Data Management Plan

*(Use this is generic template if you have not been given a template or format to use, e.g. by a funder as part of bid)*

# Project Name:

# Principal Investigator / Researcher:

# Date:

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| **Data Collection** |
| **What data will you collect or create?**  *Questions to consider:*  *- What type, format and volume of data?*  *- Do your chosen formats and software enable sharing and long-term access to the data?*  *- Are there any existing data that you can reuse?*  **How will the data be collected or created?**  *Questions to Consider:*  *- What standards or methodologies will you use?*  *- How will you structure and name your folders and files?*  *- How will you handle versioning?*  *- What quality assurance processes will you adopt?* |
| **Documentation and Metadata** |
| **What documentation and metadata will accompany the data?**  *Questions to consider:*  *- What information is needed for the data to be to be read and interpreted in the future?*  *- How will you capture / create this documentation and metadata?*  *- What metadata standards will you use and why?* |
| **Ethics and Legal Compliance** |
| **How will you manage any ethical issues?**  *Questions to consider:*  *- Have you gained consent for data preservation and sharing?*  *- How will you protect the identity of participants if required? e.g. via anonymisation*  *- How will sensitive data be handled to ensure it is stored and transferred securely?*  **How will you manage copyright and Intellectual Property Rights (IPR) issues?**  *Questions to consider:*  *- Who owns the data?*  *- How will the data be licensed for reuse?*  *- Are there any restrictions on the reuse of third-party data?*  *- Will data sharing be postponed / restricted e.g. to publish or seek patents?* |
| **Storage and Backup** |
| **How will the data be stored and backed up during the research?**  *Questions to consider:*  *- Do you have sufficient storage or will you need to include charges for additional services?*  *- How will the data be backed up?*  *- Who will be responsible for backup and recovery?*  *- How will the data be recovered in the event of an incident?*  **How will you manage access and security?**  *Questions to consider:*  *- What are the risks to data security and how will these be managed?*  *- How will you control access to keep the data secure?*  *- How will you ensure that collaborators can access your data securely?*  *- If creating or collecting data in the field how will you ensure its safe transfer into your main secured systems?* |
| **Selection and Preservation** |
| **Which data should be retained, shared, and/or preserved?**  *Questions to consider:*  *- What data must be retained/destroyed for contractual, legal, or regulatory purposes?*  *- How will you decide what other data to keep?*  *- What are the foreseeable research uses for the data?*  *- How long will the data be retained and preserved?*  **What is the long-term preservation plan for the dataset?**  *Questions to consider:*  *- Where e.g. in which repository or archive will the data be held?*  *- What costs if any will your selected data repository or archive charge?*  *- Have you costed in time and effort to prepare the data for sharing / preservation?* |
| **Data Sharing** |
| **How will you share the data?**  *Questions to consider:*  *- How will potential users find out about your data?*  *- With whom will you share the data, and under what conditions?*  *- Will you share data via a repository, handle requests directly or use another mechanism?*  *- When will you make the data available?*  *- Will you pursue getting a persistent identifier for your data?*  **Are any restrictions on data sharing required?**  *Questions to consider:*  *- What action will you take to overcome or minimise restrictions?*  *- For how long do you need exclusive use of the data and why?*  *- Will a data sharing agreement (or equivalent) be required?* |
| **Responsibilities and Resources** |
| **Who will be responsible for data management?**  *Questions to consider:*  *- Who is responsible for implementing the DMP, and ensuring it is reviewed and revised?*  *- Who will be responsible for each data management activity?*  *- How will responsibilities be split across partner sites in collaborative research projects?*  *- Will data ownership and responsibilities for RDM be part of any consortium agreement or contract agreed between partners?*  **What resources will you require to deliver your plan?**  *Questions to consider:*  *- Is additional specialist expertise (or training for existing staff) required?*  *- Do you require hardware or software which is additional or exceptional to existing institutional provision?*  *- Will charges be applied by data repositories?* |