



Services – Initial orientation

Questions and assistance for initial orientation in project planning and for general concerns in the field of Digital Humanities

In the following, you will find questions from the research-relevant areas of software development, research data management, digitisation and e-publishing, which should provide you with an initial orientation and help you to find the right contact person for your concerns. In a way, the questions function as a first "distribution list" to the respective service providers. Once you have identified one or more questions as relevant to you, you will find the corresponding services of the partners of the Service Centre at <https://digital-humanities.uni-heidelberg.de/> in the "Service" section, together with the contact details of the responsible contact persons.

Software (Scientific Software Center)

- You have questions about the development of scientific software or would like to have doctoral students, undergraduates or assistants trained in software development?
- You use scientific software to analyse your research data, but the software is missing an important functionality?
- You use a software "workflow" in the analysis of your research data, and want to ensure reproducibility of your results?

Do you want to publish the data you have developed, including the analysis software, to enable a wider reach of your research, e.g. through collaborations?

The research software you have developed and used does not meet your expectations with regard to the computing time/storage required?

If you answer yes to any of these questions, please contact the SSC.

Research data management (Competence Centre for Research Data, heiDATA, heidICON)

- Do you want to prepare research data in accordance with the FAIR Data Principles so that they are findable, accessible, interoperable and reusable?
- Are you looking for solutions to store your research data for the duration of your research project, especially for larger amounts of data?
- Are you looking for ways to archive data beyond the duration of your project?
- Are you looking for publication options for research data in order to make it freely available as Open Research Data?
- Would you like to develop a data management plan for your research project or does your third-party funding body require a corresponding data management concept?
- Do you have questions about data management and the sustainability of research data in the context of an application?

Questions you should already think about in advance of a consultation:

- What kind of research data are we talking about (e.g. image data, 3D models, survey data, etc.)? In which formats is the data available and what is the approximate volume of data involved?
- Does the data set contain copyrighted or otherwise protected material, personal data or other sensitive information (e.g. trade or business secrets, etc.)?
- These questions serve as an orientation as to which aspects might be relevant to your planned research project.

If you have one or more questions for your project planning, please contact the Competence Centre Research Data.

A general note on the topic of data management: It is generally advisable for research projects to set out their planned handling of digital data in a data management plan. You can find more information and tools to help you with this at <https://www.forschungsdaten.info/themen/informieren-und-planen/datenmanagementplan/> and <https://data.uni-heidelberg.de/faq.html#dmp>.

University Computer Centre

- What services does the Computer Centre offer? Who do I contact if I have questions about them?
 - For general questions, the IT support of the URZ can always be contacted. Contact information can be found at <https://it-service.uni-heidelberg.de/>. Only for a few services does a dedicated support channel exist beyond this.
- You have technical or organisational questions in connection with the storage or processing of large scientific data?
 - Please contact the URZ SDS support: sds-hd-support@urz.uni-heidelberg
- Is the use of a high-performance computer possible and reasonable for my application? What do I have to do to obtain resources of a high-performance computer? How can I finally use these high-performance computing resources?
 - Please contact the HPC support of the URZ: hpc-support@urz.uni-heidelberg.de

University Library

- What services does the University Library offer? Who do I contact if I have questions about them?
- You want to publish a monograph or an anthology electronically and in Open Access?
- You want to start an e-journal and are looking for a technical infrastructure?
- You are planning a digital edition and are looking for an infrastructure and presentation for this?

- You want to make individual media assets (images, 2D, 3D, audio, video, etc.) or entire collections accessible and keep them for internal processing or make them accessible worldwide (incl. DOI and proof in other systems)?

Would you like your publications (text and data publications) to be listed in the university bibliography heiBIB?

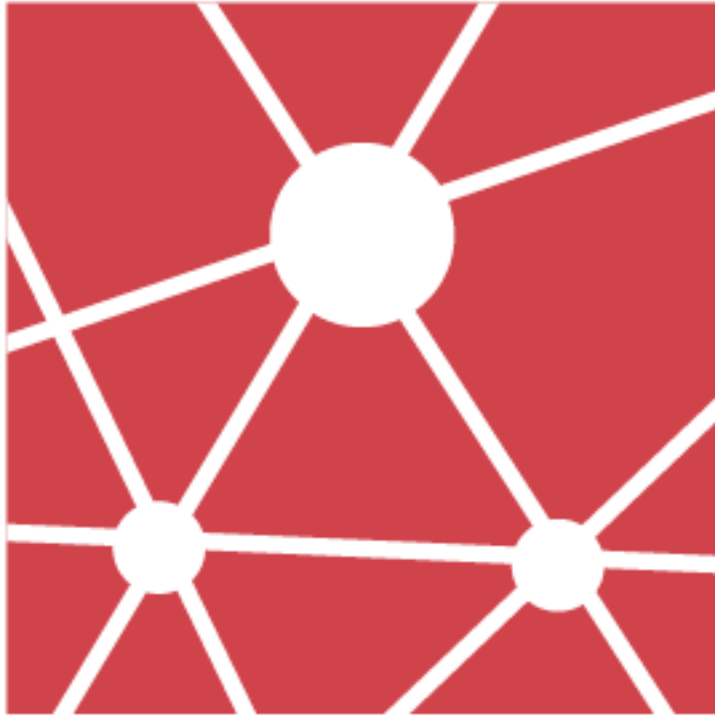
You would like to publish Open Access with a commercial publisher and would like to know whether university members are granted preferential conditions for publication fees through framework agreements?

- You are planning a DH project with an infrastructure component or you have questions about the sustainable provision of your project results?
- You need advice in connection with a retro-digitisation project of historical materials?

For all these aspects, feel free to contact the University Library.

Have you identified the questions that are important to you?

If you can answer one or more of the questions listed here positively, then you will find the respective services and contact persons of the service providers collected on the DH project page in the Service section. There you can search for specific ways of contacting them and for initial details of certain services. The service area is also constantly being expanded as the service portfolios are developed further, which is why it is worth taking a regular look at the services listed.



HCDH

In case of any uncertainties or requests for additions, please contact the management of the HCDH, Dr. [Florian Nieser](#).