RESEARCH DATA MANAGEMENT PLAN

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| PROJECT | | | | | | | | | |
| Title | **Statistical Analysis of the Inner Ear** | | | | | | | | |
| Description | This study looks to quantify spatial and temporal inflammation-induced changes in the capsular permeability and macrophage infiltration in guinea-pig cochlea using MRI. | | | | | | | | |
| Field of Research | 060603 | | | | | | | | |
| DMP created | | | Last updated | | Project start | | | Project end | |
| [11/08/2016,16:00] | | | [22/08/2016 20:00] | | [18/07/2016] | | | [14/11/2016] | |
| PROJECT CONTRIBUTORS | | | | | | | | | |
| Role | | Name | | Affiliation | | Email | Username | | ORCiD (*[i](http://www.library.auckland.ac.nz/services/research-support/orcid)*) |
| Data contact/ Supervisor | | Jerome Plumat | | Department of Medical and Health Sciences | | [j.plumat@auckland.ac.nz](mailto:j.plumat@auckland.ac.nz) | j.plumat | |  |
| Development Team | | Bibiana Lee | | Department of Medical and Health Sciences | | slee925@aucklanduni.ac.nz | slee925 | | 0000-0001-8766-7294 |

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| POLICIES & GUIDANCE | | |
| Related policies | [Researcher Code of Conduct](https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/research/conduct/code-of-conduct-policy.html)  [Intellectual Property Created by Staff and Students Policy](https://cdn.auckland.ac.nz/assets/central/about/the-university/how-the-university-works/policy-and-administration/intellectual-property-created-by-staff-and-students-policy.pdf)  [Authorship Guidelines](https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/research/conduct/authorship-guidelines.html) | |
| FUNDING (if applicable) | | |
| Funding agency | Vice Chancellor’s Strategic Development Fund (University of Auckland 2015) | |
| Funding ID | n/a | |
| Research Office ID | n/a | |
| ETHICS & PRIVACY | | |
| Ethics requirements | No | |
| How will you manage any ethical issues? | No | |
| Are there other privacy and/or security requirements? | No | |
| DATA ORGANISATION | | |
| Data collection/ creation | | |
| What data will you create/ collect? | Data for this project is still being generated | |
| How will the data be collected/ created? | Data for this project is still being generated | |
| What non-digital data/assets will you create/ collect? | N/A | |
| File management | | |
| How will the data be organised? | Data will be organized in a folder called “Medsci 736–Inner-ear-Data” on a university issued laptop.  The data files are organized according to a specific ID. The file name gives the animal ID and the day it has been imaged. Example: 13D4 is the animal 13 imaged day 4 after LPS treatment. | |
| Storage locations | | |
| How will the data be stored and backed up during the research? | The data will be stored using a physical computer, cloud storage and an online repository for the duration of the research | |
| METADATA & DOCUMENTATION | | |
| What documentation and metadata will accompany the data to support its discovery, (re)use and increase impact? | A readme file will be created to accompany the dataset. This file will include elements like: software and equipment used, data collection details, file formats, glossary of terms and abbreviations as well as workflow, outputs and etc. | |
| Spatial extent | N/A | |
| Temporal extent | N/A | |
| Links | To be reviewed | |
| OWNERSHIP, COPYRIGHT & IP | | |
| The copyright and other IP is owned/held by: | | Yes or leave blank |
| The University of Auckland (normal situation for research undertaken by university staff) | |  |
| The student (research by research student in the normal course of study, which does not fall into any of the other categories.) | |  |
| Joint ownership (research conducted in collaboration: copyright and IP ownership are documented in an agreement between the organisations) | |  |
| Third party data (data owned by third party or generated under UniServices agreements. | | Yes |
| If ownership *is* jointly held, third party or generated under UniServices contract. |  | |
| ACTIVE DATA - SHARING & ACCESS CONTROL | | |
| Access to the data during the project will be: | Access to datasets will be restricted to Jerome (owner) and the development team (Bibiana). Access to data can be extended to parties with consent from the owner and will be kept on a University of Auckland issued laptop. | |
| How will you manage access and security? | Data will be password protected on a laptop. If shared it will be done so in a manner which will not compromise its security. | |
| RETENTION & DISPOSAL | | |
| Data must be retained after submission of thesis or publication of results for a minimum of: | | (select) |
| 6 years (standard minimum retention after last publication based on data) | | 6 |
| 10 years (for medical research involving clinical trials from the end of the trial) | |  |
| Until patient reaches 26 years of age, and at least 10 after last treatment (for clinical research involving children) | |  |
| 21 years from the date of filing a patent related to this research | |  |
| Other specified time | |  |
| Details of other time |  | |
| Based on the above, data must be kept until at least | | [14/11/2022] |
| DATA PUBLISHING AND DISCOVERY | | |
| Licencing | **ATTRIBUTION-SHAREALIKE** | |
| Outline how data will be prepared and where it will be published. | How and where the data will be published is still yet to be determined. For the purposes of this course, MEDSCI 736, the data will be prepared and published according to course regulations and guidelines. | |
| LONG-TERM ARCHIVE / PRESERVATION (20+years, if applicable) | | |
| What is the long-term preservation plan for the dataset? | Long term preservation of this dataset is dependent upon its appraisal in years to come. This will most likely be done in collaboration with the University of Auckland Library. Digital preservation of the dataset will be left up to the owner Jerome Plumat. For the purposes of this project, long term preservation will entail hard drive and cloud storage. Data integrity will be ensured through selecting sustainable file formats or continuous review and updating in years to come. | |

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| RDM/DMP RESPONSIBILITIES & RESOURCES | |
| Who will be responsible for data management? | Data management which includes but is not limited to metadata production, data quality, storage and backup, data archiving and data sharing will be done by Bibiana Lee during the duration of the project.  Bibiana Lee will also ensure that the relevant policies are respected.  Upon the completion of the project, these duties and responsibilities will be transferred to Jerome Plumat |
| What resources will you require to deliver your plan? | The completion of this plan will require a hard drive, cloud storage, software as well as personnel |

References and thanks to:

DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation Centre. Available online: http://www.dcc.ac.uk/resources/data-management-plans