

# Data Organization Made Easy: Comprehensive Folder Structure Template for Early Career Life/Natural Science Researchers

*Tuesday, September 30, 2025 2:15 PM (1h 30m)*

Creating findable, accessible, interoperable, and reusable (FAIR) data and metadata is essential for researchers. Effective research data management (RDM) is crucial for achieving this, as recognized by funding organizations. Both data FAIRness and RDM rely on well-structured and documented data, including organized storage in a clear folder structure. Establishing a suitable folder structure early on is beneficial, yet junior scientists often struggle due to uncertainty about their needs. Ready-made templates can help establish an initial structure and foster good RDM habits. While templates exist for small-scale projects, a comprehensive folder structure tailored to doctoral research is lacking. This paper presents a folder structure template designed for PhD candidates in life and natural sciences, encompassing locations for code, results, figures, manuscripts, background information, and administrative paperwork. The template offers a practical solution for digital data organization, along with best practice RDM recommendations and metadata recording prototypes. By implementing a thoughtful structure early on and maintaining it consistently, researchers can manage their data more efficiently, leading to improved FAIR data outcomes and faster publication.

## Abstract

Poster

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**Session Classification:** Poster Session