Research Data Management Planning Worksheet

1. What is the data for this project?	2. How valuable is your data?		
	a. During project	**b.** End of project	**c.** 10 years later

3a. Where does the data come from? (sampling plan, collection rationale, methods)	3b. What software used (collection, cleaning, analysis)?

4. Daily responsibility for data?	8. Other handling requirements, if any?	9. Number of files?
5. Ultimate responsibility for data?		10. Storage space needed?
6. Who is on project team? Who can touch the data?		11. File types:
7. Our IRB documents say:	12. Where is your data now?	13. Backup targets?

14. File naming convention:	15. Folder structure:	16. Version control protocol or tool:
17. Methods for documenting data:	18. Key features to document:	19. Metadata schema for our project?
20. Share with whom during/after?	21. What parts of data to share during/after?	22. Where to put data to share?
23. Where to put data to archive?	24. Does the data need special handling for sharing?	25. What disciplinary repositories are available?

26. Are there fees?	27. What license for repo?	28. What is your long-term commitment to this data?	29. What sharing requirements might apply? (Funder, publisher, institutional?)
30. Who might fund my future research?			