



Electronic Laboratory Notebook (ELN) Newsletter

*ELN Newsletter - Faculty of Science
Number 10 - July 2023*

[Electronic Laboratory Notebook \(ELN\) News](#)

[ELN Tender process in details](#)

[ELN Migration & Transition in details](#)

[What happens with the data inside the current ELN?](#)

[Current ELN status](#)

Electronic Laboratory Notebook (ELN) News

The Faculty of Science adopted an Electronic Laboratory Notebook (ELN) system in 2016. The ELN has been provided since then by the same Supplier - Perkin Elmer- The faculty has European law obligations to go through a tender process after many years of using the same software Supplier company. In January 2022 the tender process officially started. After consultation, and in collaboration with key and end users, a set of requirements was formulated and published to the market. Five companies made an offer. A selection committee, consisting of representatives from the institutes, an enterprise architect, a data steward, an application manager and security expertise have individually graded the proposals. RSpace - [RSpace ELN & Inventory \(researchspace.com\)](https://researchspace.com) - came out as clear winner. In September 2022 the implementation of RSpace begun and it has been completed in March 2023. The tender allows for the use of RSpace for the upcoming 4 years with the potential to extend the use up to 10 years if we choose so to do.

In this newsletter we'll recap all the activities which led to the choice for RSpace, the implementation and migration of data into the new ELN.

RSpace ELN&Inventory system is now operational. The account to login can be requested via the [HelpDesk Portal](#). Any information can be requested via the [HelpDesk Portal](#) or sending an email to eln-bioscience.

ELN tender process in details

ELN tender process principles

- An ELN is a means for administrating research and help improve effectiveness, transparency and compliance. An ELN is not intended as a research tool which replaces tooling used in research.
- In the future, researchers will have access to a broader application landscape of which the ELN may be part (for the disciplines concerned).
- One ELN will not fit all disciplines fully. Establishing which disciplines can share the same ELN is part of the project.
- Clear faculty and institutional RDM policies are required for active ELN-usage (and related research tooling).
- The new ELN should at least serve the current users, although expanding to new user groups/disciplines is welcomed.
- Aim/ambition is a broad, all-round ELN-environment for multiple disciplines, that is easy to use and helps to comply with the FAIR principles.

ELN tender process roadmap

Phase	ELN tender phase name
1	Define Tender Project
2	Establish Functional Requirements
3	Prepare call for tender (functional,technical,procurement)
4	Tender published
5	Q&A from/to Suppliers/Wait for Proposals from Suppliers
6	Select Supplier & Solution
7	Contracting
8	Transition & Data migration

Phase 1: Define Tender Project

In this phase it has been defined the scope of the Project and the working team composed by representatives from the Faculty Bureau and 3 Institutes (IBL, LACDR, LIC). The representative staff has been chosen by the Institutes' Management.

Phase 2: Establish Functional Requirements

4 distinct work sessions have been organized with the key users. Every session had the objective to discuss and identify the functional requirements.

- work session 1: data management (storage, versioning, tags); protocols, templates, workflows; accessibility and usability in/out the lab; Inventory management
- work session 2: usability; search; reporting
- work session 3: advanced search (chemical search); sample and equipment management. We also looked at which "new" products the market offers
- work session 4: user types and space needed, group sizing; how to boost the usage of the ELN

Phase 3: Prepare call for Tender

All the requirements -functional and non-functional- have been collected and reviewed; an official document has been prepared and distributed to the Procurement department.

Phase 4: Tender published

The official documentation has been published on the Negometrix tender platform.

Phase 5: Proposal from Suppliers

Over 10 Suppliers have shown interest in our offer but only 5 applied for the tender. Answers to any question these Companies might have on our requirements and specifications are given.

Phase 6: Select the Supplier

Appointed key users from IBL, LACDR, LIC and members of the Faculty Board assessed the Companies which applied to the tender. The assessment was made in autonomy. On a predefined due date, all the assessments and the given scores were merged. The Supplier winning the tender was RSpace - [RSpace ELN & Inventory \(researchspace.com\)](https://researchspace.com) -

Phase 7: Contracting

After some validation and clarification meetings, the contract has been signed.

Phase 8: Transition and Data Migration

The process took few extra months than expected but the migration of the data from the Perkin Elmer ELN to RSpace ELN was successful. The Project team worked very hard to create templates, map the information between the 2 systems, doing intensive migration and validation tests. The migration was completed at the end of March 2023.

Contact us if you need further information

ELN Migration & Transition in details

ELN data migration:



E-Notebook 19



- Users
- Former users
- Workflows
- Notebooks/Experiments
- Projects
- SOPs
- Publications
- Configuration/Templates

More information can be found at this [link](#).

ELN Data migration technical details:

- *Perkin Elmer export:* Perkin Elmer developed a tool to export the current data.
- *RSpace migration strategy:* RSpace mapped the exported data attributes to the new attributes in RSpace: experiment template, Projects, SOPs, BioAssay etc. - available on the Perkin Elmer ELN - and using ke

ELN Transition

The transition has been facilitated with Trainings and the development of initial templates. Among these, the '[Basic template](#)' and others have been developed following the Data Management Best Practice recommended by the Faculty.

The trainings have been recorded and are available from the Kultura VideoPortal [link](#).

What happens with the data in the Perkin Elmer ELN?

The Perkin Elmer ELN will be available in read-only mode until December 2023.

All the exported data are stored at Leiden University on a dedicated storage where backup is also in place. These files will stay on this storage for 1 year, afterwards they will be moved to a 'long term' cold storage. So although data has been migrated to RSpace, all data created in E-Notebook 2014 is preserved in a machine and human readable format.

Current ELN status

ELN&Data Management

The FWN Data Stewards, Institutes' data steward and the ELN staff are working together on future processes and policies to make good research data management practice using the ELN.

ELN Training

The training - regular user/PI/RSinventory - is available in the [Kultura Portal](#). Custom-made training can be organized upon request.

ELN Change Management









Change Management process is to be defined.

ELN Support

Requests, issues and others can be reported via the [ELN Portal](#):

HOME > RESEARCH & EDUCATION

Research & Education

	Data storage (bulk storage) Storage space on the Leiden University network for project or research data		Research network Virtual network for research purposes
	Single user compute power on demand... A remote desktop with specific application(s) and additional processor capacity		Leiden University App Technical support for the Leiden University App
	Blackboard The heart of our digital learning environment		SURFspot Software and hardware with education pricing
	ELN (FWN) Record research progress and data securely with Electronic Laboratory Notebook		File Transfer (SURF filesender) Safely send files up to 500 GB, also encrypted (2 GB)

General Information

Contact

Email to eln-bioscience@science.leidenuniv.nl

Website: [ELN Faculty webpage](#)

Events

none

Curious?

Several **ELN trainings** can be found on the [Kultura Video Portal](#).

RSpace has a good [online documentation](#) accessible without account.

Links

- [Nationaal plan Open Science](#)
- [Amsterdam Call for Action on Open Science](#)
- [NWO](#)
- [Regeling Datamanagement Universiteit Leiden](#)
- [University Library: Datamanagement](#)
- [FAIR principles](#)
- [List of metadata standards](#)
- [\(University Library \) Example list selection data to archive](#)
- [\(University Library \) Leiden Research Data Information Sheets](#)
- [\(University Library \) Template Data Management Plan](#)

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