## GENERAL INFORMATION

### Administrative Information

*Name of applicant, project number (if applicable), funding programme, version of DMP.*

## DATA DESCRIPTION AND COLLECTION OR RE-USE OF EXISTING DATA

1a How will new data be collected or produced and/or how will existing data be re-used?

*Explain which methodologies or software will be used if new data are collected or produced.*

1b What data (for example the kind, formats, and volumes), will be collected or produced?

*Give details on the kind of data: for example, numeric (databases, spreadsheets), textual (documents), image, audio, video, and/or mixed media.*

*Give details on the data format: the way in which the data is encoded for storage, often reflected by the filename extension (for example pdf, xls, doc, txt, or rdf).*

## **DOCUMENTATION AND DATA QUALITY**

2a What metadata and documentation (for example the methodology of data collection and way of organising data) will accompany the data?

*Indicate which metadata will be provided to help others identify and discover the data.*

*Indicate which metadata standards (for example DDI, TEI, EML, MARC, CMDI) will be used. Use community metadata standards where these are in place.*

2b What data quality control measures will be used?

*Explain how the consistency and quality of data collection will be controlled and documented. This may include processes such as calibration, repeated samples or measurements, standardised data capture, data entry validation, peer review of data, or representation with controlled vocabularies.*

## STORAGE AND BACKUP DURING THE RESEARCH PROCESS

3a How will data and metadata be stored and backed up during the research?

*Describe where the data will be stored and backed up during research activities and how often the backup will be performed. It is recommended to store data in least at two separate locations.*

3b How will data security and protection of sensitive data be taken care of during the research?

*Explain how the data will be recovered in the event of an incident.*

*Explain who will have access to the data during the research and how access to data is controlled, especially in collaborative partnerships.*

## L**EGAL AND ETHICAL REQUIREMENTS, CODES OF CONDUCT**

4a If personal data are processed, how will compliance with legislation on personal data and security be ensured?

4b How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable?

*Explain who will be the owner of the data, meaning who will have the rights to control access:*

*› Explain what access conditions will apply to the data? Will the data be openly accessible, or will there be access restrictions? In the latter case, which?*

*› Consider the use of data access and re-use licenses.*

4c What ethical issues and codes of conduct are there, and how will they be taken into account?

*Consider whether ethical issues can affect how data are stored and transferred, who can see or use them, and how long they are kept. Demonstrate awareness of these aspects and respective planning.*

*Follow the national and international codes of conducts and institutional ethical guidelines, and check if ethical review (for example by an ethics committee) is required for data collection in the research project.*

## DATA SHARING AND LONG-TERM PRESERVATION

5a How and when will data be shared? Are there possible restrictions to data sharing or embargo reasons?

*Explain how the data will be discoverable and shared (for example by deposit in a trustworthy data repository, indexed in a catalogue, use of a secure data service, direct handling of data requests, or use of another mechanism).*

*Outline the plan for data preservation and give information on how long the data will be retained.*

*Explain when the data will be made available. Indicate the expected timely release.*

​​​5b How will data for preservation be selected, and where data will be preserved long-term (for example a data repository or archive)?

*Indicate what data must be retained or destroyed for contractual, legal, or regulatory purposes.*

*Indicate how it will be decided what data to keep. Describe the data to be preserved long-term.*

*Explain the foreseeable research uses (and/ or users) for the data.*

5c What methods or software tools are needed to access and use data?

*​​​Indicate whether potential users need specific tools to access and (re-)use the data. Consider the sustainability of software needed for accessing the data.*

## DATA MANAGEMENT RESPONSIBILITIES AND RESOURCES

6a Who (for example role, position, and institution) will be responsible for data management (i.e. the data steward)?

*Outline the roles and responsibilities for data management/stewardship activities for example data capture, metadata production, data quality, storage and backup, data archiving, and data sharing. Name responsible individual(s) where possible.*

6b What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?

*Explain how the necessary resources (for example time) to prepare the data for sharing/preservation (data curation) have been costed in.*