Data management plan (DMP)

[projectname]

[projectacronym]

|  |  |  |
| --- | --- | --- |
| Version | Effective date | Description of document/changes |
| 1.0 | [datever1] | First version of DMP – created for start of project (deliverable x.y) |
| 2.0 | [datever2] | Second version of DMP – prepared for midterm review (deliverable x.z) |
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|  |  |  |

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| --- | --- | --- |
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**Project details**

|  |  |
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| Start date | [startdate] |
| End date | [enddate] |
| Funding programme,  grant number | [grantid] |
| Internal project number  TU Wien | […] |

**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>
* [Other (e.g. from a project partner)]

**List of acronyms**

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

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# Introduction

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.

# Data description

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

Data sets that will be produced

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ID | name | type | format | estimated volume | comment |
| P1 | [dataset1name] | [dataset1type] | [dataset1format] | [dataset1vol] | … |
|  |  |  |  |  |  |

Data sets that will be reused

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ID | name | type | format | estimated volume | comment |
| R1 | … | … | … | … | … |
| R2 |  |  |  |  |  |
| R3 |  |  |  |  |  |