# Data Management Plan for Research Students

# Overview

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| **Researcher:** |
| **Project title:** |
| **Project duration:** |
| **Project context:**  What is the discipline and subject of your research? |

# 2. Defining your data/research sources

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| **2.1 Where will your data/research sources come from?**  Is it gathered from experiments? From the literature?  What instruments? How about observations or photos?  [You can delete these prompts when you’re done if you want] |
| **2.2 How often will you get new data?**  Continuously or just from discrete experiments?  How many experiments per week?  How will this change over time? |
| **2.3 How much data/information will you generate?**  Try to state this in kB/MB/GB  How much have you got so far?  Try to estimate how this will grow for the rest of the project |
| **2.4 What file formats will you use?**  What software is required to access the data? Are free/open alternatives available?  What type of data does each format hold? |

# Organising your data

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| **3.1How will you structure and name your folders and files?**  Are there any set or recommended standards in your discipline? |
| * 1. **What additional information is required to understand each data file?**   What would you need to know to reproduce the results from this data? |
| **3.3 What different versions of each data file or source will your create?**  How will you differentiate between different versions, for example do you plan to use files names to denote different versions, e.g. V1, V1.1, V2 etc? |

# Looking after your data

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| **4.1 Where will you store your data?**  Laptop? USB drive? Network storage? In the cloud? |
| **4.2 How will your data be backed up?**  How many copies?  Where are they stored?  How often are copies updated? |
| * 1. **How will you test whether you can restore from your backups?** |

# 5. Sharing your data

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| **5.1 Who owns the data you generate?**  Is it you? Your supervisor? The University? An external partner? |
| **5.2 Who else has a right to see or use this data?**  Your supervisor, collaborators, group members? |
| **5.3 Who else should reasonably have access to this data when you share it?**  Readers of your published work? The General Public? |
| **5.4 What should/shouldn’t be shared and why?**  Consider any ethical, legal or commercial restrictions that may affect what you share, how you share it and who you share it with? |

# Archiving your data

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| * 1. **What should be archived beyond the end of your project?**   Everything? Just what you used for your thesis?  What might others need/want? |
| **6.2 For how long should it be stored?**  EPSRC guidelines say “10 years from the date of last access” |
| **6.3 When will files be moved into the data archive/repository?**  As you complete the analysis of each file? When you submit your thesis? |
| **6.4 Where will the data be stored?**  Disciplinary repository (e.g. crystallography databases)? X drive? Opus? |
| **6.5 Who is responsible for moving data to the data archive and maintaining it?**  You? Your supervisor? The University? |
| **6.6 Who should have access and under what conditions?**  Are there any embargoes necessary? |

# Executing your plan

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| * 1. **Who is responsible for making sure this plan is followed?**   You may wish to discuss and agree this with your supervisor |
| **7.2 How often will this plan be reviewed and updated?**  You may wish to discuss and agree this with your supervisor |
| **7.3 What actions have you identified from the rest of this plan?**  List them here with timescales |
| **7.4 What further information do you need to carry out these actions?**  Where can you find this information?  Who might you be able to ask? |

# Notes on completing this form

* Type as much (or as little) as you feel you need to into each box: it will expand to accommodate what you write;
* You can leave or remove the prompts in grey once you’re done;
* For help with completing this DMP, please contact [researchdata@brunel.ac.uk](mailto:researchdata@brunel.ac.uk)