DATA MANAGEMENT PLAN

**TEMPLATE**

 (Revised in 2018)

**Data Management and Sharing Plan**

# Basic Project Information

Please complete the form below with the relevant fields applicable for your project. For multiple items e.g. multiple funders please separate the entries with a comma (,).

|  |  |  |
| --- | --- | --- |
|  |  | |
| Name of Project: | |  |
| Project Code: | |  |
| Principal Investigator | |  |
| Data Manager  (if any): | |  |
| Duration of project: | |  |
| Aims & Purpose of the project: | |  |
| Producer (Abbreviation): | |  |
| Funder(s): | |  |
| Partner Institutions: | |  |

# Data production activities

Briefly describe (what, when, where, how, how much) data will be produced by this project. Include information such as; the kind of data (new observational data, experimental data, survey etc.), how much (volume) will be produced each year? What existing datasets could you use or build upon? If available list procedures for quality control of the data

|  |
| --- |
|  |

# Documentation and metadata

Briefly describe how documentation will be handled e.g: How will metadata (contextual details needed to make the data meaningful) be supplied and standards to which will it adhere? Will metadata creation be automated? Include other forms of data documentation such as experimental protocols, methodology reports, laboratory notebooks, questionnaires, codebooks, data dictionaries, database schema and software syntax.

|  |
| --- |
|  |

# Roles and responsibilities

Briefly describe the roles and responsibilities of project staff (PIs, researcher, data managers, partners etc.) for implementing this plan. E.g. who is responsible for obtaining 3rd party data? For capturing data in the field? Producing metadata? Storing and sharing the data?

|  |
| --- |
|  |

# Storage, backup and security

State information such us; where the data will be physically stored, how it will be transmitted, how will the data be backed up, how regular will backups be, who is responsible for backups, how will data security be managed, how will permissions, restrictions and embargoes be enforced.

|  |
| --- |
|  |

# Data protection, rights, ownership and access

Kindly state; are there ethical, confidentiality and privacy issues? How will these be resolved? Will the project need IRB approval? Does the project have a data ownership agreement? Is the dataset covered by copyright or database right? Who owns the copyright and other intellectual property? Who will be given access to the data pre-publication or pre-sharing? Kindly contact CIAT IP officer (c.roa@cgiar.org) for IP related questions.

|  |
| --- |
|  |

# Data preservation, sharing and licensing

Briefly describe the long term strategy for maintaining and sharing the data: e.g. on what basis will data be selected for preservation? How long will the data be kept beyond life of the project? How will sensitive data be disposed of or transferred? Is anonymization or de-identification required prior to sharing? Which repository/central database will the data be deposited for sharing and how long will it be retained? What license will be applied to shared data? What related information will be shared?

|  |
| --- |
|  |

**Appendix 1:**

**Data Management Plan Checklist**

|  |  |
| --- | --- |
|  | What type of data will be produced? Will it be reproducible? What would happen if it got lost or became unusable later? |
|  | How much data will it be, and at what growth rate? How often will it change? |
|  | Who will use it now, and later? |
|  | Who controls it (Principal investigator, student, lab, Institution, funder)? |
|  | How long should it be retained? e.g. 3-5 years, 10-20 years, permanently |
|  | Are there tools or software needed to create/process/visualize the data? |
|  | Any special privacy or security requirements? e.g., personal data, high-security data |
|  | Any sharing requirements? e.g., funder data sharing policy |
|  | Any other funder requirements? e.g., data management plan in proposal |
|  | Is there good project and data documentation? |
|  | What directory and file naming convention will be used? |
|  | What project and data identifiers will be assigned? |
|  | What file formats? Are they long-lived? |
|  | Storage and backup strategy? |
|  | When will I publish it and where? |
|  | Is there ontology or other community standard for data sharing/integration? |
|  | Who in the research group will be responsible for data management? |