

Data Management Plans (DMPs)

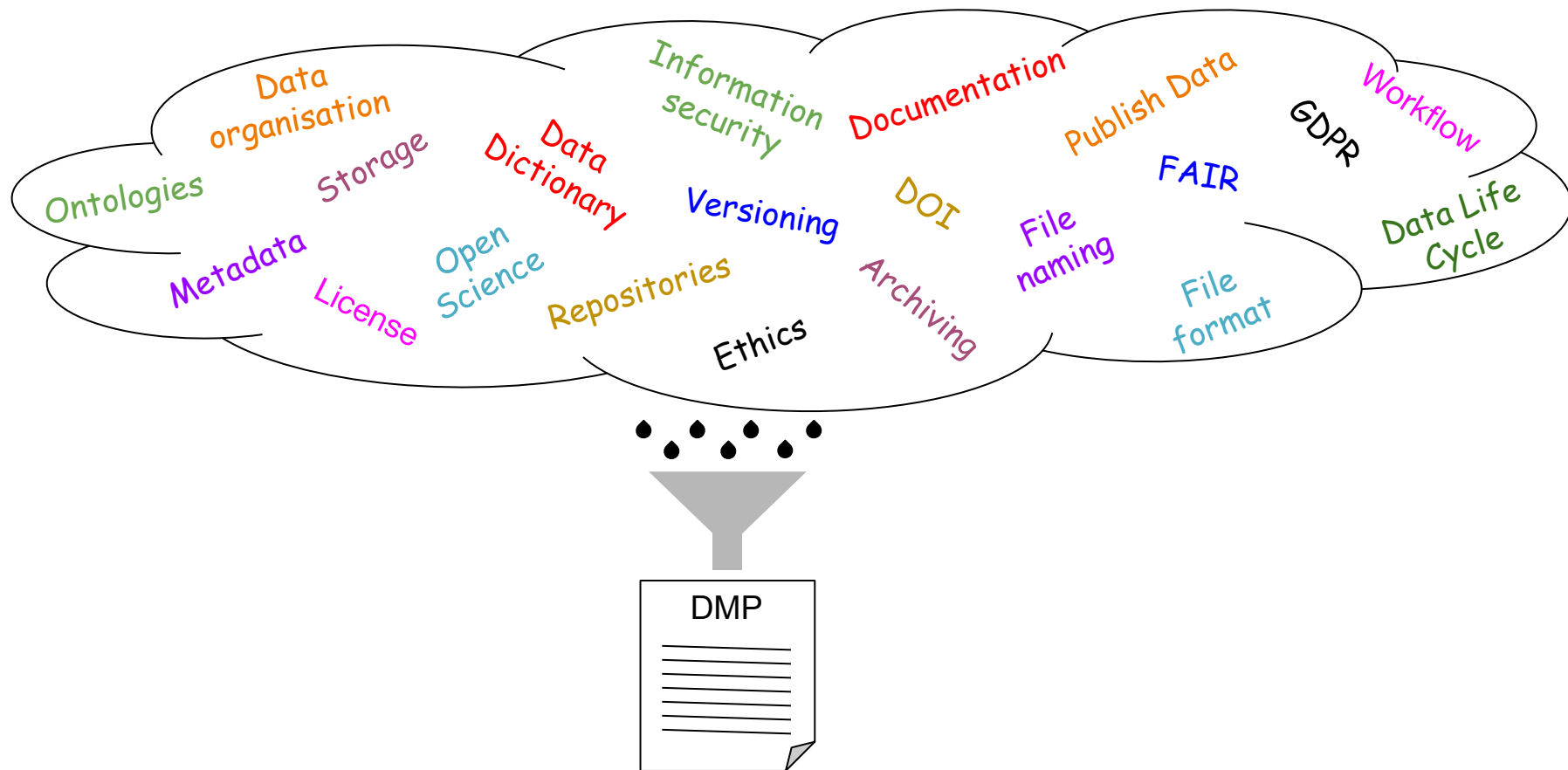
Introduction to Data Management Practices course

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<https://nbisweden.github.io/module-open-science-dm-practices/index.html>





- A document **addressing requirements and practices** for managing the project's data, code and documentation throughout the data life cycle
- Outlines the data management strategies in a project, how the data is:
 - collected
 - documented
 - organized
 - preserved



- Identify **gaps** in current data management strategies (reduce time spent later on)
- Facilitate collaboration by setting project wide **standards** (data organisation, naming conventions, metadata standards, vocabulary, ...)
- **Cost** estimation
- Clarify **responsibilities**
- Obtain **well-managed** research data (which enables reproducibility and reusability)
- First step towards **FAIRness**
- **Requirement** from funders and other stakeholders for reasons of **transparency, openness** and **return on investment**

A DMP is a **living document** that will develop throughout the project:

- **Project planning:** Outline the strategies to be able to estimate the resources needed, so this can be included in the proposal for funding.
- **Project start:** Complete with details e.g. about documentation, data quality measures, file and folder strategies, etc.
- **Project end:** Update with e.g. links to published data and details about archiving (what data and where).

1. Description of data

- What types of data will be created and/or collected, in terms of data format and amount/volume of data?

Reuse and
production of
research data

2. Documentation

- How will the material be documented and described, with associated metadata relating to structure, standards and format for descriptions of the content, collection method, etc.?

Documentation
procedures and
standards

3. Storage and backup

- How is data security, storage and backup of data and metadata safeguarded during the research process?

Storage,
security and
backup



4. Legal and ethical aspects

- How is data handling according to legal requirements safeguarded, e.g. in terms of handling of personal data, confidentiality and intellectual property rights?

Legal & ethical
and assurance
procedures

5. Accessibility and long-term storage

- How, when and where will research data or information about data (i.e. metadata) be made accessible?
- In what way is long-term storage safeguarded, and by whom?

Future reuse
and long-term
access aspects

6. Responsibility and resources

- Who are the responsible persons for data management?
- What resources (costs, labour input or other) will be required for data management?

Responsibilities
and resources
required

DMP templates:

- Provided by funding agencies, e.g. [Swedish Research Council](#) and [Science Europe](#)
- High-level questions, with no guidance on how to answer
- Use MS Word?



DMP tools:

- [DMPOnline](#) - Common for universities; Good guidance but not Life Science specific; Free text answer type;
- [Data Stewardship Wizard](#) - Provided by [SciLifeLab](#); Life Science specific guidance; Many questions with answer options;



- A data management plan (DMP) is a document that describes the data produced in the course of a research project.
- A DMP allows for well-managed data, and funding agencies often requires a DMP for transparency and return on investment.
- A DMP is a living document, the first version is written during project planning, and is then updated as the project proceeds.
- There are standard templates available e.g. at funder agencies, and tools to assist when writing.