{{ grant.importedgrant.title }}: Data Management Plan

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| **Document History** | | | | | |
| **Version No.** | **Date** | **Author** | **Summary of Changes** | **Approved by PI/PM** | **Approved by Data centre** |
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| **Project Information** |  |
| Project Name | {{ grant.importedgrant.title }} |
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| Grant Reference | {{ grant.grant\_ref }} |
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| Principal Investigator | {{ grant.importedgrant.grant\_holder }} |
|  |  |
| Project Data Contact | {{ grant.alt\_data\_contact }} |
| **Organisation** |  |
| Nominated Data Centre | {{ grant.assigned\_data\_centre }} |
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| Data Centre Contact | data.management@ceda.ac.uk |
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| Please specify any other team members with responsibility for data ***(PI to add)*** |  |

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| **Introduction/scope**  This is a {{ grant.assigned\_data\_centre }} Data Management Plan (DMP) for addressing the data management tasks and responsibilities in your science project. **It must be agreed within 3 months of the project start date between the project PI and the** {{ grant.assigned\_data\_centre }} **contact.** Content should be added digitally and additional parts can be added to suit the project. **It is a live document and should be updated and reviewed throughout the course of the project. Comments and suggestions can be made to the document.**  This document is an agreed record of the data management needs and issues within the project. It defines who is responsible for data management activities both within data centres and by the data creators. It lists the expected data products and provides a mechanism for recording and agreeing changes. It also includes conditions of use and deposit to clearly express the ownership, responsibilities and rights associated with the data.  **Roles and Responsibilities** |
| The {{ grant.assigned\_data\_centre }} together with the PI are responsible for ensuring compliance to the NERC Data Policy, which includes the preservation of data. The {{ grant.assigned\_data\_centre }} are the lead NERC designated Data Centre and will offer support to the PI for any queries they have regarding the policy and managing their data. The {{ grant.assigned\_data\_centre }} can generate dataset DOIs and data will be made available via the [data catalogue](http://catalogue.ceda.ac.uk/).  PI is responsible for ensuring that the data management plan is followed and that all data and accompanying metadata are submitted to the {{ grant.assigned\_data\_centre }} by the end of the project for long-term curation.  Please be aware that some journals are now requiring DOIs to be issued to datasets before papers using these data are published. As a result of this, should you wish to publish papers in any such journal, then the {{ grant.assigned\_data\_centre }} will have to receive this data before the intended publication date so it can be made available and assigned a DOI.  {{ grant.assigned\_data\_centre }} is responsible for defining standards for metadata and data formats, management of received data, guidance and ongoing liaison regarding data collection and processing. |

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| **Data Generation Activities** |  |
| *Short description of the project –*   * *What data will be produced and using what methodology/instruments* * *What volume of data will be produced* * *The timescale of when capturing the data will start, when it will be processed, when it will be finished and when it will be transferred to the datacentre.* | |

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| **In-Project Data Management Approach** | |
| Throughout the project it is expected that data (where they are in electronic format) will be backed up on secure systems so that hardware failure and/or malicious attack on the data and/or systems will not cause a permanent loss. Whilst in the control of the project group *[INSERT what steps you will take to ensure data is secure, protected, quality controlled etc]*  The data should be transferred to the {{ grant.assigned\_data\_centre }} before the end of the project. The {{ grant.assigned\_data\_centre }} will store these data in it’s secure electronic archive, which is regularly backed up. | |
| **Metadata and Documentation** |  |
| Metadata (i.e. information on the data) are a crucial part of any data archive since they ensure the discoverability, accessibility and readability of the data. It is therefore essential that metadata needs to be submitted at the same time as the data. Metadata should answer these questions: who, what, why, where, when and how your data was produced. As much information as possible about fieldwork instrumentation should be included (e.g. serial number, copies of manufacturer’s calibration sheets, and recent calibrations).  The {{ grant.assigned\_data\_centre }} metadata guidance is available [here](https://help.ceda.ac.uk/article/4660-depositing-data-at-ceda-a-step-by-step-guide). | |
| **Data Quality** |  |
| The quality of data submitted to {{ grant.assigned\_data\_centre }} must be of a high standard and will have been suitably quality checked. This is essential to facilitate the exchange of data within project communities or to incorporate data into climate models. Data submitted needs to be a final processed version, at a standard suitable for scientific publication. For further information, see [here.](http://help.ceda.ac.uk/article/104-file-formats)  The {{ grant.assigned\_data\_centre }} will perform their own quality assurance checks on the data and metadata to ensure everything is in order.  *If there are any QA practises specific to this grant they should be described.* | |
| **Data Access Policy** |  |
| All NERC data are covered by the [NERC Data Policy](http://www.nerc.ac.uk/research/sites/data/policy/) which allows researchers a reasonable amount of time to work-up their data sets and publish their findings before the data must be made publicly available under the Open Government Licence.  NERC allows a maximum embargo period of up to **two years** from the end of data collection, but encourages making the data publicly available as soon as possible. Access to open data in the CEDA archive will be [**CHOOSE ONE:** via CEDA user registration (to aid usage statistics and support) | made fully public with no registration required (download statistics will be on IP address only)].  Does your data require an embargo of Max 2 years? **YES/NO**  If embargo period is requested:  During the embargoed access period the PI may permit access to the data under the following licence [**CHOOSE ONE LICENCE FROM THE FOLLOWING** [Restricted Use General licence (RUGL)](http://artefacts.ceda.ac.uk/licences/ceda_rugl_v1.pdf) OR [Restricted Use Non-Commercial General Licence (RUNCGL)](http://artefacts.ceda.ac.uk/licences/ceda_runcgl_v1.pdf)] | |

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| **Exceptions or Additional Services** |
| *Any exceptional expectations of Data Centres (for example exceptional volume of data or complexity) - funding for which should be included within the project's Directly Incurred costs and explained within the Justification of Resources attachment;* |

**Datasets**

**New Datasets**

**Digital Datasets**

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| **Dataset Description** | **Contact** | **Data Volume** | **Data Format** | **Delivery Date** | **Embargo date** | **Will you require a DOI for this dataset?** | **Preservation plan** | **Additional comments** |
| **{%tr for row in grant.digital\_data\_products %}** | | | | | | | | |
| *{{ row.description }}* | *{{ row.contact }}* | *{{ row.data\_volume }}* | *{{ row.data\_format }}* | *{{ row.delivery\_date }}* | *{{ row.embargo\_date }}* | *{{ row.doi }}* | *{{ row.preservation\_plan }}* | *{{ row.additional\_comments }}* |
| *{%tr endfor %}* | | | | | | | | |

*Enter a brief description of the activities that will produce the data (also include model outputs here)*

**Model Source code**

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| --- | --- | --- | --- | --- |
| **Model Name** | **Contact** | **Description** | **Where code will be held** | **Additional comments** |
| **{%tr for row in grant.model\_source\_data\_products %}** | | | | |
| {{ row.name }} | {{ row.contact }} | {{ row.description }} | {{row.sample\_destination }} | {{ row.additonal\_comments }} |
| *{%tr endfor %}* | | | | |

**Third Party/Existing Datasets**

*Enter a brief description of the datasets that will be obtained/reused*

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| **Dataset Name** | **Contact** | **Location** | **Contents** | **Estimated Size** | **Responsibility** | **Licence Issues** | **Additional comments** |
| {%tr for row in grant.third\_party\_data\_products %} | | | | | | | |
| {{ row.name }} | {{ row.contact }} | {{ row.data\_location }} | {{ row.description }} | {{ row.data\_volume }} | {{ row.responsibility }} | {{ row.issues }} | {{ row.additional\_comments }} |
| *{%tr endfor %}* | | | | | | | |