

Catalog RDMO

Section General

Subsection Topic

Question set

Questions

- **Text:** What is the main research question of the project?
- **Text:** Please give some keywords describing the research question.

Question

Text Which research field(s) does this project belong to?

Help The list of disciplines follows the [http://www.dfg.de/en/dfg_profile/statutory_bodies/review_boards/subject_classification_of_the_DFG_\(German_Research_Foundation\)](http://www.dfg.de/en/dfg_profile/statutory_bodies/review_boards/subject_classification_of_the_DFG_(German_Research_Foundation)).

Options

- Humanities and Social Sciences / Ancient Cultures
- Humanities and Social Sciences / History
- Humanities and Social Sciences / Fine Arts, Music, Theatre and Media Studies
- Humanities and Social Sciences / Linguistics
- Humanities and Social Sciences / Literary Studies
- Humanities and Social Sciences / Non-European Languages and Cultures, Social and Cultural Anthropology, Jewish Studies and Religious Studies
- Humanities and Social Sciences / Theology
- Humanities and Social Sciences / Philosophy
- Humanities and Social Sciences / Education Sciences
- Humanities and Social Sciences / Psychology
- Humanities and Social Sciences / Social Sciences
- Humanities and Social Sciences / Economics
- Humanities and Social Sciences / Jurisprudence
- Life Sciences / Basic Biological and Medical Research
- Life Sciences / Plant Sciences
- Life Sciences / Zoology
- Life Sciences / Microbiology, Virology and Immunology
- Life Sciences / Medicine
- Life Sciences / Neurosciences
- Life Sciences / Agriculture, Forestry, Horticulture and Veterinary Medicine
- Natural Sciences / Molecular Chemistry
- Natural Sciences / Chemical Solid State and Surface Research
- Natural Sciences / Physical and Theoretical Chemistry
- Natural Sciences / Analytical Chemistry, Method Development (Chemistry)
- Natural Sciences / Biological Chemistry and Food Chemistry
- Natural Sciences / Polymer Research
- Natural Sciences / Condensed Matter Physics

- Natural Sciences / Optics, Quantum Optics and Physics of Atoms, Molecules and Plasmas
- Natural Sciences / Particles, Nuclei and Fields
- Natural Sciences / Statistical Physics, Soft Matter, Biological Physics, Nonlinear Dynamics
- Natural Sciences / Astrophysics and Astronomy
- Natural Sciences / Mathematics
- Natural Sciences / Atmospheric Science and Oceanography
- Natural Sciences / Geology and Palaeontology
- Natural Sciences / Geophysics and Geodesy
- Natural Sciences / Geochemistry, Mineralogy and Crystallography
- Natural Sciences / Geography
- Natural Sciences / Water Research
- Engineering Sciences / Production Technology
- Engineering Sciences / Mechanics and Constructive Mechanical Engineering
- Engineering Sciences / Process Engineering, Technical Chemistry
- Engineering Sciences / Heat Energy Technology, Thermal Machines, Fluid Mechanics
- Engineering Sciences / Materials Engineering
- Engineering Sciences / Materials Science
- Engineering Sciences / Systems Engineering
- Engineering Sciences / Electrical Engineering
- Engineering Sciences / Computer Science
- Engineering Sciences / Construction Engineering and Architecture

Comment for Germany, the classification works, but we might consider also DDC as an option

Subsection Project schedule

Question set

Questions

- **Text:** When does the project start?
- **Text:** When does the project end?

Subsection Project partners

Question

Text Which persons or institutions are responsible for the project coordination?

Question set

Questions

- **Text:** Project partner
- **Text:** Does your institution have rules or guidelines for the handling of research data? If yes, please briefly outline them and refer to more detailed sources of information if necessary. Please also indicate, if the rules / guidelines are mandatory or optional.

Help: More and more universities and scientific institutions adopt research data management policies. These contain, among other things, recommendations and / or demands concerning the handling of research data by researchers of the institution. Principles and guidelines on handling research data at Bielefeld University or the Research data policy of the Georg-August University Goettingen.

- **Text:** Who is/are the contact person(s) for data management questions?

Help: Please give the name and an email address.

Subsection Funding

Question set

Questions

- **Text:** Who is funding the project?
- **Text:** Is the project within a special funding programme?
- **Text:** Does the funder have rules or recommendations for data management? If yes, please briefly outline them and refer to more detailed sources of information if necessary. Please also indicate, if the rules / guidelines are mandatory or optional.

Help: Funders of research also increasingly specify requirements regarding the management of research data in funded projects. Examples are the DFG Guidelines on the Handling of Research Data or the Guidelines on Data Management in Horizon 2020 of the European Commission.

Subsection Other requirements

Question

Text Are there requirements regarding the data management from other parties (e.g. the scholarly/scientific community)?

Help Examples of discipline-specific requirements are: - Guidelines on the Handling of Research Data in Biodiversity Research - Guidelines for the provision and use of quantitative data in education research (German) - Eligibility criteria for funding for scholarly editions in the literary studies (German) - Recommendations on data standards and tools as well as legal aspects associated with language corpora (German)

Options

- Yes
- No
- To be clarified

Question

Text Which are these additional requirements regarding data management?

Help Please briefly outline them and refer to more detailed sources of information if necessary. Please also indicate, if the rules / guidelines are mandatory or optional.

Section Content classification

Subsection Data

Question set

Help The following questions collect information on the data that is produced or used in the project. They also help to estimate the value of the data in terms of potential re-use and long-term preservation. Before data is newly created, it is advisable to check if there is existing data that could be re-used. This way, redundant collection or creation of research data is prevented. This saves efforts and costs. Furthermore, in the case of personal data, the [German Federal Data Protection Act](http://www.gesetze-im-internet.de/englisch_bdsge/englisch_bdsge.html) allows the collection of personal data only when there are no other reasonable means to clarify the research question (re-use of existing data would be such a reasonable means). Also, there shall be collected no more information than necessary. The information regarding the data collected, produced or used in the project is gathered along datasets. The definition of these datasets is an important conceptional decision that has to be made individually and carefully for each project.

Questions

- **Text:** What kind of dataset is it?

Help: Please briefly describe the data type and / or the method used to create or collect the data, for example: * quantitative online survey * 3D model / digital reconstruction of a stone age settlement * software developed within the project

Question set

Questions

- **Text:** Is the dataset being created or re-used?

Options:

- Created
- Re-used

- **Text:** If re-used, who created the dataset?

- **Text:** If re-used, under which address, PID or URL can the dataset be found?

Question set

Questions

- **Text:** Which individuals, groups or institutions could be interested in re-using this dataset? What are possible scenarios?

Question set

Questions

- **Text:** Is the dataset reproducible in the sense that it could be created / collected anew in case it got lost?

Help: Some data can, technically, be created anew at any time, as is the case with scientific experiments or digitised versions of analog objects (as long as the originals are still there and in good shape). However, this can consume a considerable amount of time and cost. With respect to long-term preservation, the effort of re-creation has to be weighed up against the effort of long-term preservation. Other data cannot be collected or created anew. Examples are all kinds of “time stamped” observations, be they from social science, astrophysics or any other discipline. Observations represent a certain phenomenon at a certain time and / or place and are therefore not repeatable. Their value for re-use as well as the loss in case of failed preservation is much higher than that of reproducible data.

Options:

- yes, with little effort
- yes, with moderate, but reasonable effort
- no or only with disproportionate cost or effort
- no, the data is not reproducible per se

Section Technical classification

Subsection Data

Question set

Questions

- **Text:** When does data collection or creation start?
- **Text:** When does data collection or creation end?
- **Text:** When does data cleansing / data preparation start?
- **Text:** When does data cleansing / data preparation end?
- **Text:** When does data analysis start?
- **Text:** When does data analysis end?

Question set

Questions

- **Text:** What is the actual or expected size of the dataset?

Options:

- less than 1 GB
- 1 GB to 1 TB
- 1 TB to 100 TB
- more than 100 TB

- exact size: _____
- not yet defined
- **Text:** How much data is produced per year?
- Help:** Optional. This is only of concern if the data production rate reaches TB scale.

Question set

Questions

- **Text:** Which file formats are used?
- Help:** When choosing a data format, one should consider the consequences for collaborative use, long-term preservation as well as re-use. It is advisable to prefer formats that are standardised, open, non-proprietary and well-established in the respective scholarly community. More criteria and detailed explanations can be found e.g. in the http://www.wissgrid.de/publikationen/Leitfaden_Data-Management-WissGrid.pdf target=_blank">WissGrid-Leitfaden, pp. 22 f.).

Question set

Questions

- **Text:** Which tools, software, technologies or processes are used to generate or collect the data?
- Help:** This information is necessary to be able to reconstruct the process by which the data was generated. It is also a prerequisite to judge the objectivity, reliability and validity of the dataset. For reproducible data, it is also required to re-generate the data if need be.
- **Text:** Which software, processes or technologies are necessary to use the data?
- Help:** To be able to re-use data (e.g. to replicate studies, for meta analysis or to solve new research questions), along with the data the software, equipment and knowledge about special methods to use the data are required . Just as with the formats, the recommendation is: the more standardised, open and established, the better for re-use.
- **Text:** Is documentation about relevant software needed to use the data?

Question set

Questions

- **Text:** Are different versions of the dataset created?
- **Text:** Which versioning strategy is applied for this dataset?
- Help:** Please briefly describe the project-internal regulations for the versioning of data sets (e.g.: What kind of changes require a new version? How are changes documented? What are the naming rules for different versions?)
- **Text:** Which technology or tool is used for versioning?
- Options:**
 - Simple copying
 - Version control system: _____
 - Other: _____
 - Not yet decided

Section Data usage

Subsection Usage scenarios

Question set

Help The following questions will help to estimate, which resources are necessary to enable the envisioned data usage scenarios during the project. These can be technical / IT resources as well as expertise brought in by e.g. data management or IT experts.

Questions

- **Text:** How / for what purpose will this dataset be used during the project?
- **Text:** How often will this dataset be used?
- **Text:** To what extent will infrastructure resources be required (e.g. CPU hours, bandwidth, storage space... etc.).

Options:

- Infrastructure resources of the usual workplace equipment are sufficient.
- The following infrastructure resources are needed: _____

- **Text:** Are there actual or potential usage scenarios that could benefit from support by a data management or IT expert, or that even require such support?

Options:

- Yes: _____
- No

Subsection Data storage and security

Question set

Questions

- **Text:** Where is the dataset stored during the project?
- **Text:** Under which URL can the dataset be accessed during the project?
- **Text:** Are there internal project guidelines for a consistent organisation of the data? If so, where they are documented?

Options:

- Yes: _____
- No
- Not yet

- **Text:** Is there a internal project guideline for naming the data? If so, please briefly outline the naming conventions and, if necessary, link to the documentation.

Options:

- Yes: _____
- No
- Not yet

Question set

Questions

- **Text:** Who is allowed to access the dataset?
- **Text:** How and how often will backups of the data be created?
Help: This question refers to backups while the data is being worked with. Questions of long-term preservation will be addressed in the respective section.
- **Text:** Who is responsible for the backups?
Help: This question refers to backups while the data is being worked with. Questions of long-term preservation will be addressed in the respective section.
- **Text:** Which measures or provisions are in place to ensure data security (e.g. protection against unauthorized access, data recovery, transfer of sensitive data)?

Subsection Data sharing and re-use

Question set

Questions

- **Text:** Is this dataset interoperable, i.e. allowing data exchange and re-use between researchers, institutions, organisations, countries etc.?
Options:
 - The dataset adheres to standardised formats: _____
 - The dataset is usable with available (open) software applications or software applications that are established and widely used in the respective community: _____
 - The dataset can easily be re-combined with different datasets from different origins: _____
 - Other aspects in terms of interoperability: _____

Comment: wortlaut noch relativ nah an Original-H2020-Frage

Question set

Questions

- **Text:** Will this dataset be published or shared?
Options:
 - Yes, internally with everyone, as long as they don't pass on the data
 - Yes, externally limited with individual approval
 - Yes, externally for everyone
 - No
- **Text:** If no, please explain why not. Please differentiate between legal and contractual reasons and voluntary restrictions.

- **Text:** If yes, under which terms of use or license will the dataset be published or shared?

Help: The options refer to the licenses of the <https://creativecommons.org/share-your-work/licensing-types-examples/> Creative Commons family.

Options:

- Attribution (BY)
 - Non-commercial (NC)
 - No derivative work (ND)
 - Share-alike (SA)
 - Public domain (CC0)
 - Other: _____
- **Text:** If there are any restrictions on the re-use of this dataset, please explain why.
 - **Text:** When will the data be published (if they are)?

Subsection Collaborative work

Question set

Questions

- **Text:** Will the data be collaboratively used?
- Options:**
- Yes, by several persons at various institutions
 - Yes, by multiple persons of the same workgroup at the same institution
 - No
- **Text:** Which platform / tools is / are used for collaboratively working on data and publications?
 - **Text:** How is the collaborative work on the same files organised?

Subsection Quality assurance

Question set

Questions

- **Text:** Which measures of quality assurance are taken for this dataset?

Question

Text Is the integration between the re-used and newly created data ensured? If yes, by which means?

Comment the stipulation that re-used and created data are of the same type (= and thus capable to be integrated) is problematic, since this implies properties of the data that are not a given. May be this should be reformulated to : Is the connection between re-used and created data ensures (which goes into the provenance realm)

Subsection Costs

Question set

Questions

- **Text:** What are the personnel costs for data management associated with the creation or acquisition of data in the project?

Help: Please estimate the effort in person months.

Range:

- Minimum: 0.0
- Maximum: 12.0
- Step: 0.1

- **Text:** What is the amount of non-personnel-costs for data management associated with the creation or acquisition of data in the project?

Help: Please estimate the effort in ****Euro****.

- **Text:** What are the personnel costs for data management associated with the the usage of data in the project?

Help: Please estimate the effort in person months.

Range:

- Minimum: 0.0
- Maximum: 12.0
- Step: 0.1

- **Text:** What is the amount of non-personnel-costs for data management associated with the usage of data in the project?

Help: Please estimate the costs in ****Euro****.

- **Text:** What are the personnel costs associated with data storage and data security in the project?

Help: Please estimate the effort in person months.

Range:

- Minimum: 0.0
- Maximum: 12.0
- Step: 0.1

- **Text:** What is the amount of non-personnel costs associated with the storage of the data sets during the project?

Help: Please estimate the costs in ****Euro****.

Section Metadata and referencing

Subsection Metadata

Question set

Questions

- **Text:** Which information is necessary for other parties to understand the data (that is, to understand their collection or creation, analysis, and research results obtained on its basis) and to re-use it?

Options:

- Location
- Content
- Methodology
- Creation process
- Technology
- Documentation of the software necessary to use the data
- Time
- Sources
- Agents
- Identifiers
- Other: _____

Comment: probably we should introduce a separate question for being findable and re-used

- **Text:** Which standards, ontologies, classifications etc. are used to describe the data and context information?

Options:

- Discipline-specific standards, classifications etc. are used: _____
- A custom description system is used (please briefly outline and, if necessary, indicate where it is documented in more detail): _____
- No fixed system for the description is used
- Other: _____
- It has not yet been decided, with which system the metadata and contextual information will be described

- **Text:** Which metadata are collected automatically?

- **Text:** In case it is unavoidable that you use uncommon or generate project-specific ontologies or vocabularies, will you provide mappings to more commonly used ontologies?

Help: This information is needed for a Horizon 2020 data management plan.

Comment: original H2020 question

- **Text:** Which metadata are collected semi-automatically?

- **Text:** Which metadata are collected manually?

- **Text:** Are metadata and context information being checked for correctness and completeness?

Options:

- Automatic check for completeness
- Manual check for correctness
- Manual check for completeness
- Other: _____

- **Text:** Who is responsible for documenting the metadata and context information and for checking if they are correct and complete?

Question set

Questions

- **Text:** What are the personnel costs associated with the the creation of metadata and context information in the project?

Help: Please estimate the effort in person months.

Range:

- Minimum: 0.0
- Maximum: 12.0
- Step: 0.1

- **Text:** What is the amount of non-personnel-costs associated with the creation of metadata and context information in the project?

Help: Please estimate the costs in ****Euro****.

Subsection Structure, granularity, and referencing

Question set

Questions

- **Text:** What is the structure of the data? How are the individual components of the dataset related to each other? How is the dataset related to other datasets used in the project?

Question set

Help The purpose of Persistent Identifiers (PIDs) is to ensure the permanent reference of (in particular) digital objects like online publications and research data. When traditional hyperlinks are used as reference, they point directly to the storage location of the data. The problem is, that if the storage location is changed, the link will not work anymore. A PID serves as an intermediate from which requests are directed to the current object location (this is called “resolving” of a PID). The PID stays the same, even if the storage location changes. While a mere hyperlink in this case would lead to nowhere, via the PID the object is still accessible. You can find more information about the mode of operation, usage and different kinds of PIDs in e.g. an [online tutorial](http://training.dasish.eu/training/3/) created by the DASISH project or in the [information material](http://www.andis.org.au/guides#identify) of the Australian National Data Service (ANDS) (scroll down to “Identifying data and researchers”).

Questions

- **Text:** Will persistent identifiers (PIDs) be used for this data set?
- **Text:** Which system of persistent identifiers shall be used?

Options:

- Handle / DOI
- PURL
- ARK
- URN
- ISLRN

– Other: _____

- **Text:** Which (sub-) entities / sub units should be referenced using identifiers? Which of those identifiers should be persistent and citable?
- **Text:** Who is responsible for the maintenance of the PIDs and the object maintenance (i.e. who is responsible notifying the PID-Service about object relocation and the new address)?

Help: A prerequisite for PIDs to work as promised is that they - as well as the objects they refer to - are maintained in a continuous and reliable way.. This means, for example, that if the object location changes, this information is updated. When the data are stored in a data centre or repository, these tasks are usually taken care of by the data centre / repository. However, to be sure, the responsibilities should be checked beforehand.

Question set

Questions

- **Text:** What are the personnel costs associated with of persistent identifiers in the project?

Help: Please estimate the effort in person months.

Range:

- Minimum: 0.0
- Maximum: 12.0
- Step: 0.1

- **Text:** What is the amount of non-personnel-costs associated with persistent identifiers in the project?

Help: Please estimate the costs in Euro.

Section Legal and ethics

Subsection General legal issues

Question

Text Does the legal situation of different countries have to be considered?

Help If you answer this question with “Yes”, please get in touch with the legal department or a respective contact person at your institution to clarify if this has consequences for the project and its data management and if yes, what consequences these are.

Subsection Sensitive data

Question set

Questions

- **Text:** Does this dataset contain personal data?

Help: European Data Protection Law may apply. The German Federal Data Protection Act defines personal data as „any information concerning the personal or material circumstances of an identified or identifiable individual (the data subject)” https://www.gesetze-im-internet.de/bdsg_1990/___3.html target=_blank“(BDSG, §3 Abs. 1)”. A person

is “identified” when it is obvious whom the data is associated with. A person is “identifiable” when it is possible to find out which person the data refers to with additional information (See Häder 2009, p. 7). The handling of personal information is regulated by law. More information (in German only) can be found in the following publications: * [Michael Häder \(2009\): Der Datenschutz in den Sozialwissenschaften. RatSWD Working Paper No. 90.](http://www.ratswd.de/download/RatSWD_WP_2009/RatSWD_WP_90.pdf) * [Uwe Jensen \(2012\): Leitlinien zum Management von Forschungsdaten. Sozialwissenschaftliche Umfragedaten. GESIS Technical Report 2012|07.](http://www.gesis.org/fileadmin/upload/forschung/publikationen/gesis_reihen/gesis_107.pdf) (esp. pp. 13 ff) * [Handreichung: Informationen zu rechtlichen Aspekten bei der Handhabung von Sprachkorpora.](http://www.dfg.de/download/pdf/foerderung/grundlagen_dfg_foerderung/informationen_fachwissenschaften/Handreichung: Informationen zu rechtlichen Aspekten bei der Handhabung von Sprachkorpora.) (esp. part 1.1 and part 2.2)

Question

Text Which law applies with respect to the aspects of data protection in the project?

Help It depends on the kind of institution which law applies. Federal public bodies and private institutions are subject to the Federal Data Protection Act (BDSG). To public bodies of the states (e.g. universities), the respective State Data Protection Acts apply. (See [Michael Häder \(2009\): Der Datenschutz in den Sozialwissenschaften. RatSWD Working Paper No. 90.](http://www.ratswd.de/download/RatSWD_WP_2009/RatSWD_WP_90.pdf), pp. 6 f.). In some areas, field-specific laws apply. These override the Federal and State Data Protection Acts. Examples are the Social Security Act X for medical data and the Federal Statistics Act for census data. (See [Uwe Jensen \(2012\): Leitlinien zum Management von Forschungsdaten. Sozialwissenschaftliche Umfragedaten. 2012.](http://www.gesis.org/fileadmin/upload/forschung/publikationen/gesis_reihen/gesis_107.pdf) p. 14.)

Options

- Bundesdatenschutzgesetz (BDSG, Federal Data Protection Act)
- Landesdatenschutzgesetz Baden-Württemberg (State Data Protection Act of Baden-Württemberg)
- Landesdatenschutzgesetz Bayern (State Data Protection Act of Bavaria)
- Landesdatenschutzgesetz Berlin (State Data Protection Act of Berlin)
- Landesdatenschutzgesetz Bremen (State Data Protection Act of Bremen)
- Landesdatenschutzgesetz Brandenburg (State Data Protection Act of Brandenburg)
- Landesdatenschutzgesetz Hamburg (State Data Protection Act of Hamburg)
- Landesdatenschutzgesetz Mecklenburg-Vorpommern (State Data Protection Act of Mecklenburg-Vorpommern)
- Landesdatenschutzgesetz Hessen (State Data Protection Act of Hesse)
- Landesdatenschutzgesetz Nordrhein-Westfalen (State Data Protection Act of North Rhine-Westphalia)
- Landesdatenschutzgesetz Rheinland-Pfalz (State Data Protection Act of Rhineland-Palatinate)
- Landesdatenschutzgesetz Niedersachsen (State Data Protection Act of Lower Saxony)
- Landesdatenschutzgesetz Saarland (State Data Protection Act of Saarland)
- Landesdatenschutzgesetz Sachsen (State Data Protection Act of Saxony)
- Landesdatenschutzgesetz Sachsen-Anhalt (State Data Protection Act of Saxony-Anhalt)
- Landesdatenschutzgesetz Schleswig-Holstein (State Data Protection Act of Schleswig-Holstein)
- Landesdatenschutzgesetz Thüringen (State Data Protection Act of Thuringia)
- Sozialgesetzbuch X (Social Security Act X), e.g. for medical data
- Bundesstatistikgesetz (Federal Statistics Act), e.g. for census data
- Other: _____

Question set

Questions

- **Text:** Does the dataset contain “information on racial and ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or sex life” (BDSG §3, Abs.9)?

Help: These kinds of data are considered particularly sensitive and require even more extensive safeguards. If you answer this question with “Yes”, please get in touch with the data protection officer of your institution to check which additional protection measures are necessary.

- **Text:** Will the data be anonymised or pseudonymised?

Options:

- Yes, during the collection
- Yes, before / at the beginning of the data analysis
- Yes, after the data analysis / before publication
- No

- **Text:** To what extent is the “informed consent” obtained from the persons concerned?

Help: Basically, the collection, processing, archiving and publication of personal data is only admissible, when the “informed consent” of the person in question has been obtained. There are only very few cases in which this is not the case (see, also for more information: http://www.dfg.de/download/pdf/foerderung/grundlagen_dfg_foerderung/informationen_fachwissenschaften/target=_blank)>Informationen zu rechtlichen Aspekten bei der Handhabung von Sprachkorpora, p. 6).

Options:

- For analysis / use of the data within the project as well as for re-use
- Only for analysis / use of the data within the project
- The “informed consent” is not obtained

- **Text:** If no “informed consent” is obtained, please give the reasons for not doing so.
- **Text:** Where and how is the “informed consent” documented?
- **Text:** By when will the (un anonymised or unpseudonymised) original data be safely deleted?

Question set

Questions

- **Text:** Does this dataset contain sensitive data other than personal data?

Help: Examples are data that contain trade or business secrets or geoinformation on endangered species.

- **Text:** If yes, please describe the non-personal sensitive data used in the project.

Question set

Questions

- **Text:** What are the personnel costs associated with the anonymization of sensitive data in the project?
Help: Please estimate the effort in person months.
- **Text:** What is the amount of non-personnel-costs associated with the anonymization of sensitive data in the project?
Help: Please estimate the costs in ****Euro****.
Range:
 - Minimum: 0.0
 - Maximum: 12.0
 - Step: 0.1
- **Text:** What are the personnel costs associated with other (non-technical) security measures for sensitive data in the project?
Help: Please estimate the effort in person months.
- **Text:** What is the amount of non-personnel-costs for other (non-technical) security measures for sensitive data for the project?
Help: Please estimate the costs in ****Euro****.
Range:
 - Minimum: 0.0
 - Maximum: 12.0
 - Step: 0.1

Question set

Questions

- **Text:** Has the project been approved by a research ethics committee?
Options:
 - Yes, reviewed and approved by the following committee: _____
 - Yes, approved under obligations which will be complied in the following way: _____
 - Not yet, but it is already in the review process
 - Not yet, it will be handed in for review by: _____
 - No, a review is not necessary, because: _____
- **Text:** Is a statutory approval / permit needed for the research?
Options:
 - No
 - Yes. The permit has been received.
 - Yes. The permit has been applied for on: _____
 - Yes. The permit will be applied for by: _____
- **Text:** If yes, which permit?
- **Text:** If yes, which is the responsible agency?
- **Text:** Is a data access committee needed to handle access requests to the published data of the project?

Subsection Intellectual property rights

Question

Text Does the project use and/or produce data that is protected by intellectual or industrial property rights?

Help Data or software can be subject to intellectual or industrial property rights. Applicable laws differ broadly even within EU. According to the German copyright law (UrhG) works of literature, scholarship and the arts that can be regarded as a “personal intellectual creation” are protected by copyright. Copyright protection expires 70 years after the death of the copyright holder. Mere data, e.g. measured data or survey data, and metadata (except in some cases descriptive metadata) are not protected by copyright. § 2 of the UrhG lists the following kinds of protected works (list is not concluded): * linguistic works such as written works, speeches and computer programs * works of music * pantomimic works including works of the art of dance * works of the fine arts including works of architecture and the applied arts as well as sketches of such works * works of photography and cinematography * descriptions and illustrations of scholarly or technical nature such as drawings, plans, maps, sketches, tables and three-dimensional representations According to § 3, copyright is also applicable to translations and other modifications or adaptations of a work if they are individual intellectual creations of the editor. Finally, according to § 4 copyright also extends to collected editions and database works. Collected editions are “collections of work, data or other independent elements that are individual intellectual creations based on the selection and arrangement of the elements”. Database works are defined as “collected editions, the elements of which are arranged in a systematic or methodical way and can be accessed individually by electronic means or in other ways”. Other relevant property rights can be trademarks, patents, utility models, plant variety rights protection, integrated circuit layout design protection, geographical indications or registered designs.

Question set

Questions

- **Text:** Does copyright law apply to this dataset?

Options:

- work of literature, scholarship or the arts
- translation or other edition of a work
- collected edition or database work
- Other: _____
- No

- **Text:** Do other intellectual property rights apply to this dataset?

Options:

- patent
- utility model
- trademark
- plant variety rights protection
- integrated circuit layout design protection
- geographical indication
- registered design
- Other: _____
- No

- **Text:** Was investigated who the rights owner is?

Options:

- Yes: _____
- No

Question set

Questions

- **Text:** What are the personnel costs associated with intellectual property rights in the project?

Help: Please estimate the effort in person months.

Range:

- Minimum: 0.0
- Maximum: 12.0
- Step: 0.1

- **Text:** What is the amount of non-personnel-costs regarding intellectual property rights in the project?

Help: Please estimate the costs in ****Euro****.

Section Storage and long-term preservation

Subsection Selection

Question set

Questions

- **Text:** What are the criteria / rules for the selection of the data to be archived (after the end of the project)?
- **Text:** Who selects the data to be archived?

Subsection Long-term preservation

Question set

Questions

- **Text:** Does this dataset have to be preserved for the long-term?
- **Text:** What are the reasons this dataset has to be preserved for the long-term?

Options:

- Used in a publication / proof of good scientific practice
- Re-use in subsequent projects or by others
- Legal obligations
- Documentation, because it is relevant to society
- Self-commitment
- Other: _____

- **Text:** How long will the data be stored?

- **Text:** How long is it intended that the data remains re-usable.

Comment: Original H2020 question

- **Text:** Where will the data (including metadata, documentation and, if applicable, relevant code) be stored or archived after the end of the project?

Options:

- Own institution
- Discipline specific data center: _____
- Generic data center: _____
- Has not yet been decided
- Other: _____

- **Text:** Is the repository or data centre chosen certified (e.g. Data Seal of Approval, nestor Seal or ISO 16363)? (If the dataset is archived at several places, you may answer this question with yes, if this applies to at least one of these.)

- **Text:** Have you explored appropriate arrangements with the identified repository?

Help: (original question from Horizon 2020 FAIR Data Management Plan)

- **Text:** Shall there be an embargo period before the data are made available?

- **Text:** How will the identity of the person accessing the data will be ascertained?

Comment: Original from H2020 FAIR Data Management Plan

- **Text:** By when will the data be archived?

Question set

Questions

- **Text:** What are the personnel costs associated with long-term preservation for the project?

Help: Please estimate the effort in person months.

Range:

- Minimum: 0.0
- Maximum: 12.0
- Step: 0.1

- **Text:** What is the amount of non-personnel-costs regarding long-term preservation for the project?

Help: Please estimate the costs in ****Euro****.

- **Text:** How will the datamanagement costs of the project be covered?