

Data Management Plan for thesis/ internship – Radboud University

Name of researcher(s):	
Research title:	
Supervisors:	
Department/ research institute/ company:	
Start date of the project (DD/MM/YYYY)	

Brief description of research/thesis:

- Describe the research goal, methods, and hypotheses.

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Nature of the research data:

- Give a description of the nature of the data that will ensue from your research. State whether these will be raw data¹, processed data²; or analysed data³

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Hardware and software:

- What hardware and software (*mention version numbers*) will be used during collecting, processing and analysing of the data? (e.g. textual, statistical, recording, measuring)

File types:

- Provide a list of file type extensions of which the data will consist of (for example: .docx, .pdf, .txt, .csv, .jpeg, .wav, .mkv,)

Estimated size of data (# of MB's/GB's/TB's):

- What is the size of your data? Provide an estimate in mega-, giga- or terabytes.

Data management roles:

- Who manages and controls the data in the course of your research and afterwards? Is your research stand-alone or is it part of a broader project?
What is your involvement in data management and what is the role of your supervisor?

Storage during your research:

- Where will the data be stored during your research? How is secure storage of your data guaranteed?
What file structure and file naming convention⁴ do you intend to use?

Documentation:

- What kind of documentation will be provided for interpretation by others?
In what language will the documentation be submitted (Dutch, English)?

Ethical aspects:

- What are the issues regarding privacy or sensitive personal information?
In case of interviews: Do you have permission from the interviewees to use and store these data (informed consent⁵)?

Legal aspects:

- Who has control and the right of say over the data?
Who can access the data and what kind of editing rights do they have over the data?

Timeline:

- What is the approximate/ concise timeline from the collection of your data to the completion of your research project or thesis?
Which phases of the project are relevant for data management? Use the answers of the previous questions.

Terminology:

1. **Raw data**: data that has not yet been analysed, data in the state in which it was collected e.g. during experiments or observations.
2. **Processed data**: data that has been adjusted before analysis can begin, so by modifying or deleting incomplete, incorrect or sensitize parts of the dataset. So e.g. digitized, transcribed, cleaned and/or validated data.
3. **Analysed data**: data that has been analysed to get information out of the data, this can vary in complexity and outcome e.g. models, graphs, tables.
4. **File naming convention**: a standard method to name your files, e.g. data_name_field-of-research_sample-number_date.
5. **Informed consent**: a document in which a participant gives his or her consent to the research itself and the use and storage of the collected data. Often used with interviews.