

## Name:

## Project Title:

Data Management Plan Template for PGR Students

Use this template to compile a simple data management plan for your research data.

1 Introduction and Context

*Write a paragraph on the aim and purpose of your research.*

2 Data types, formats, standards and capture methods

*Describe the data aspects of your research, how you will capture/generate them, the file formats you are using and why. Mention how metadata will be created to describe the data, and your reasons for choosing particular data standards and approaches.*

3 Ethics and Intellectual property

*Detail any ethical and privacy issues, including the consent of participants. Explain the copyright/IPR and whether there are any data licensing issues – either for data you are reusing, or your data which you will make available to others.*

4 Access, Data Sharing and Re-use

*Note who would be interested in your data, and describe how you will make them available (with any restrictions). Detail any reasons not to share, as well as embargo periods or if you want time to exploit your data for publishing.*

5 Short-term Storage and Data Management

*Give a rough idea of data volume. Say where and on what media you will store data, and how they will be backed-up. Mention security measures to protect data which are sensitive or valuable.*

6 Deposit and Long-term Preservation

*Consider what data are worth selecting for long-term access and preservation and how you will need to prepare those data for archiving. Say where you intend to deposit the data.*

You can email library-research-support@open.ac.uk for advice on managing your research data.

Adapted from DCC [Checklist](http://www.dcc.ac.uk/sites/default/files/documents/data-forum/documents/docs/DMP_Leaflet_v3.pdf) for a Data Management Plan v3.1 © 2012 DCC CC-BY and UEL’s [training materials](http://www.uel.ac.uk/trad/activities/) from the JISC funded TraD programme CC-BY

Useful guidance in the DCC guide [How to Develop a Data Management and Sharing Plan](http://www.dcc.ac.uk/resources/how-guides/develop-data-plan) and in the [Managing and Sharing Data: best practice for researchers](http://www.data-archive.ac.uk/media/2894/managingsharing.pdf) guide from UK Data Archive