Project Information:

Enter information about the project you are working on. There are no required fields, however, this is an opportunity to capture your project information in one place.

Open an example on the DMPt to support

No mandatory fields – living document you complete gradually over time

-Captures bibliographic metadata more so than Subject Specific metadata but there is scope for Subject-specific

-Digital version allows you to add other researchers and has information hover overs to provide further explanations

-Influences: DCC and DMPOnline

Project Title

Top of Form

Principal Investigator

Start date

End date

Project Description Can be used later (copy and paste) to a repository

Funding source

Research code

Consent (Primary Contact)

\*\*Consent - If someone wants to access the data in the future who should be contacted?

Dataset Information:

Enter information about one of the datasets you have gathered or created. Datasets may be quantitative or qualitative.

There are no required fields, however, this is an opportunity to capture your project information in one place.

Dataset Title

Dataset id

\*\*Owner/Creator - Researchers who generate data as part of a wider project – do they own the data they collect? Will they be able to get access to the data if they move on?

Owner

Creator

Creator id Creator ID – I use ORCiD \*\*who has an ORCiD? [will come back to ORCiD]

Description again useful for copy and pasting

Start date Start and end dates of data collection are not always the same as the project

End date

Tools (Instruments used to capture and/or analyse dataset) \*\*Do you systematically record the tools used to generate data? – how detailed do you go? - Implications for reproducibility/transparency. Also note movement towards providing instrument PIDs and encouraging citation culture. This was added by researchers during development of DMPt.

Coverage start date

Coverage end date

Coverage space (Geographic range of dataset)

Format

\*\*How proprietary is/are the formats your data are in? Could you access them in 10 years’ time? Format – start considering long term preservation.

Plus tidy data principles – Have a copy of the raw data that you never touch. Consider a preservation copy that will be in a non-proprietary format (or at least in a format that is familiar to your research community). Issue of format shifting e.g. what if your external hard drive doesn’t plug into a modern computer in 10 years’ time? What if the programme ceases to be supported?

Keywords again useful for copy and pasting later.

Citations

Citations (Publications that cite the dataset – already published or forthcoming) those publications that cite the data – why this is a living document

Host department responsible for managing and storing the data

\*\*How easy would you be able to find that dataset a few years on? Location may be physical or digital – Use a stable/persistent URL so a repository with DOI is better than your personal website etc.

Location

Number of files tidy data principles – keep like with like and be consistent file naming

Space – At start this might be an estimate but it is good to think about this early on because it will help you decide the equipment and storage you will need to manage, work with, and back up the data.

\*\*Are you planning on destroying your data after X number of years? If not have you ensured your ethics and consent reflect this [where applicable].

\*\*Is it possible you might use the data for a future project?

\*\*Are you planning on making your data available to others? Do you have a funder or publisher mandate? Have you accounted for this in ethics and consent [where applicable].

\*\*How will you share the data? - Preservation copies and shared copies may not be the same format?

\*\*If you leave Otago for another University – do you know if you can still access the data, take it with you etc?

Retention end date

Release date

Access permission (choose one of the following):

* Metadata, description and the dataset
* Metadata and description
* Metadata
* No Information

 Method of sharing

Online version: <https://dmp.otago.ac.nz/>