



UHasselt research data storage infrastructure: the Research Drive and the Google Shared Drive

Introduction & step-by-step guide



UHASSELT

KNOWLEDGE IN ACTION

Recommended storage locations for research data @UHasselt

RECOMMENDED



GOOGLE SHARED DRIVES

Research Data & Files

UHASSELT RESEARCH DRIVE

Research Data & Files

GITHUB ENTERPRISE

Software code

**ELECTRONIC LAB
NOTEBOOK**




CASTOR EDC




Clinical Data



**VSC – VLAAMS
SUPERCOMPUTER CENTER**



Introduction to the UHasselt Research Drive and the Google Shared Drive







	 Google Shared Drive	 UH research drive	Remarks
Location	Cloud-based storage in Europe	Institutional on-premise network attached storage	
Intended use	Comprehensive and concurrent collaboration.	All research data Especially, high-volume, confidential, or sensitive research data	
Maximal storage size	Up to 1TB / drive * 750 GB / 24 hours / user 500,000 items / drive	Unlimited	* For Google Shared Drive, the 1TB storage limit can be increased on request to enable external collaboration.
Confidential or sensitive data	No *	Yes	Confidential or sensitive data are information that need enhanced protection because of legal, ethical, contractual, procedural, or policy obligations. More information on confidential or sensitive data  * For Google Shared Drive, data encryption might be necessary depending on the type of data.
Sharing & collaboration	Extensive collaboration possibilities inside and outside UHasselt	Non-concurrent collaboration with UHasselt personnel *	* On the UH Research Drive, external sharing requires requesting a UHasselt Guest account.
Security	Medium	High	
Back-up mechanism	Versioning	Snapshots	
Access Management	<ul style="list-style-type: none"> • Drive-level changes managed by the drive administrator. • Fine-grained user permissions (viewer, commenter, editor, or link-based sharing etc.), including on folder and file level. 	<ul style="list-style-type: none"> • Drive-level user permissions managed by IT (request via the UH Service Desk) • Access permissions can be managed exclusively at the drive level. 	
Price	< 1TB: free > 1TB: 100 EUR /TB/year	< 1TB: free > 1TB: 100 EUR TB/year	Costs apply to projects starting from January 1, 2026 onward.




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In	<ul style="list-style-type: none"> • Cloud based storage • Migration to Microsoft in the near future 	<ul style="list-style-type: none"> • Local servers (NAS-system of DELL Technologies), mirrored in Hasselt & Diepenbeek • <u>Not</u> impacted by migration to Microsoft 	
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Collaboration	<ul style="list-style-type: none"> Collaborative, simultaneous editing is possible Recommended for working documents Recommended for collaboration with external partners 	<ul style="list-style-type: none"> Collaborative, simultaneous editing is <u>not</u> possible Recommended for raw/unprocessed, passive and/or archival data Recommended for collaboration with a small group of UHasselt colleagues 	
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	<ul style="list-style-type: none"> • Specific roles can be assigned: manager, content manager, contributor, commenter, viewer • Access can be granted to a specific (sub)folder • Access management via drive manager 	<ul style="list-style-type: none"> • No specific roles or editing restrictions • Anyone (incl. external partners) granted access to a Research Drive can view and edit all its contents • Access management via IT service desk 	
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	<ul style="list-style-type: none"> Recommended for low-volume data Storage volume can be expanded on request (e.g. for collaboration purposes) 	<ul style="list-style-type: none"> Recommended for high-volume data 	<p>...ed enhanced protection because of ... tions. More information on confidential or sensitive data vs.</p> <p>* For Google Shared Drive, data encryption might be necessary depending on the type of data.</p>
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	For storage of confidential or sensitive data, additional security measures (e.g. encryption) may be required	Recommended for confidential or sensitive data (e.g. personal data, commercially valuable data, trade secrets, etc.)	on request to enable
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Storage costs

- In order to transition to a sustainable research data storage landscape, costs will be applied for all **new projects with a start date after January 2026**.
- These costs can be incorporated into the project application.

> 1TB

- **New storage space** has to be purchased via the webshop after approval via the Service Desk.
- To **renew or expand** your Shared Drive or Research Drive, you have to purchase the additional volumes via the webshop (not Service Desk).

Cost Calculator – Active Storage (UHRD & Cloud)

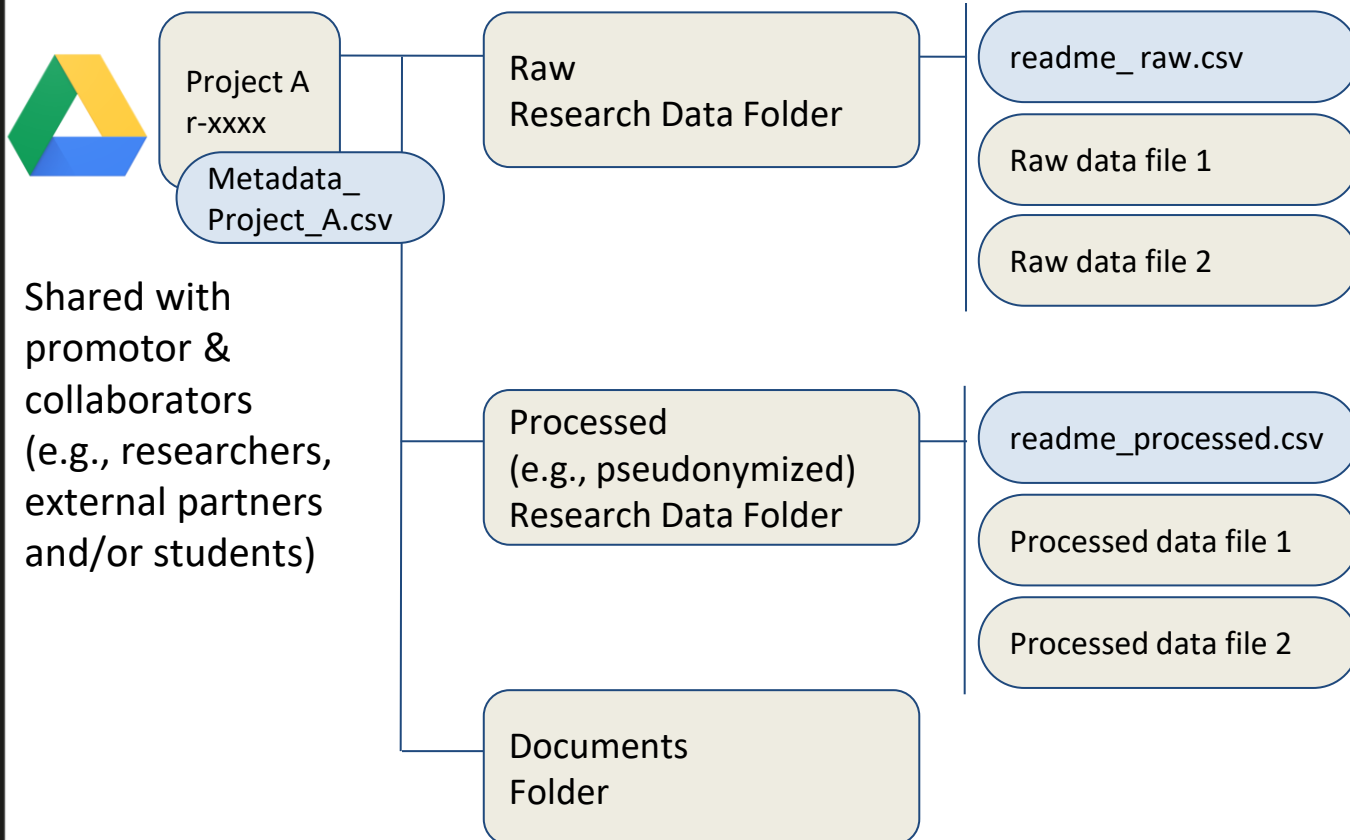
- **Data volume ≤ 1 TB:** Cost = €0
- **Data volume > 1 TB:** Cost = (Volume in TB – 1) × €100 × Number of years

For example: 5TB for 10years: $(5 - 1) \times €100 \times 10 = €4,000$ → The total cost for 5 TB over 10 years is €4,000.

Archived Data (Passive Storage - UHRD) - *currently not yet operational*

- After project completion, when data is no longer actively used (read-only access): **Free of charge**

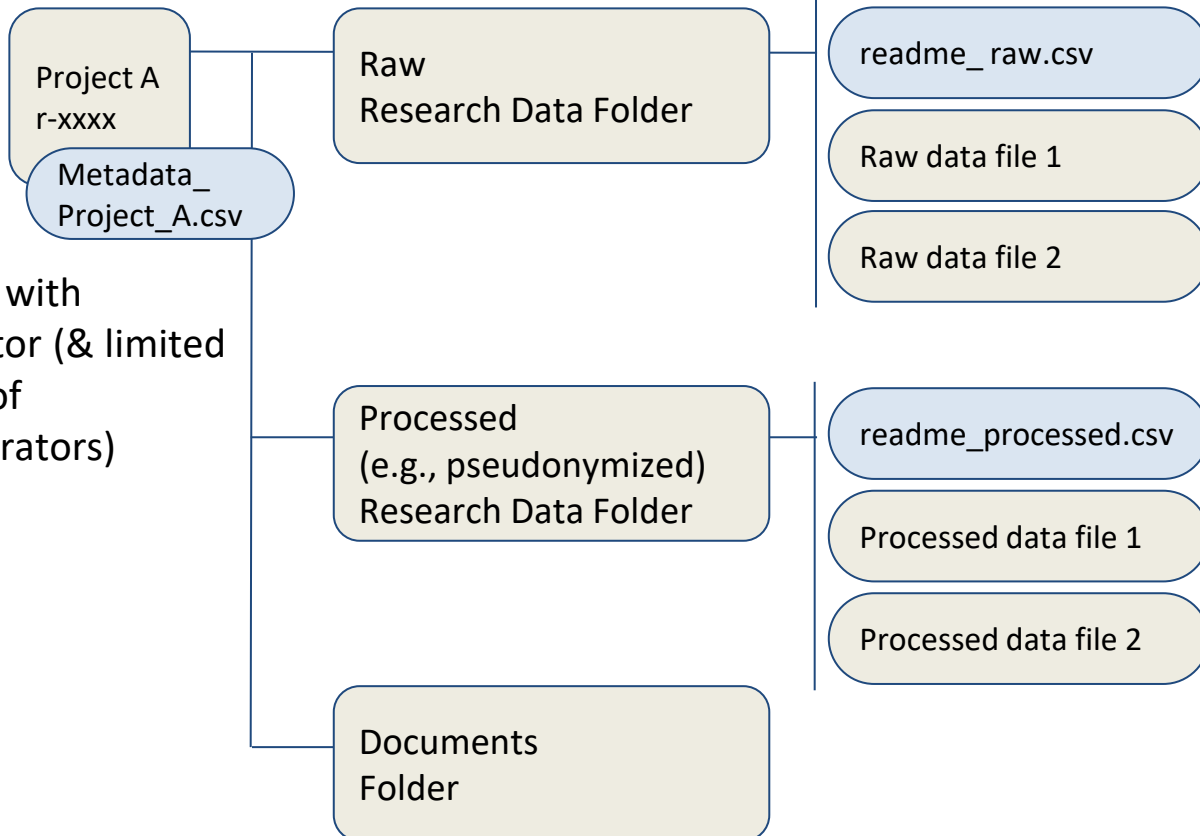
Example case Google shared drive



Example case Research drive



Shared with promotor (& limited group of collaborators)

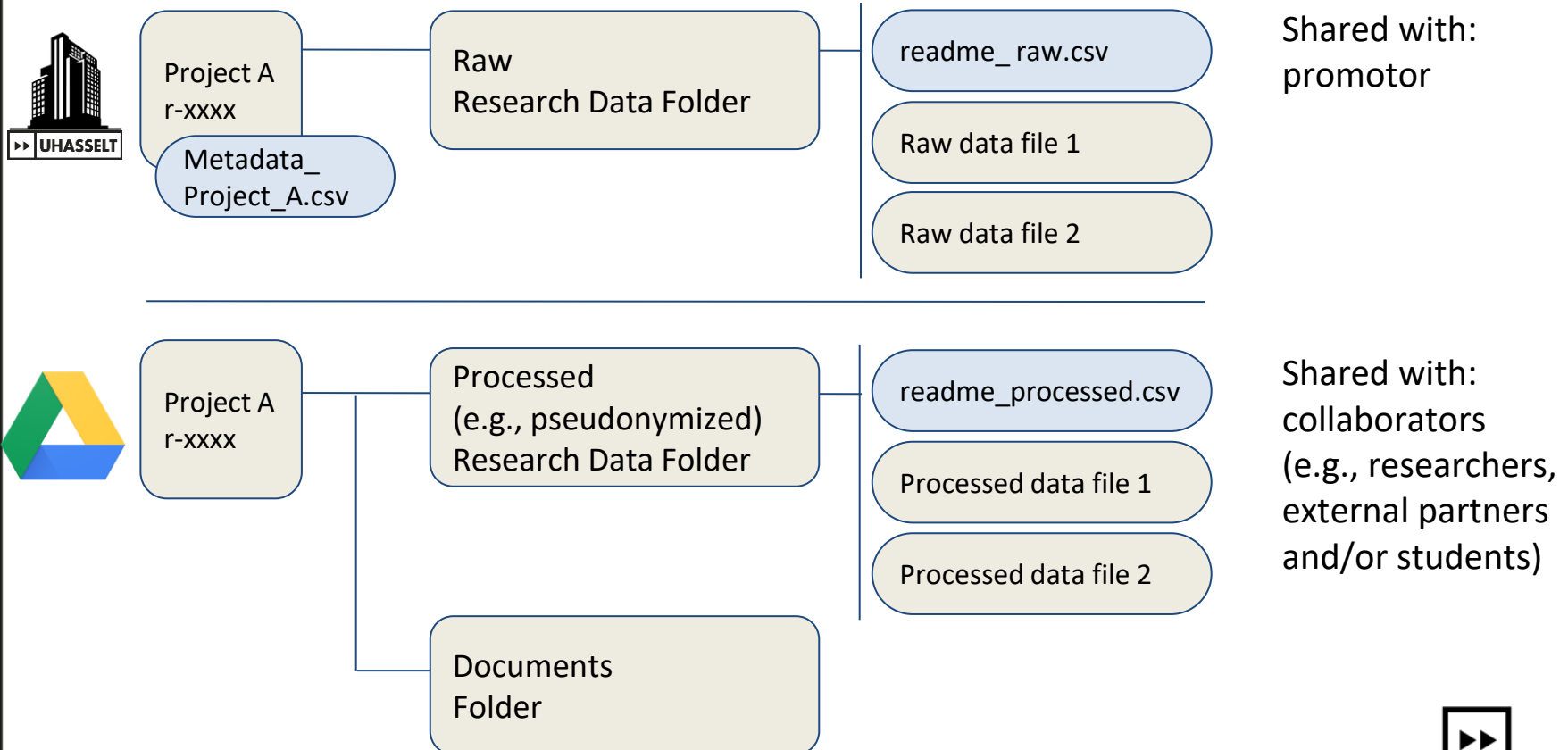


Combined use Google Shared Drive – Research Drive

Example case

Store all (raw) research data on a Research Drive that is shared with your supervisor

Store working documents and pseudonymized data on a Shared Drive that is shared with other involved researchers, partners and/or students



Step-by-step guide to request
new active research data storage space
via the Service Desk Portal



Register a storage request in the Service Desk Portal

- Go to the [UHasselt Service Desk Portal](#)
- Click the button *Register a request*
- Select *Applications Research & Innovation*
- Select *Research Data Management (RDM)*
- Select *Request storage space for active research data*
- Fill out the form

Questions? Contact the [RDM helpdesk](#)

Our support:

- Standard intake for all research storage requests.
- Guidance in finding the best solution through a Data Management Plan.
- Offer best practices throughout the entire research data lifecycle.

Fill out the storage request form

DETAILS

PROJECT

Identification number (R or V number) known? ⓘ

Has a Data Management Plan been drawn up?

Contact person

Data owner ⓘ

End Date ⓘ

- The **identification number** is an R or V number assigned by the contract management department after approval of your project. If the identification number is not known, select “no” and describe your use case in the field that appears on the right.
- More information on the **Data Management Plan (DMP)** can be found [via this link](#).
- The **contact person** is the designated point of contact for any questions regarding the drive. Preferably, this is the data owner or research manager, as they must remain reachable post-project.
- The **data owner** is the manager / project owner who has the end responsibility. This is usually the supervisor.
- Decide on an **end date** when the data should be reviewed again (e.g., 5 years after the end of the research project). This does not mean that the data will be automatically deleted on that date!

Fill out the storage request form

STORAGE TYPE

- Google Shared Drive
- UHasselt Research Drive (local server/on-premise research storage)
- External Hard Drive (not recommended, motivation required)
- ELN (eLabFTW, Signals, Castor EDC)

- **Check the boxes** for your preferred storage solution(s). Multiple options can be selected.

The Google Shared Drive form

GOOGLE SHARED DRIVE

Estimated volume (in GB)

How many people (+) will use the Shared Drive? ⓘ

Acronym of the group



Is a shared drive sufficient? ⓘ



Confidential or sensitive data? ⓘ



Is it necessary to share data with people without a UHasselt staff account (external parties or students)?



Drive name proposal ⓘ

- **Confidential or sensitive data** are data that need enhanced protection because of legal, ethical, contractual, procedural, or policy obligations.
- **Acronym of the group:** choose the appropriate faculty and research institute/centre/group (if applicable) from the dropdown list.
- **Drive name proposal:** specify the additional metadata that should be included in the drive name (e.g. acronym of the group and/or project, first and/or last name of the researcher, ...)

The Research Drive form

UHASSELT RESEARCH DRIVE

Estimated volume (in GB)

Confidential or sensitive data? ⓘ

Who needs access with the exception of the person ultimately responsible (UHasselt staff only)? ⓘ

Is it necessary to share data with people without a UHasselt staff account (external parties or students)?

Acronym of the group

Drive name proposal ⓘ

Is the backup schedule compliant? ⓘ

- **Confidential or sensitive data** are data that need enhanced protection because of legal, ethical, contractual, procedural, or policy obligations.
- The requester and the assigned data owner automatically receive access to the requested drive. **If additional UHasselt colleagues require access**, specify their names in this field. All access management for the Research Drive is handled exclusively via the service desk.
- **Acronym of the group**: choose the appropriate faculty and research institute/centre/group (if applicable) from the dropdown list.
- **Drive name proposal**: specify the additional metadata that should be included in the drive name (e.g. acronym of the group and/or project, first and/or last name of the researcher, ...)

Further follow-up

1. Click on the **submit** button to finalize your storage request.
2. A **data steward will review** your request and contact you for further information if necessary.
3. **After approval** of your storage request
 - **Cost-free storage (< 1TB)** will be created via the Service Desk, requiring no immediate action from you. Once the drive is ready, you will be notified and provided with installation instructions.
 - **Cost-based storage (> 1TB)*** must be requested via the webshop.
 1. Go the ICT webshop.
 2. Select *data storage*.
 3. Add the requested storage space to your cart (e.g., *Google shared drive 5TB, 1 year*)
 - Add as many items to your shopping cart as needed to cover the total size** of the Shared Drive or Research Drive.
 4. Examine your shopping cart.
 - In the “motivation” field, **include the ticket number of the Service Desk storage request** that was approved.
 5. Confirm your order.
 6. Your storage media will be created via the Service Desk. Once it is ready, you will be notified and provided with installation instructions.
4. A data steward will contact you to offer a **hands-on follow-up session**, providing best practices and guidance on managing your data within your new drive (folder structure, file naming, data transfer, etc.). This follow-up session is optional and will only be scheduled if you choose to make use of it.

* for all new projects initiated after January 2026

** reduced by 1 free TB

Step-by-step guide to
renew or expand existing active research storage space
via the ICT webshop*

** Only necessary for storage space > 1TB*



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Renewal/expansion of Shared Drive and Research Drive (> 1TB)

The **renewal** of the Shared Drive and the UH Research Drive is as follows:

1. Go the [ICT webshop](#).
2. Select *data storage*.
3. Add the required storage space to your cart (e.g., *Google shared drive 5TB, 1 year*)
 - Add as many items to your shopping cart as needed to cover the total size* of the Shared Drive or Research Drive.
4. Examine your shopping cart.
 - In the “motivation” field, **include the name of your Shared Drive or Research Drive, as displayed in the Service Desk Portal under “My assets.”**
5. Confirm your order.
6. Access to the Shared Drive or UH Research Drive will be extended by one year via the Service Desk.

The **expansion** of the size of the Shared Drive and the UH Research Drive follows the same procedure as the renewal. In this case, make a purchase for the **size of the desired expansion** of your Shared Drive or Research Drive. You will only be invoiced for the period up to the current end date of your storage access.

* reduced by 1 free TB