0. Project title, author, version and date

Project:		
Author:	*Version:*	*Date:*

1. Description of the data

1.1 Type of study

Up to three lines of text that summarise the type of study (or studies) for which the data are being collected.

1.2 Assessment of existing data

An explanation of the existing data sources that will be used by the research project, with references. Or an analysis of the gaps identified between the currently available and required data for the research.

1.2 Types of data

Types of research data to be managed in the following terms: quantitative, qualitative; generated from surveys, interviews, administrative records, simulations, images. Include the use of any code or software if it aids the creation or processing of the data.

1.3 Format and scale of the data

File formats, software used, number of records, databases, (in terms that are meaningful in your field of research). Do formats and software enable sharing and long-term validity of data? How large is the data going to be?

2. Data collection / generation

Focus on the good practice and standards for ensuring new data are of high quality and processing is well documented.

2.1 Methodologies for data collection / generation

How the data will be collected/generated and which community data standards (if any) will be used at this stage.

2.2 Data quality and standards

How consistency and quality of data collection / generation will be controlled and documented, through processes of calibration, repeat samples or measurements, standardised data capture or recording, data entry validation, peer review of data or representation with controlled vocabularies.

3. Data management, documentation and curation

Focus on principles, systems and major standards. Focus on the main kind(s) of study data. Give brief examples and avoid long lists.

3.1 Managing, storing and curating data.

Briefly describe how data will be stored, backed-up, managed and curated in the short to medium term (https://www.ncl.ac.uk/library/academics-and-researchers/research/rdm/working/)

3.2 Metadata standards and data documentation

What metadata is produced about the data generated from the research? For example descriptions of data that enable research data to be used by others outside of your own team. This may include documenting the methods used to generate the data, analytical and procedural information, capturing instrument metadata alongside data, documenting provenance of data and their coding, detailed descriptions for variables, records, etc (see: *www.dcc.ac.uk/resources/metadata-standards* / http://www.data-archive.ac.uk/create-manage/document)

4. Data security and confidentiality of potentially disclosive information

*This section should be completed if your research data includes **personal data relating to human participants in research**. For other research, the safeguarding and security of data should also be considered. Information provided will be in line with your ethical review. Please note this section concerns protecting the data, not any potential patients.*

4.1 Main risks to data security

All personal data has an element of risk. Summarise the main risks to the confidentiality and security of information related to human participants*, the level of risk and how these risks will be managed. Cover the main processes or facilities for storage and processing of personal data, data access, with controls put in place and any auditing of user compliance with consent and security conditions. (https://www.ncl.ac.uk/research/researchgovernance/ethics/gdpr/)*

5. Data sharing and access

Identify any data repository(-ies) that are, or will be, entrusted with storing, curating and/or sharing data from your study, where they exist for particular disciplinary domains or data types. Information on repositories is available here.

5.1 Suitability for sharing

Is the data you propose to collect (or existing data you propose to use) in the study suitable for sharing? If yes, briefly state why it is suitable.

If No, indicate why the data will not be suitable for sharing and then go to 5.3.

5.2 Discovery by potential users of the research data

Indicate how potential new users (outside of your organisation) can find out about your data and identify whether it could be suitable for their research purposes, e.g. through archiving into a research data repository. Will the repository create a persistent identifier (e.g. DOI) to be included in research outputs, including publications?

5.3 Data preservation strategy and standards

How long will the data be archived and shared for? Will any data be preserved but not shared? If yes, what is the plan for this long-term archived?

5.4 Restrictions or delays to sharing, with planned actions to limit such restrictions

Restriction to data sharing may be due to participant confidentiality, consent agreements or IPR. Strategies to limit restrictions may include data being anonymised or aggregated; gaining participant consent for data sharing; gaining copyright permissions. For prospective studies, consent procedures should include provision for data sharing to maximise the value of the data for wider research use, while providing adequate safeguards for participants. As part of the consent process, proposed procedures for data sharing should be set out clearly and current and potential future risks associated with this explained to research participants.

6. Responsibilities and Resources

Are there any resources (e.g. storage/ training) that you will require to fulfil the plan?

7. Relevant institutional, departmental or study policies on data sharing and data security

Policy	URL or Reference
Data Management Policy & Procedures	https://www.ncl.ac.uk/media/wwwnclacuk/research/files/ResearchDataManagementPolicy.pdf
Information Security	*https://services.ncl.ac.uk/itservice/policies/InformationSecurityPolicy-v2_1.pdf*
Other	