



Universiteit
Leiden

Electronic Laboratory Notebook (ELN) Newsletter

*ELN Newsletter - Faculty of Science
Number 9 - October 2022*

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Electronic Laboratory Notebook (ELN) News

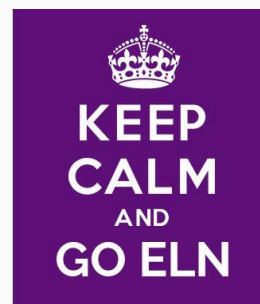
The Faculty of Science adopted an Electronic Laboratory Notebook (ELN) system in 2016. The ELN has been provided since then by the same Supplier - Perkin Elmer-

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://www.researchspace.com) - came out as clear winner. Since September 2022 the implementation of RSpace has begun and it is scheduled to be complete by January 1st 2023.

More about both the tender and the implementation below.

An ELN system will always be available to support our researchers in the digital, certified, secure management of their research data

...so.....keep calm and go ELN!



[This Newsletter is the follow up of the Newsletter sent in June 2022.]

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

The contract for the current ELN will end on the 31st Dec 2022 so we have to deal with strict time constraints. A dedicate Project manager has been hired to manage the process according to the schedule below:

		Timeline											
Phase	ELN tender phase name	January	February	March	April	May	June	July	August	September	October	November	December
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												

We are currently in *phase 8*.

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://www.researchspace.com) -

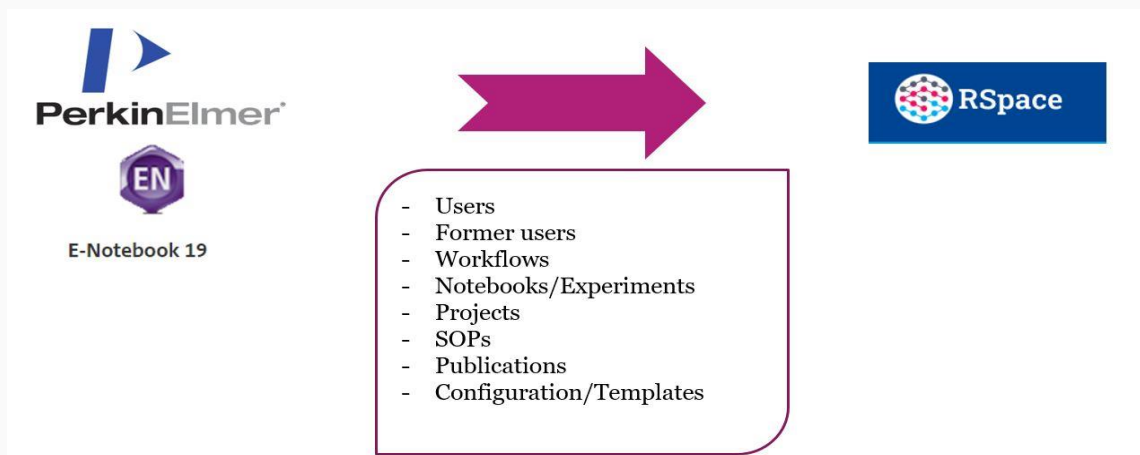
Phase 7: Contracting

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

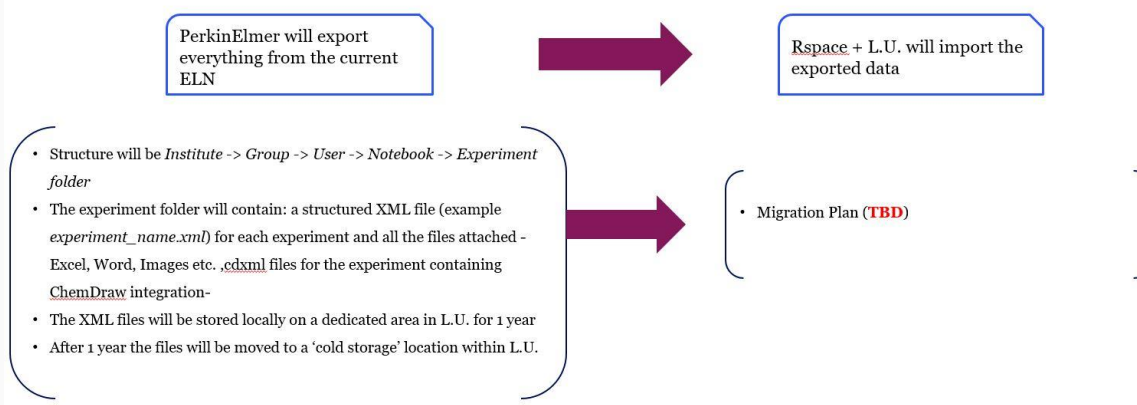
Contact us if you need further information

'Phase 8 description: Migration & Transition'

ELN data migration:



How will it be done?



ELN Data migration status:

- **Perkin Elmer export:** the contract is signed, Perkin Elmer started to develop a tool to export the current data. We expect to start testing the export tool the 1st week of November.
- **RSpace migration strategy:** RSpace is mapping the exported data attributes to the new attributes in RSpace. This mapping will be tested in the Test environment. Once validated by users and the complete data export becomes available, the data will be imported in the Production environment.

ELN Transition



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- Premise
- Users Training
- PIs Training
- Communication
- Planning

ELN Transition status:

- ***Premise:*** different layouts, integration with 3rd parties' software is different, workflows adaptation, automation availability

- ***RSpace Training:*** The Training is organized and focused to support the transition of the current users to the new system. The training - regular user/PI/RSInventory - is planned until the end of October/beginning of November. All the recordings are saved and can be shared. ***RSpace TEST system*** is available and test accounts have been created. This system is currently used **ONLY** to test the migration and give the current ELN users the possibility to try the new ELN. The training for new users will be organized in the new year.

- ***Communication:***
 1. MSTeams dedicated to the Project
 2. eln-bioscience@science.leidenuniv.nl is the email address to use for the communication external to MSTeams and request access to the MS Teams site for all users.
 3. [ELN informational webpage](#)
 4. [ELN HelpDesk Portal](#)

PHASE 8: The End (31 Dec 2022)



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data files in XML format

XML data files will be stored and backed up.

Although all relevant data will be imported in RSpace, a copy of all exported data will be retained in a separate location.

What happens with the data in the Perkin Elmer ELN?

Perkin Elmer is creating a procedure to export the data from every user account. The export will follow the same structure as the one currently setup in the ELN (*Group -> User -> Notebook -> Experiment*). Every experiment will be exported inside a dedicated folder, every folder will be named after the experiment and the folder will contain the XML file indicating the structure and the metadata of the experiment, all the files attached - Excel, Word, Images etc. - and cdxml files for the experiment containing ChemDraw integration.

All the exported data will be stored at Leiden Univ on a dedicated storage where backup is also in place. These files will stay in this area for 1 year, afterwards they will be moved to a 'long term' cold storage.

This export doesn't have to be done by the users.

If you need a different file format for yourself, other than the migration, the PDF/Word file generation is a standard feature available by default in the ELN and you can use it at any time.

Current ELN status

ELN Training

Perkin Elmer ELN: The last training took place on 21st June 2022.

RSpace ELN: the training - regular user/PI/RSinventory - has been organized ONLY for the current ELN users to facilitate the transition. New users will receive the training in the new year.

ELN Change Management

Perkin Elmer ELN: due to its end-of-life, the Change management activities (create new users, de-activate new users, change in the templates etc.) are stopped.









RSpace ELN: Change Management activities will start in 2023.

ELN Support

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

HOME > RESEARCH & EDUCATION

Research & Education

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

General Information

Contact

Email to eln-bioscience@science.leidenuniv.nl

Website: [ELN Faculty webpage](#)

Events

none

Curious?

Several *ELN tutorials* can be found on the [Faculty's YouTube channel](#). The videos cover some of the basic ELN functionalities.

A [Web User Guide](#) is also available. Here you can find general information, examples, basic and advance functionalities etc.

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](#)
- [PerkinElmer ELN](#)

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Contact

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