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# 1 Data management plan

## 1.1 Data summary

1. **What is the purpose of the data collection / generation?**

Answer

1. **What is its relation to the objectives of the project?**

Answer

1. **What types and formats of data will the project generate / collect?**

Answer

1. **Will you re-use any existing data and how?**

Answer

1. **What is the origin of the data?**

Answer

1. **What is the expected size of the data?** *(if known)*

Answer

1. **Outline who might find them useful.** *('data utility')*

Answer

## 1.2 Findable, Accessible, Interoperable and Reusable (FAIR) Data

### 1.2.1 Making data findable, including provisions for metadata

1. **Are the data produced and/or used in the project discoverable with metadata?**

Answer

1. **Are the data identifiable and locatable by means of a standard identification mechanism?***(e.g. persistent and unique identifiers such as Digital Object Identifiers)*

Answer

1. **What naming conventions will you follow?**

Answer

1. **Will search keywords be provided that optimise possibilities for re-use?**

Answer

1. **Will you provide clear version numbers?**

Answer

1. **What metadata will be created?***In case metadata standards do not exist in your discipline, please outline what type of metadata will be created and how.*

Answer

### 1.2.2 Making data openly accessible

1. **Which data produced and/or used in the project will be made openly available as the default?***If certain datasets cannot be shared (or need to be shared under restrictions), explain why, clearly separating legal and contractual reasons from voluntary restrictions.*

Answer

1. **How will the data be made accessible?** *(e.g. by deposition in a repository)*

Answer

1. **What methods or software tools are needed to access the data?**

Answer

1. **Is documentation about the software required in order to access the data included?**

Answer

1. **Is it possible to include the relevant software?** *(e.g. in open source code)*

Answer

1. **Where will the data and associated metadata, documentation and code be deposited?** *Preference should be given to certified repositories that support open access where possible.*

Answer

1. **Have you explored appropriate arrangements with the identified repository?**

Answer

1. **If there are restrictions on use, how will access be provided?**

Answer

1. **Is there a need for a data access committee?**

Answer

1. **Are there well described conditions for access?** *(i.e. a machine-readable license)*

Answer

1. **How will the identity of the person accessing the data be ascertained?**

Answer

### 1.2.3 Making data interoperable

1. **Are the data produced in the project interoperable, that is allowing data exchange and re-use between researchers, institutions, organisations, countries, etc.?***(i.e. adhering to standards for formats, that are as far as possible compliant with available (open) software applications, and in particular facilitating re-combinations with different datasets from different origins)*

Answer

1. **What data and metadata vocabularies, standards or methodologies will you follow to make your data interoperable?**

Answer

1. **Will you be using standard vocabularies for all of the data types present in your data set, to allow inter-disciplinary interoperability?**

Answer

1. **If it is essential to use uncommon, or generate project specific, ontologies or vocabularies, will you provide mappings to more commonly used ontologies?**

Answer

### 1.2.4 Increase data re-use (through clarifying licenses)

1. **How will the data be licensed to permit the widest re-use possible?**

Answer

1. **When will the data be made available for re-use?**  
   *If an embargo is required to allow time to publish or seek patents, specify why and how long this will apply, bearing in mind that research data should be made available as soon as possible.*

Answer

1. **Are the data produced and/or used in the project useable by third parties, in particular after the end of the project?***If the re-use of some data is restricted, explain why.*

Answer

1. **How long will the data remain re-usable?**

Answer

1. **Are data quality assurance processes described?**

Answer

## 1.3 Allocation of resources

1. **What are the estimated costs for making data Findable, Accessible, Interoperable and Reusable (FAIR) in your project?**

Answer

1. **How will these costs be covered?***Note that costs related to open access to research data are eligible in EMPIR (if compliant with the Grant Agreement conditions).*

Answer

1. **Who will be responsible for data management in your project?**

Answer

1. **What are the costs and potential value of the long-term preservation of the data?**  
   *Also state who decides on what data will be kept and for how long.*

Answer

## 1.4 Data security

1. **What provisions are in place for data security?**  
   *(including data recovery as well as secure storage and the transfer of sensitive data)*

Answer

1. **Are the data safely stored in certified repositories for long term preservation and curation?**

Answer

## 1.5 Ethical aspects

1. **Are there any ethical or legal issues that could impact on data sharing?***You can also discuss this in the context of the outcomes of the ethics review and if relevant, include references to ethics report(s) and the ethics section in the Annex 1.*

Answer

1. **Is informed consent for data sharing and long-term preservation included in questionnaires dealing with personal data?**

Answer

## 1.6 Other

1. **Do you use other national / funder / sectorial / departmental procedures for data management? If yes, which ones?**

Answer

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| **Document Title:** | EMPIR Contracts  Reporting Template 9: Data management plan | |  |
| **Document Code:** | P-CON-TMP-109 | Version 1.2 |
| **Document Control:** | Approved: EMRP Programme Manager | 2019-08-06 |