

Research data migration - Instructions

Introduction

This page contains the instructions regarding the migration of research data. The project has been presented to the Principal Investigators (PI) in September 2019 by the Head of the UNIL's IT Center (Ci) ([link to the presentation](#)).

As a reminder, following the entry into force of the [Directive de la Direction 4.5 Gestion et traitement des données de recherche](#), research data located on the central NAS server made available to the FBM (hereinafter referred as "FBM NAS Server") must be migrated to the institutional research infrastructure (hereinafter referred as "DCSR NAS Server").

According to paragraph 9 of the *Directive 4.5 Gestion et traitement des données de recherche*, **the storage of research data on the DCSR NAS server is billed to the research group** (Directive 4.5 Gestion et traitement des données de recherche, para. 16). Once the data transfer described in the procedure below is completed, **PIs benefit from 3 months free of charge on the DCSR NAS server, which will allow them to organize their data by project and to identify their cold data (completed projects) for long-term storage** (see process below).

FBM NAS Server Folders concerned by the migration	DCSR NAS Server Destination folder
The research data to be migrated is located on the FBM NAS server in: * Shared folders : \\nas.unil.ch\FBM\DEP\GROUPS\RESEARCH\GR ¹⁾ * Individual folders : \\nas.unil.ch\FBM\DEP\USERS\username ²⁾	The research data will be migrated to the PI's "FBM_Move/D2C" folder on the DCSR NAS server: * "FBM_Move/D2C" folder : \\nasdcsr.unil.ch\RECHERCHE\FAC\FBM\DEP\username\FBM_Move\D2C ³⁾

How to proceed

The entire process is divided into two distinct steps:

- 1/ Physical movement of data (see [process](#))
- 2/ Organization of your data on DCSR NAS Server (see [process](#))



The process starts when the IT manager of your department contact you about the migration process. Please acknowledge receipt of this e-mail.

Step 1 - Physical transfer of your research data

Description

The purpose of this operation is to transfer the data from your research group located on the FBM NAS server (nas.unil.ch\FBM) to a "FBM_Move/D2C" folder made available to your research group on the new DCSR NAS server (nasdcsr.unil.ch\RESEARCH). The IT manager of your department will inform you at least one month prior to the migration date that will have been defined for your research group.

In preparing for this transfer, please consider the following points:

1. Prior the migration process, we recommend that you identify and transfer the research data located in the individual user folder of your collaborators (\\nas.unil.ch\FBM\DEP\USERS\username) to the shared folder of your group (\\nas.unil.ch\FBM\DEP\GROUPS\RESEARCH\GR).
2. We also ask you to provide the necessary access to the future location of your data to the members of your research group by using the application of the UNIL's IT Center. For this, please refer to the following documentation:

Adding or removing members of a project

3. **During the latest 24h of the transfer, which will be carried out exclusively by the UNIL's IT Center (Ci), it is extremely important that you do not modify your data, neither on the original FBM NAS server nor on the destination RESEARCH NAS server.**

Who	Duration
UNIL's IT Center (Ci)	2 to 5 days (depending of the volume of data)

[Click here to open a new page and visualize the process](#)

Step 2 - Organize your data for short and long-term storage

Description

Once your data has been transferred to the DCSR NAS server into your "FBM_Move/D2C" folder, you have two options:

1. You can keep them as "hot" data for frequent access⁴⁾ and ask your financing fund to cover the current storage costs.
2. You can store them on the long-term storage (LTS) platform as "cold" data for rare access⁵⁾ and a period of about 10 years.

In both cases, your "hot" and "cold" data will have to be organized in the form of projects. Each project must correspond either to a funding source or to a specific theme

This phase is divided into several stages:

[Click here to open a new page and visualize the process](#)

Stage A - Read the requirements to anticipate Long Term Storage (LTS)

Who	Duration
PI	15 minutes

We recommend that you carefully read the conditions in order to anticipate the required steps which will allow you to preserve your data on the long-term storage platform. For more information, please refer to the [following documentation](#).

Stage B - Organize your data by project

Who	Duration
PI / Group	Variable

Your data must be sorted by projects associated with a research fund, a theme, a publication, etc. For each project, you must request a project directory on the RESEARCH NAS server using the [UNIL's IT Center application](#). Once the requested project folder has been opened, move your organized data there.

Stage C - Identify "hot" and "cold" data

Who	Duration
PI	Variable

Once your data has been organized by projects, identify your current research projects ("hot" data) and your completed research projects ("cold" data).

Step D - Manage access to your "hot" data (projects in progress)

Who	Duration
PI	5 minutes

Once your project folders have been created, use the [UNIL's OT Center application](#) to manage the access of your collaborators to your project data / directories.

Step E - Long-term storage for "cold" data (completed projects)

Who	Duration
PI / BiUM / UNIRIS / Ci	variable

To start the long-term storage process of your "cold" data, please contact Mrs Cécile Lebrand who will inform you about the formatting and description of your data expected in the README file that you will have to complete. You will find all the necessary information on the exact way to proceed on the [website of the BiUM \(Bibliothèque universitaire de médecine UNIL-CHUV\)](#) (step E) and the [Open Sciences website at UNIL](#).

Contacts

- **Migration of research data:** [IT Manager of your department](#)

- **Usage of the RESEARCH NAS server:** helpdesk@unil.ch ou tél. 22 11
- **Long-term storage for cold data:** cecile.lebrand@chuv.ch

Links

Useful links regarding the research data migration project:

- [Presentation of the "research data migration" project](#)
- [Research data transfert process](#)
- [Research data organization process \(short and long-term storage\)](#)
- [Difference between short and long-term storage - UNIRIS's information page](#)
- [Long-term storage of research data - BiUM's information page](#)
- [UNIL's IT Center application \(folder creation & acces management\)](#)
 - Adding or removing members of a project

¹⁾

where “DEP” stands for the abbreviation of the department and “GR” for the initials of the PI

²⁾

where “DEP” stands for the abbreviation of the department and “username” for the username of the user

³⁾

where “DEP” stands for the abbreviation of the department and “username” for the username of the PI

⁴⁾

[Directive 4.5 Traitement et gestion des données de recherche Art 8. Stockage des données de recherche et Art.](#)

[9 Facturation pour le stockage des données de recherche](#)

⁵⁾

[Directive 4.5 Traitement et gestion des données de recherche Art. 15 Archivage des données de recherche et Art. 16 Facturation pour l'archivage des données de recherche](#)