

# Roadmap for researchers

Quick access to information and support

## 1. PREPARE

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## 2. CONDUCT

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## 3. FINISH

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**This interactive infographic will help you (and your research team) to navigate through all the phases of your research. The infographic works best when you are logged in to the NHL Stenden work environment.**

The basic principles for research carried out within NHL Stenden are derived from [Netherlands Code of Conduct for Research Integrity](#) and the [BKO standards](#). In order to help researchers to conduct research, NHL Stenden University of Applied Sciences offers information on, tools for and support in the various phases of research. Among others in the areas of privacy, ethics and scientific integrity, data management and open access publishing. But also concerning grants and general research communication. All relevant information can be found at a glance via this infographic and can be found on the Research Services site.

# Prepare

Good preparation is half the work!

## 1. PREPARE

.....  
Here you will find information to help you prepare for your research: themes to think about, actions to take, tools available and support options.

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2. CONDUCT

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3. FINISH



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SUBSTANTIVE  
SUPPORT



ETHICAL ADVICE &  
SCIENTIFIC INTEGRITY



### PREPARE

CLOSE

## Ethical advice & scientific integrity

Before you start your research, it is good to think about ethical aspects. To gain insight into this, a [self-check](#) has been developed. Further advice on ethical and integrity issues can be obtained from the Ethics Advisory Committee.

Is it necessary to ask permission from participants? And do you want to inform them carefully? Then start thinking about the content of consent forms and an information letter. You can find examples [here](#).

Is the Ethics Advisory Committee asked for a statement or permission, for example by the grant providers or publisher? If so, please contact the committee. The contact details can be found [here](#).



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### PREPARE

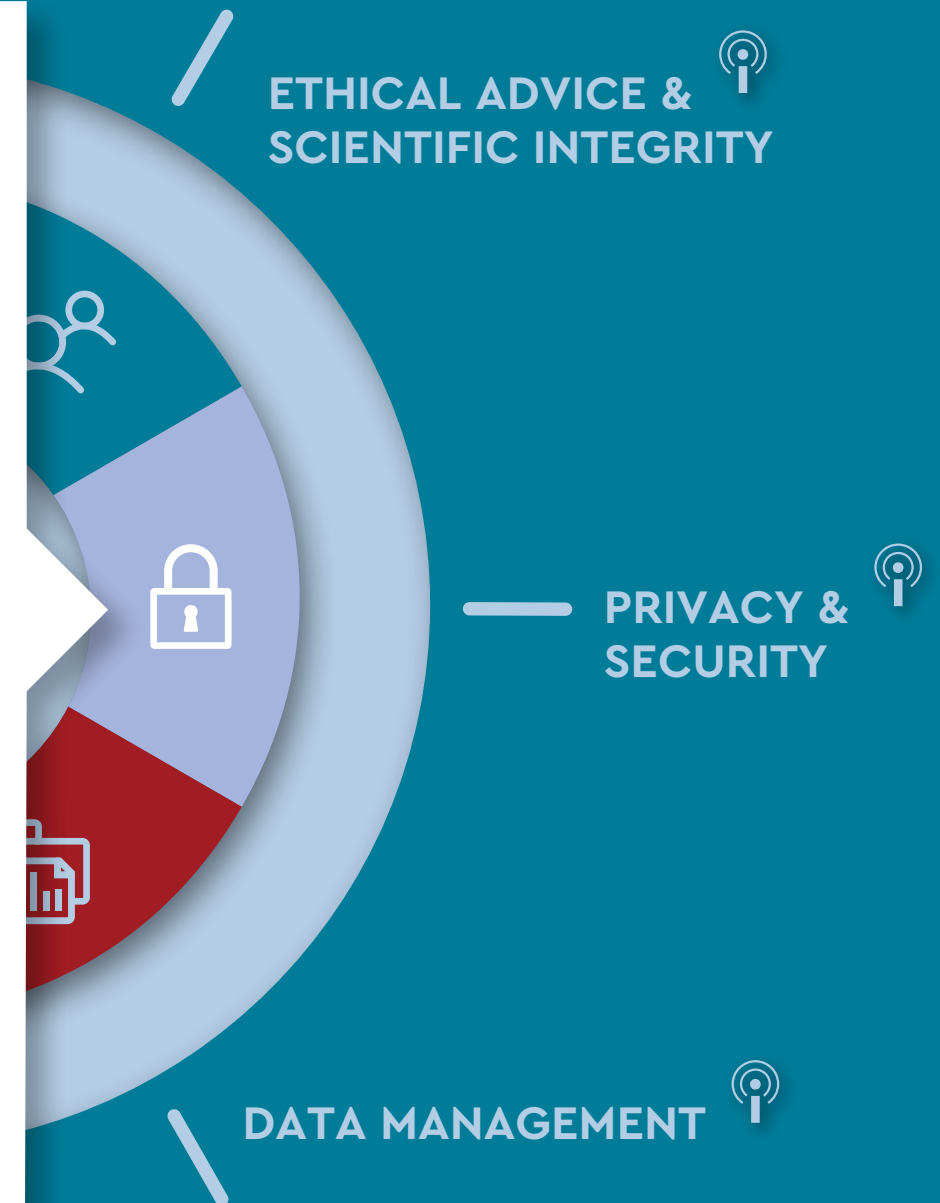
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## Privacy & security

A [privacy impact assessment](#) should be carried out for any research being conducted. Even if you (probably) do not collect privacy sensitive data. Prior to your research, make sure you are as clear as possible about, for instance, whether you need permission from participants and how you will manage data. This makes completing the privacy impact assessment a lot easier.

Do you collect data from individuals? If so, find out what you need to consider in terms of the GDPR. And which applications are safe enough to use.

Do you conduct research together with others and/or exchange (sensitive) personal data? If so, you will probably need a confidentiality and cooperation agreement. Look [here](#) for more information.



# Prepare

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CLOSE

## PREPARE

### Data management

What data will you collect and process? Where will you store it and how will you share data (FAIR)?

Answering these questions in advance will make your research process run more smoothly. Grant providers also ask for a data management paragraph with the application and a data management plan after the grant has been awarded. Keep in mind that consent statements, documents related to ethical review, log files, etc. are also 'data'. So store these carefully so that they can be archived later. Check [here](#) for more information and support options.

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PUBLISHING &  
COMMUNICATION

DATA MANAGEMENT 

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 **GRANT APPLICATION**

 **PUBLISHING & COMMUNICATION**

**DATA MANAGEMENT** 

**PREPARE**

CLOSE

## Publishing & communication

It is good to think about how and where you want to publish (open access) in an early stage. Are there costs involved? Does the university have agreements with the intended publisher? Does the publisher require approval from the Ethics Advisory Committee? Or do you need to make agreements on intellectual property? Look [here](#) for more information.



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CLOSE

## Grant application

Have you set up a research project and are looking for suitable grant opportunities? Or do you want to know what grant opportunities there are to write your research towards? Do you want to know what things are important when applying for a grant and are looking for support? Then check this [page](#).

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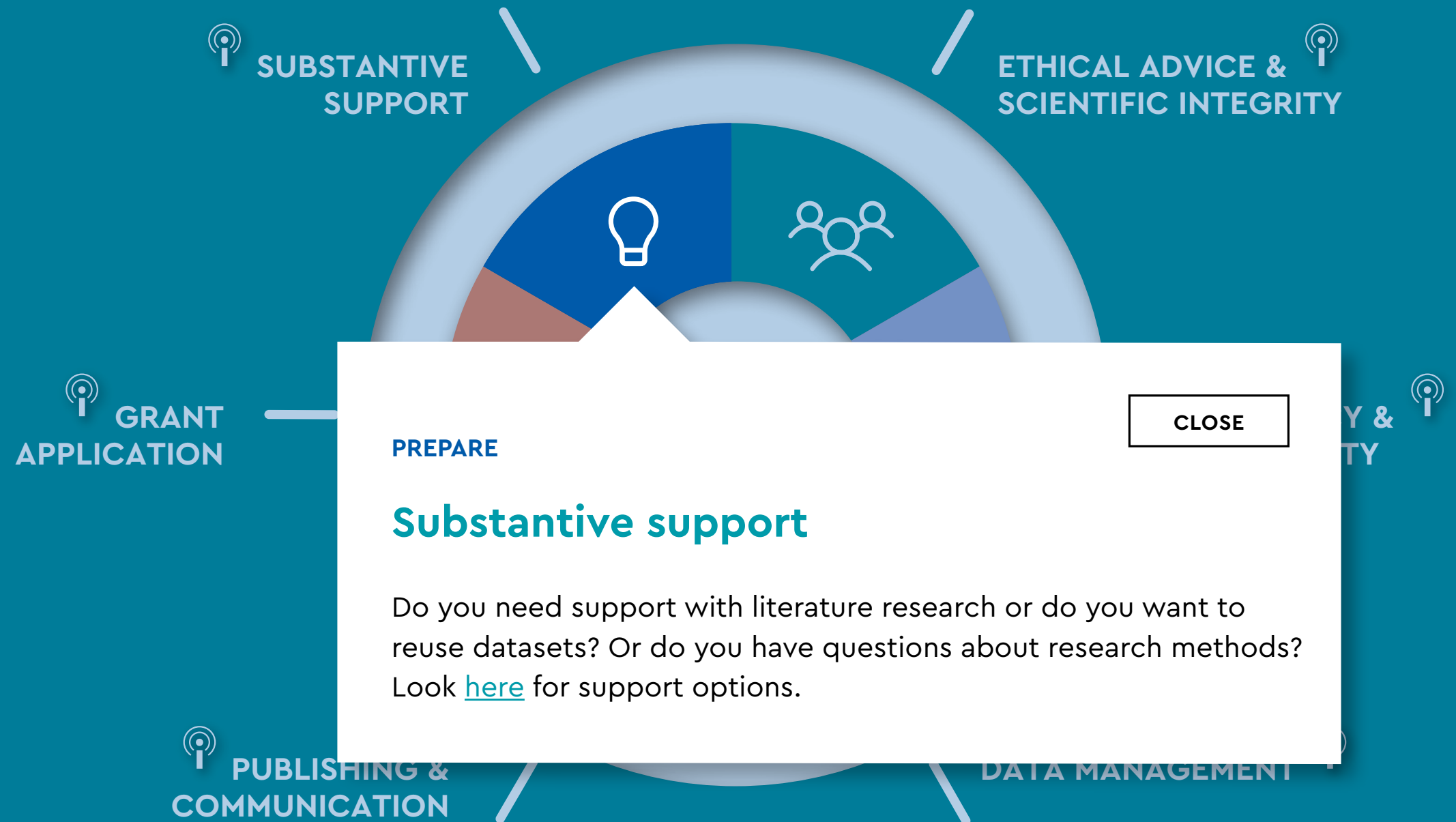
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# Conduct

Things to consider along the way

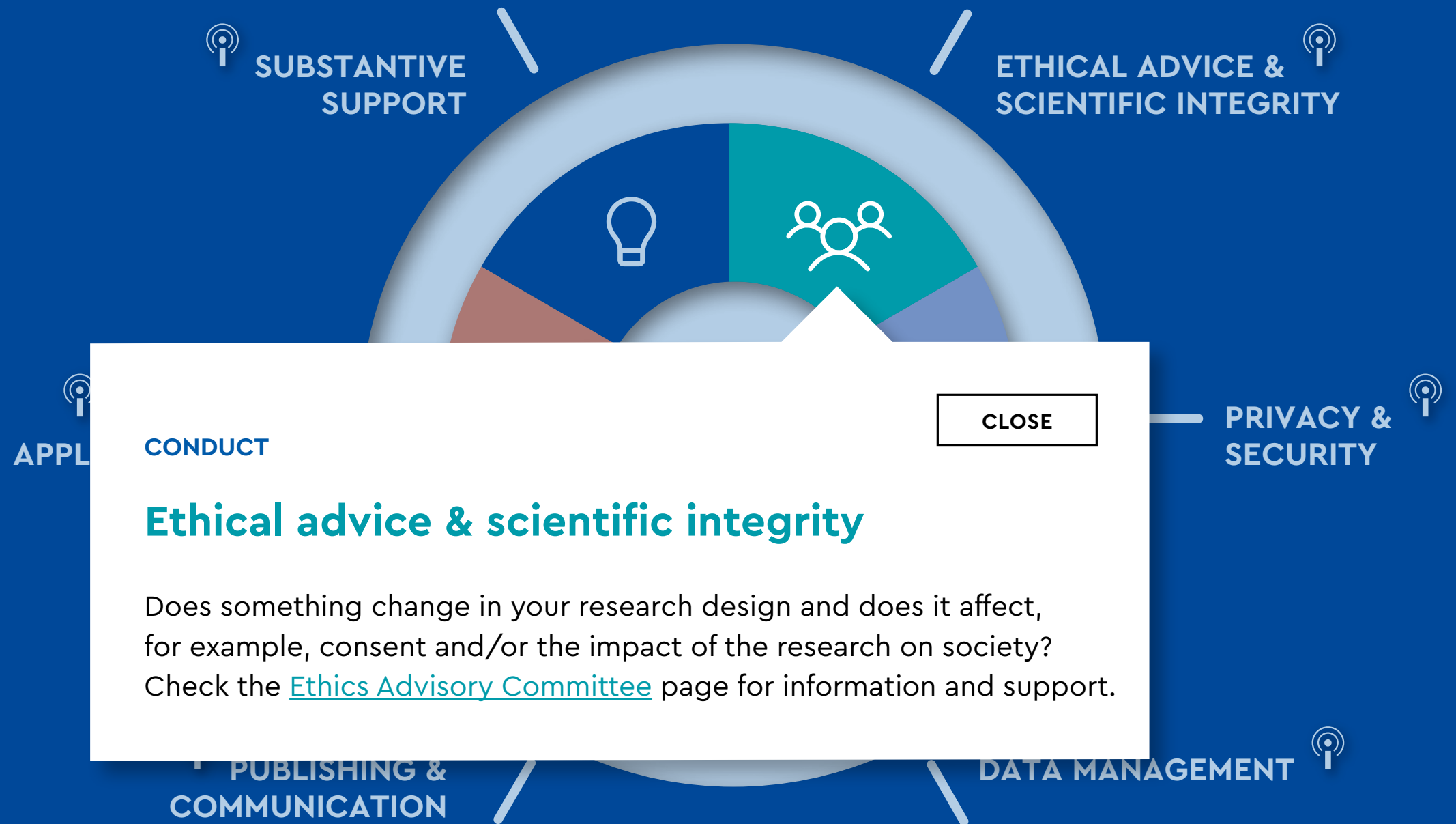
- 1. PREPARE
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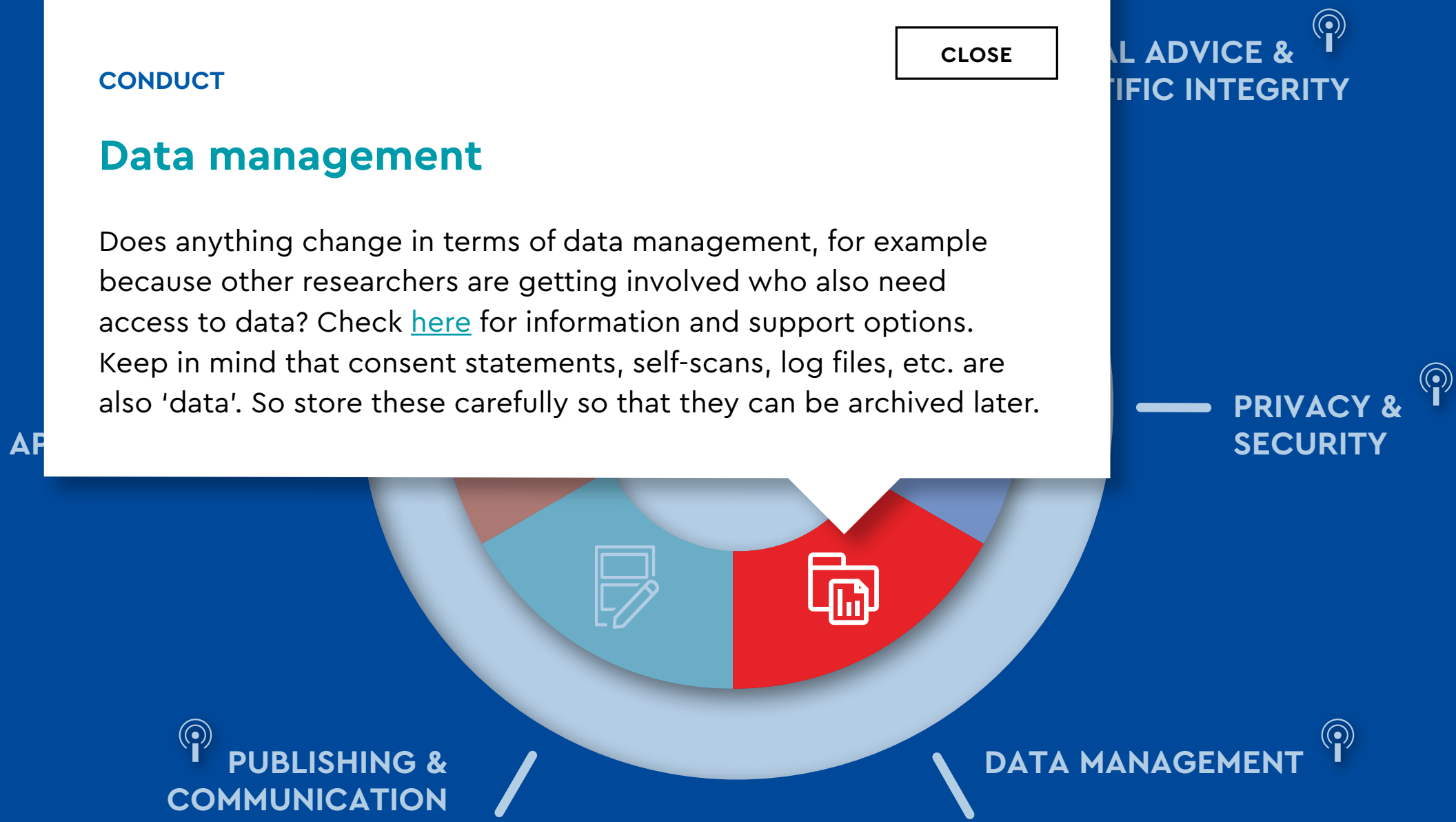
- 1. PREPARE
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- 3. FINISH

**CONDUCT**

**Data management**

Does anything change in terms of data management, for example because other researchers are getting involved who also need access to data? Check [here](#) for information and support options. Keep in mind that consent statements, self-scans, log files, etc. are also 'data'. So store these carefully so that they can be archived later.

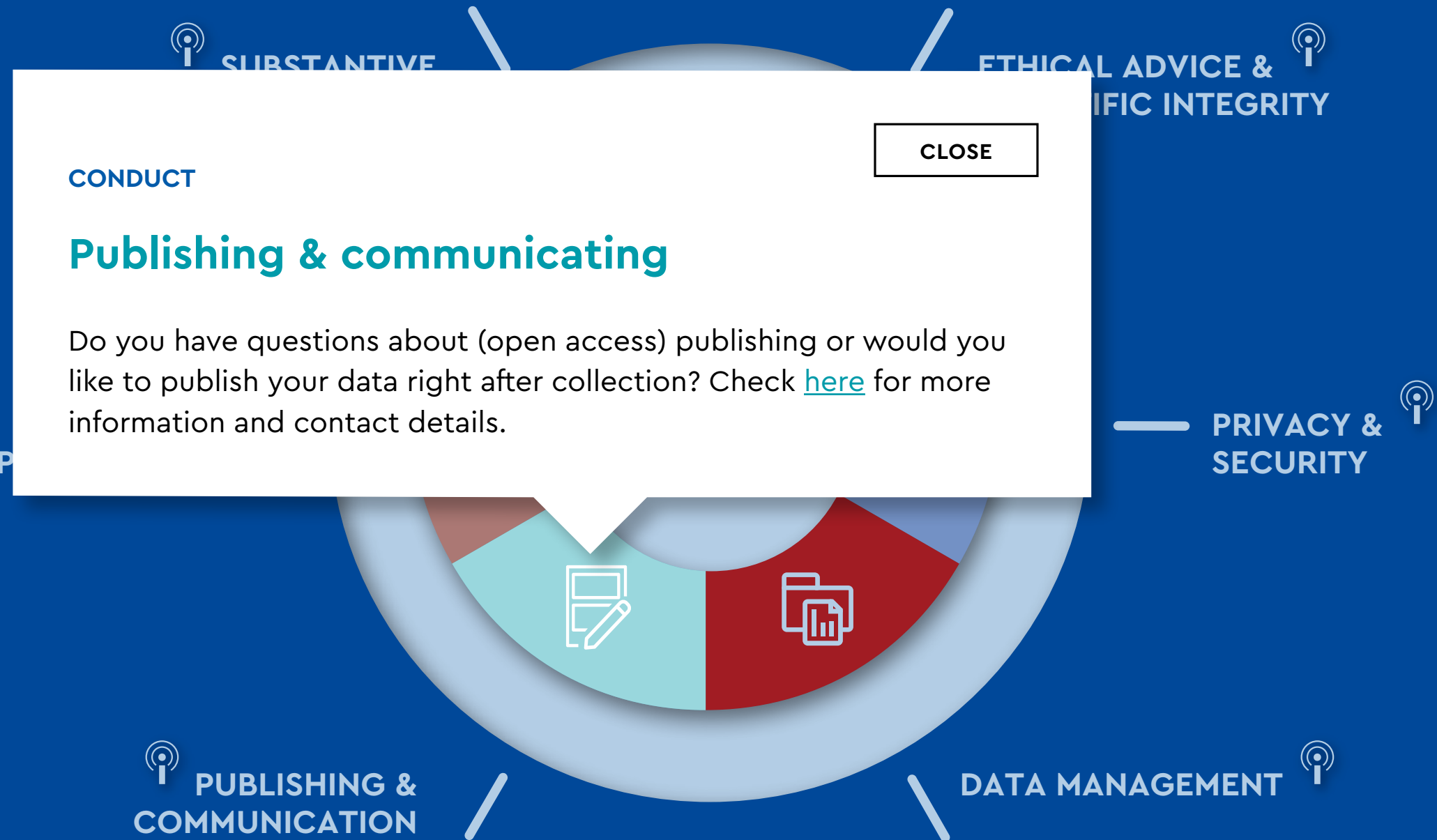
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**CONDUCT** CLOSE

## Grant application

If you have received funding for your research, keep in mind that you will also need to keep project records (or have them kept). Check this [page](#) for advice.

GRANT APPLICATION

PRIVACY & SECURITY

PUBLISHING & COMMUNICATION

DATA MANAGEMENT

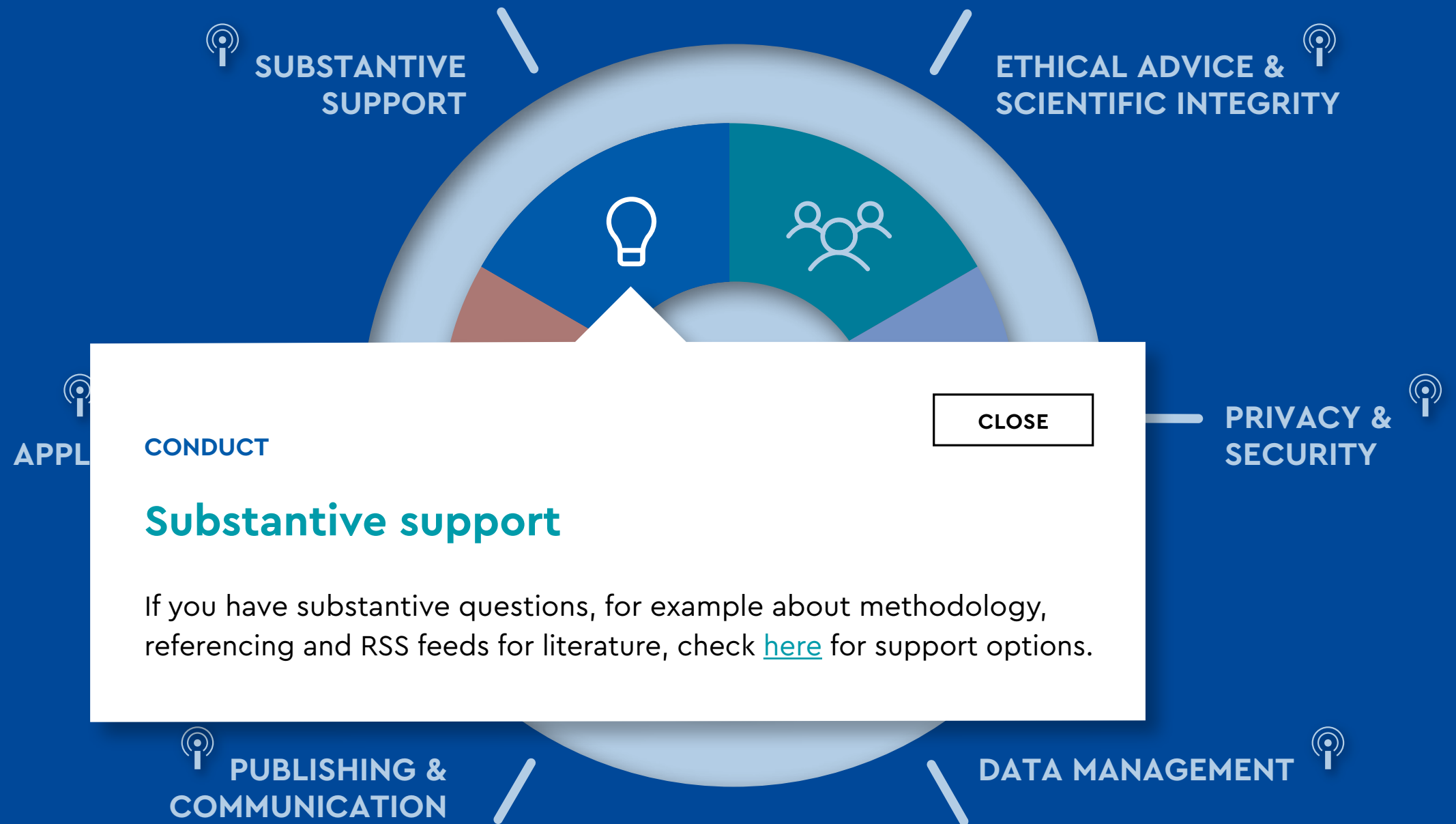


ETHICAL ADVICE & SCIENTIFIC INTEGRITY

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# Finish

(Almost) done with your research, then what?

1. PREPARE

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2. CONDUCT

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**3. FINISH**  
.....  
Are you about to complete your research? Then check here what to consider and what tools and support options are available.





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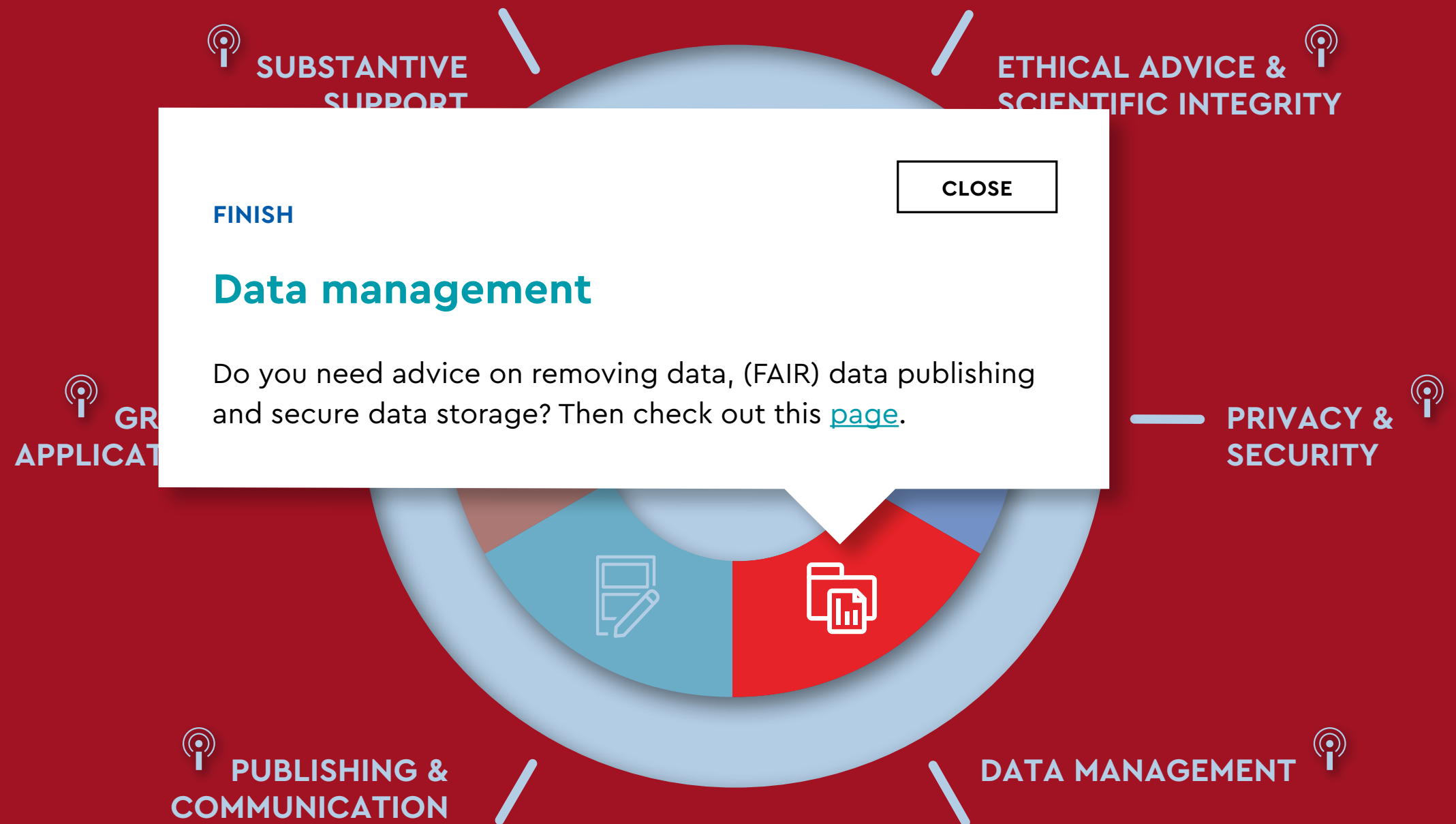
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**FINISH** CLOSE

## Publishing & communicating

You will probably have done some preliminary work on publishing at an earlier stage. Get additional advice from the copyright information point on e.g., licences and opportunities to negotiate with publishers. More information and contact details can be found [here](#).

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ADVICE &  
INTEGRITY

PRIVACY &  
SECURITY

PUBLISHING &  
COMMUNICATION

DATA MANAGEMENT

# Finish

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CLOSE

## FINISH

### Grant application

After completing a [subsidised research project](#), the grant provider expects, among other things, a report and financial accountability. Check the terms and conditions for this and make timely arrangements with project support.

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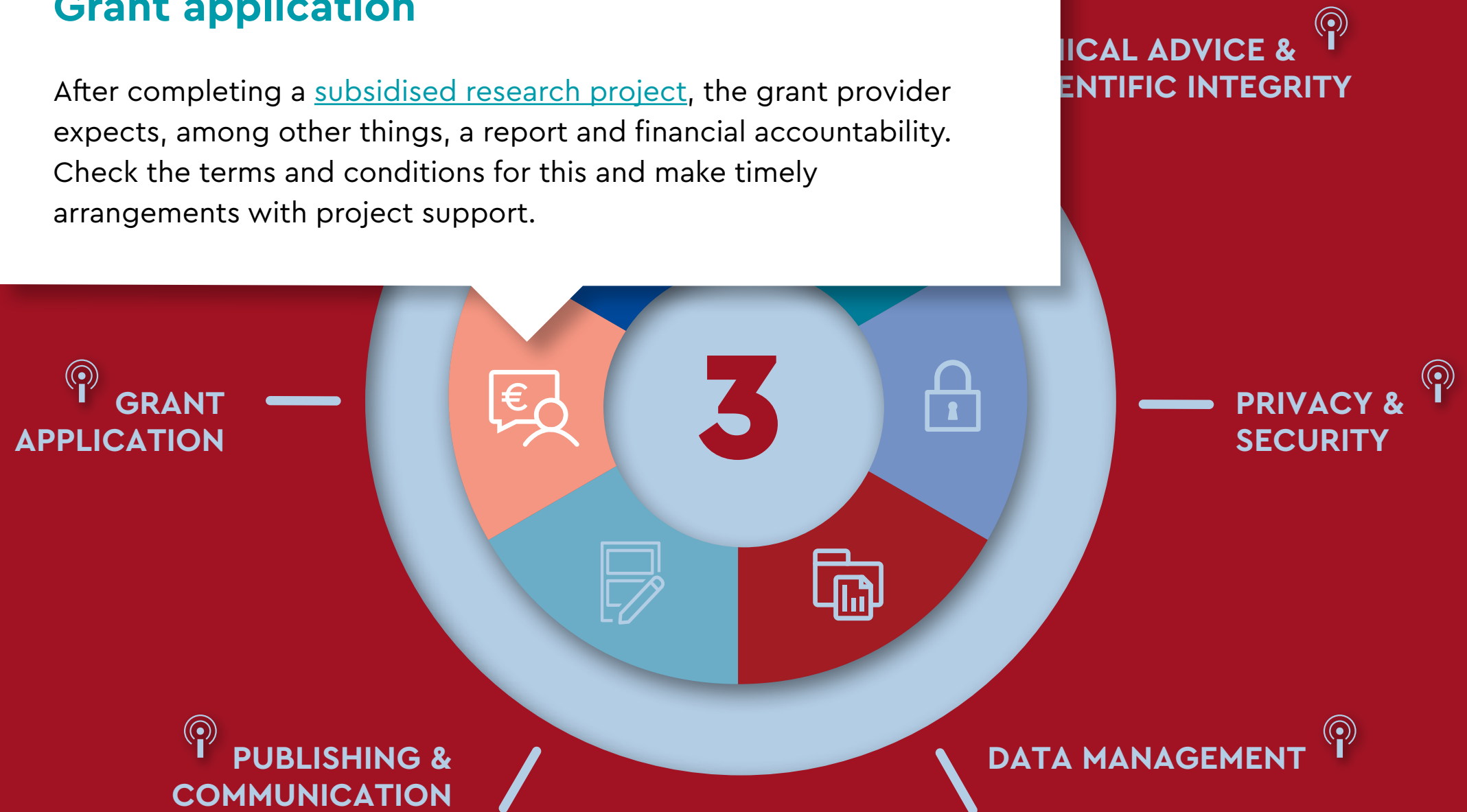
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