Safe Data Storage

NIH/NSF grant applications require a concise plan for recording, *preserving* and communicating scientific data
(https://grants.nih.gov/grants/peer/guidelines_general/Resource_sharing_plans.pdf)
→ How do we preserve and protect our data in case of fire, ransomware attacks, etc.?

Physical Data: laboratory notebook scanning policy
- *All* lab members (including undergraduates, interns, visiting students, etc.) are required to create electronic backups of their paper laboratory notebooks prior to departing the group
- There are scanners in the Kresge Library and in our main student office
- It is recommended that this be done at regular time points, rather than all in one go just before you leave
- Alternative: electronic lab notebook (Elements: free TSRI licence)

Electronic Data
- All lab members are required to create regular backups of their electronic data on external hard drives (ask Keary if you don't already own one)
- Automatic daily backups can be scheduled through Time Machine (https://support.apple.com/en-us/HT201250) or Windows Backup (http://www.backup-utility.com/windows-7/schedule-backup-windows-7.html)
- TSRI IT services offer a file archive service on StorNext; for more information visit: https://intranet.scripps.edu/its/backup/backup_ca.html
- Antivirus software should be active and up to date