Data management plan (DMP)

[projectname]

acronym

|  |  |  |
| --- | --- | --- |
| Version | Effective date | Description of document/changes |
| 1.0 | [datever1] | First version of DMP – created for start of project (deliverable x.y) |
| 2.0 | XY/XY/XYXY | Second version of DMP – prepared for midterm review (deliverable x.z) |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Level of distribution |  | This DMP is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/legalcode) (CC BY 4.0).  DOI: [xxx] |

**Project details**

|  |  |
| --- | --- |
| Project Coordinator Principal Investigator | [coordinatorname], [coordinatormail], [coordinatorid],  [coordinatoraffiliation], [coordinatorror] |
| Contact person (responsible for data management and DMP) | [contactname],[contactmail],[contactid],[contactaffiliation], [contactror] |
| DMP contributors | [contributors] |
| Start date | [startdate] |
| End date | [enddate] |
| Funder, funding programme,  grant number | [grantid] |
| Internal project number  TU Wien | […] |

**List of acronyms**

|  |  |
| --- | --- |
| DMP | data management plan |
| RDM | research data management |
| … |  |
| … |  |
| … |  |
| … |  |

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# Introduction

### Science Europe practical guide, FAIR data

A DMP is a structured document that keeps record of what research data is created and what happens to that data during and after a project. It helps with planning the research process and defining responsibilities in a research project involving several researchers or institutions.

For writing this DMP, we followed [the recommendations of Science Europe](https://www.scienceeurope.org/our-resources/practical-guide-to-the-international-alignment-of-research-data-management/) as they reflect the guidelines agreed upon by the major funders in Europe.

To make our data FAIR, they generally will be treated according to the following criteria:

* We will make our data findable, by uploading it to a data repository that provides a persistent identifier, and adding relevant metadata.
* We will make our data accessible by providing open access to data, wherever possible. In cases, where open access is not possible, we will provide meaningful metadata plus contact information for access requests.
* We will make our data interoperable by providing and describing data in a way that is common within our domain by using the same file formats, schemas and vocabularies. We will provide good documentation for all our datasets.
* We will make our data reusable by adding metadata and comprehensive Readme files to all published data sets. The descriptions include details on the methodology used, analytical and procedural information. In case of publication, licenses for code and data will always be assigned and clearly marked.

### Relevant Policies and Guidelines

* TU Wien Policy for Research Data Management: <https://www.tuwien.at/index.php?eID=dms&s=4&path=Directives%20and%20Regulations%20of%20the%20Rectorate/Policy%20for%20Research%20Data%20Management.pdf>
* Directives and Regulations of the TU Wien Rectorate: <https://www.tuwien.at/en/tu-wien/organisation/central-divisions/data-protection-and-document-management/directives-regulations/>
* TU Wien Data Protection: <https://www.tuwien.at/en/tu-wien/organisation/central-divisions/data-protection-and-document-management/data-protection-at-tu-wien>
* European Commission’s document on Ethics and Data Protection: <https://ec.europa.eu/info/sites/info/files/5._h2020_ethics_and_data_protection.pdf>
* Other (e.g. from a project partner)

# Data description

### 1a List of data sets that will be reused or produced

Produced data sets

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| dataset ID | name | type | format | estimated volume | contains sensitive data |
| P1 | [dataset1name] | [dataset1type] | [dataset1format] | [dataset1vol] | yes/no |
| x | x | x | x | x | x |

Reused data sets

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| dataset ID | name | type | format | estimated volume | contains sensitive data |
| R1 | … | … | … | … | yes/no |
| R2 |  |  |  |  |  |
| R3 |  |  |  |  |  |

### 1b Data generation and reuse

**Data generation**

[[datageneration]]

**Data reuse**

No information yet for data reuse.

# Documentation and data quality

### 2a Data organisation, metadata and documentation

The filenames will follow the projects naming convention as defined in document name and include a timestamp of creation. Version control is automated.

[metadata]

Additionally, we will provide common metadata such as title, description or keywords when publishing data in open access repositories. In such a case, we will follow the default template provided by the repository, such as Data Cite Metadata or Dublin Core.

A far as possible, we will use controlled vocabularies for our data to allow inter-disciplinary interoperability and machine-actionability.

### 2b Data quality control

Data quality checks will be done, e.g. checks of consistency of labels, logical errors in the data, data curation, and version control.

# Storage and backup during research process

### 3a Storage and backup facilities

For the duration of the project, storage and backup of data will be ensured by the project manager in cooperation with the responsible representative of TU.it. The infrastructure of TU Wien will be used for this purpose.

[storage]

### 3b Data security and protection of sensitive data

All incidents will be handled individually by an incident response team that is maintaining the affected service.

Access to the data during research:

|  |  |  |  |
| --- | --- | --- | --- |
| dataset ID | selected project members | all other project members | the public |
| P1 | writing | reading only | no access |
| P2 | writing | writing | reading only |
| P3 | writing | reading only | no access |
| P4 | writing | no access | no access |
| R1 | reading only | reading only | reading only |

“Project members will not store sensitive data on computers in the lab or external hard drives connected to those computers. They will not carry data with them (e.g. on laptops, USB sticks, or other external media). All data centers where project data is stored have sufficient certifications. All project web services are addressed via secure http (https://...). Project members have been instructed about both generic and specific risks to the project.”

We pay strict attention to compliance with the relevant institutional and national data protection policies listed in the introduction of this document.

# Legal and ethical requirements

### 4a Personal data

At this stage, it is not foreseen to process any personal data in the project. If this changes, advice will be sought from the data protection specialist at TU Wien (Verena Dolovai), and the DMP will be updated.

### 4b Intellectual property rights and ownership

TU Wien will be the owner of the data generated and have the rights to control access. Further details will be covered in the consortium agreement.

The digital research data obtained will be published Open Access under a Creative Commons CC-BY license, provided that there are no data protection concerns. Further data will be made available with restrictive access.

### 4c Ethical issues

Ethical issues in the project have been identified and discussed with the Research Ethics Coordinator at TU Wien (<https://www.tuwien.at/en/research/rti-support/research-ethics/>). They relate to… and will be resolved by… Relevant ethical guidelines in this project are…

# Data sharing and long-term preservation

### 5a Data publication, restrictions and embargo periods

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ID | data and metadata will be shared | restrictions / embargo reasons | estimated publication date | location for publication (repository) | PID | license |
| 1 | [dataset1access] |  | [dataset1pubdate] | [dataset1repo] |  | [dataset1license] |
| x | x | x | x | x | x | x |

Blabla on table and selection process…

### 5b Long-term preservation and reusability

|  |  |  |  |
| --- | --- | --- | --- |
| ID | location for long-term storage (min. 10 years) | discipline specific metadata standard used  (if available) | foreseeable research uses and/or users |
| 1 | TU data |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

[If applicable: Description of methods / software needed to access and use the data: …]

[If applicable: Description of protocol to access restricted data: …]

# RDM responsibilities and resources

### 6a RDM-roles and responsibilities

The [PI] / [data officer XY] will direct the data management process overall, with the research assistants responsible for ensuring metadata production, day-to-day cross-checks, back-up and other quality control activities are maintained. The lead country researchers will be responsible for routine supervision of the dataset development.

### 6b Resources

0.25 FTE are provided in the project for the appropriate preparation of the research data for preservation and publication. Preserving and publishing the data in the TU Wien data repository is free of charge.

Or table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Cost type | Description | Unit | Value |
| [cost1title] | [cost1type] | [cost1desc] | [cost1currency] | [cost1value] |
| x | x | x | x | X |
| **Estimated total costs** |  |  | **[costcurrency]** | **[costtotal]** |

[Additional description (if required): …]