THE UNIVERSITY of EDINBURGH

Data Management Plan Template for Postgraduate Research Students

School/Department	
Name of student(s)	
Name of supervisor(s)	
Project title	
Project ID	
Source of funding	
Start and end dates	

Research data are collected, observed, or created (derived), for the purposes of analysis to produce and validate original research results. Formats may include (both digital and analogue) text, numeric, multimedia, models and software. Further guidance is available from https://www.ed.ac.uk/is/research-data-service

1. Data Collection: description including type/format/ volume, methods of collection/creation, existing datasets to be used, QA processes.	
2. Documentation[1] and Metadata: information needed for data to be read and interpreted in the future (and where feasible reproduced), plan for collection or creation of this documentation and metadata, any metadata standards to be used.	
3. Ethics[2] and Legal Compliance: details of consent needed for data preservation and sharing; steps to be taken to protect identity of participants; steps to be taken to ensure sensitive data is stored and transferred securely; owners of the data; licences for re-use, restrictions for third party use.	
4. Storage and Backup During the Project: where will live data be held[3]; how will files be organised/ structured and named consistently; what backup/recovery provision is there; security risks and how these will be managed, who will have access, if transferring data collected in the field, how will this be transferred safely.	

[1] Documentation could include: lab notebooks and experiment protocols; questionnaires, codebooks, data dictionaries; software syntax and output files; database schema; methodology reports; provenance info about sources of derived data.

[2] Cross-reference to ethics applications can be made here to prevent duplication.

[3] For example, in the UoE's DataStore facility.

cont. overleaf

5. Selection and Preservation: what data will be retained and shared/preserved; what length of time should the data be kept beyond the end of the project; where will it be archived.[4]	
6. Data Sharing:	Will the data produced from your project be made open? - Yes: go to q. 6.a - No: go to q. 6.b
6.a How will you maximize data discoverability; conditions/ restrictions on sharing data (licenses or data sharing agreements); mechanism for sharing (via a repository); timing of data publication; arrangements for obtaining a persistent identifier.	
6.b Please explain why your data cannot be made open, e.g. costs/resources, ethical or commercial confidentiality or sensitivity.	
7. Responsibilities & Resources: persons involved in collection/management of data and implementing plan; training required; hardware/software requirements; charges for data repositories; costs and resources for preparation for preservation/data sharing.	

I confirm that the dataset produced during this project will be cited appropriately in my thesis, and a data availability statement will be included in my thesis and any publications arising from it.

☐

tick here

Signed …… Date……

[4] The UoE's DataShare (open) and DataVault (restricted access) services, or national/disciplinary repositories are recommended.

Acknowledgement: this document has been adapted from the University of Edinburgh Business School's DMP template by the Research Data Support team, Library and University Collections.