

# Data Management Plans (DMPs)

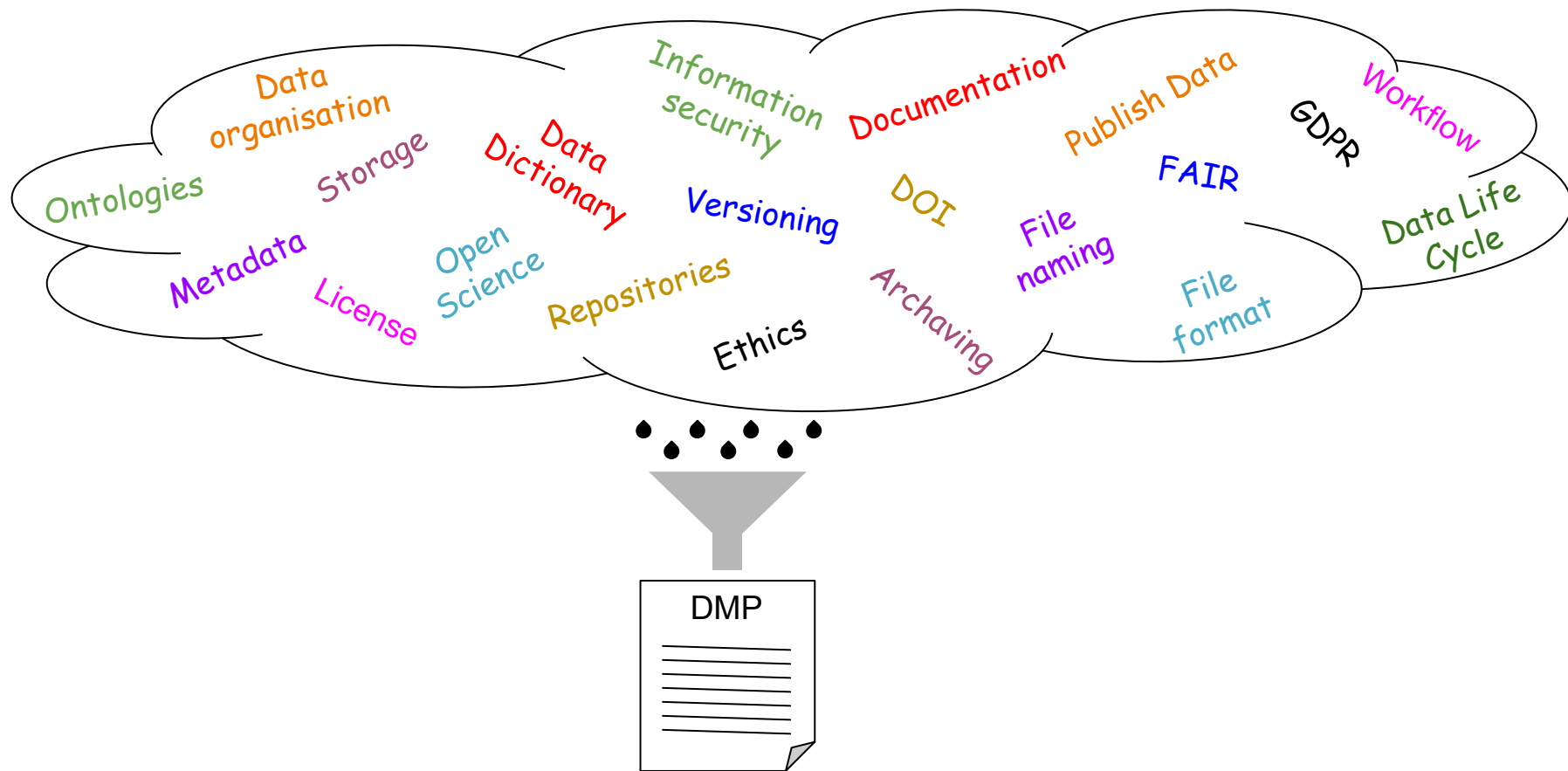
*Introduction to Data Management Practices course*

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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**

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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.