
02 Research protocol	10 Syntax files analysis
03 Ethical approval	11 Final products (fMRI only)
04 Materials	12 Article
05 Specific software	13 Miscellaneous
06 Data collection/lab journal	Working folder
07 Raw data	



Besides digital data ...

- Paper archive:
 - Hand in to the RDM team
 - They will provide you with further information and instructions
 - Storage in FPN archive (Access controlled)
- Informed consents
 - In the black mailbox (UNS40, fifth floor)
 - A4 paper size. No notes, no subject numbers! No staples/damage
 - Archived and scanned by RDM team
 - Except METC studies (contact RDM team for instructions)

Open Science

- Open Science
 - UM endorses the principles of Open Science
- Open Access
 - international academic movement promoting free online access to scientific information
- **FAIR data use**
 - if possible, research data must be Findable, Accessible, Interoperable and Reusable.

**"as open as possible,
as closed as necessary"**



UM Open Science
Connecting open minds

Publishing your data

- [DataverseNL](#), but not really suitable for large datasets e.g. fMRI data
- Alternatives?
Yes, but ...

The screenshot shows the DataverseNL interface for the Faculty of Psychology and Neuroscience at Maastricht University. The page features a search bar with the text "Search this dataverse..." and a search icon. Below the search bar, there are four category tiles: Cognitive Neuroscience, Neuropsychology & Psychopharmacology, Work & Social Psychology, and Clinical Psychological Science. The search results section displays "1 to 10 of 174 Results" and includes a "Sort" dropdown menu. Two search results are visible:

- Expectancy changes the self-monitoring of voice identity**
Sep 21, 2022 - Neuropsychology & Psychopharmacology
Johnson, Joseph F.; Belyk, Michel; Schwartze, Michael; Pinheiro, Ana P.; Kotz, Sonja, 2022, "Expectancy changes the self-monitoring of voice identity", <https://doi.org/10.34894/JR1T5Z>, DataverseNL, V1
Self-voice attribution can become difficult when voice characteristics are ambiguous, but functional magnetic resonance imaging (fMRI) investigations of such ambiguity are sparse. We utilized voice-morphing (self-other) to manipulate (un-) certainty in self-voice attribution in a...
- How does Go/No-Go training lead to food devaluation? Separating the effects of response inhibition and response valence.**
Sep 5, 2022 - Clinical Psychological Science
Houben, Katrijn, 2022, "How does Go/No-Go training lead to food devaluation? Separating the effects of response inhibition and response valence.", <https://doi.org/10.34894/UYSS04>, DataverseNL, V2
Palatable, unhealthy food stimuli can be devalued via Go/No-Go (GNG) training that consistently pairs such stimuli with motor inhibition while healthy stimuli are consistently paired with motor excitation. The reason for this devaluation effect is yet unclear and may result from...

Questions?

- ercpn-fpn@maastrichtuniversity.nl
ERCPN-website: [ERCPN](#)
- **METC-questions:**
Anita.vanoers@maastrichtuniversity.nl
- datamanagement-fpn@maastrichtuniversity.nl
- privacy-fpn@maastrichtuniversity.nl