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:

|  |
| --- |
| **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?* |