DATA MANAGEMENT PLAN

QUESTIONS TO CONSIDER – A BLANK TEMPLATE IS ALSO INCLUDED BELOW

DATA COLLECTION

What data will you collect or create?

[Questions to consider: - What type, format and volume of data? - Do your chosen formats and software enable sharing and long-term access to the data? - Are there any existing data that you can reuse?]

How will the data be collected or created?

[Questions to Consider: - What standards or methodologies will you use? - How will you structure and name your folders and files? - How will you handle versioning? - What quality assurance processes will you adopt?]

DOCUMENTATION AND METADATA

What documentation and metadata will accompany the data?

[Questions to consider: - What information is needed for the data to be to be read and interpreted in the future? - How will you capture / create this documentation and metadata? - What metadata standards will you use and why?]

ETHICS AND LEGAL COMPLIANCE

How will you manage any ethical issues?

[Questions to consider: - Have you gained consent for data preservation and sharing? - How will you protect the identity of participants if required? E.g. via anonymisation - How will sensitive data be handled to ensure it is stored and transferred securely?]

How will you manage copyright and Intellectual Property Rights (IPR) issues?

[Questions to consider: - Who owns the data? - How will the data be licensed for reuse? - Are there any restrictions on the reuse of third-party data? - Will data sharing be postponed / restricted e.g. to publish or seek patents?]

STORAGE AND BACKUP

How will the data be stored and backed up during the research?

[Questions to consider: - Do you have sufficient storage or will you need to include charges for additional services? - How will the data be backed up? - Who will be responsible for backup and recovery? - How will the data be recovered in the event of an incident?]

How will you manage access and security?

[Questions to consider: - What are the risks to data security and how will these be managed? - How will you control access to keep the data secure? - How will you ensure that collaborators can access your data securely? - If creating or collecting data in the field how will you ensure its safe transfer into your main secured systems?]

SELECTION AND PRESERVATION

Which data are of long-term value and should be retained, shared, and/or preserved?

[Questions to consider: - What data must be retained/destroyed for contractual, legal, or regulatory purposes? - How will you decide what other data to keep? - What are the foreseeable research uses for the data? - How long will the data be retained and preserved?]

What is the long-term preservation plan for the dataset?

[Questions to consider: - Where e.g. in which repository or archive will the data be held? - What costs if any will your selected data repository or archive charge? - Have you costed in time and effort to prepare the data for sharing / preservation?]

DATA SHARING

How will you share the data?

[Questions to consider: - How will potential users find out about your data? - With whom will you share the data, and under what conditions? - Will you share data via a repository, handle requests directly or use another mechanism? - When will you make the data available? - Will you pursue getting a persistent identifier for your data?]

Are any restrictions on data sharing required?

[Questions to consider: - What action will you take to overcome or minimise restrictions? - For how long do you need exclusive use of the data and why? - Will a data sharing agreement (or equivalent) be required?]

RESPONSIBILITIES AND RESOURCES

Who will be responsible for data management?

[Questions to consider: - Who is responsible for implementing the DMP, and ensuring it is reviewed and revised? - Who will be responsible for each data management activity? - How will responsibilities be split across partner sites in collaborative research projects? - Will data ownership and responsibilities for RDM be part of any consortium agreement or contract agreed between partners?]

What resources will you require to deliver your plan?

[Questions to consider: - Is additional specialist expertise (or training for existing staff) required? - Do you require hardware or software which is additional or exceptional to existing institutional provision? - Will charges be applied by data repositories?]

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