Data Management Plan Template for Postgraduate Research Projects

1. What data will be produced?
2. How will the data be documented and described?
3. How will your data be structured and stored?
4. What are the plans for data sharing and access after submission of the thesis?
5. What are the plans for the long-term archiving of the digital data supporting the thesis?

This template may be downloaded from:
http://datalib.edina.ac.uk/mantra/ Data_management_plan_template_MANTRA.docx

Data Management Plan for Post-Graduate Research Projects:
Prompt Sheet

1. What data will be produced?

What physical data will you study? (e.g. artefacts, samples, paper archives, etc.) And what digital data will be 'captioned'/derived from these? (field-notes, images, measurements, spreadsheets, survey data, etc.)

What data will be 'created' digitally? (images, some analytical and survey data, etc.)

Describe the methods/standards for data creation

What file formats and software will you use?

Consider how many individual files you expect to make, anticipated file sizes, and total storage volume

2. How will the data be documented and described?

Think about what contextual information is required to make the data understandable to others:

Will any standards be used to record the data?

What information on the data collection methods, standards, and context ('metadata') will be recorded for each data type/set?

Where will the metadata for each data type/set be located? (e.g. within the data file and/or as separate metadata text document, and/or in method chapter/appendices in the thesis)

Is it important for the research to be reproducible? If not, why? If so, what additional documentation or pointers will be required?

3. How will your data be structured and stored?

Has a file naming convention and directory structure been agreed? (e.g. date created/date amended/version no.)

If data is to be entered into a shared database, has a database submission protocol been agreed?

Is the storage platform local or external?

Do you know the backup procedures of the storage space?

If keeping your own copy of the data – are there security considerations? (e.g. encrypted flash drive)

– how will you know which is the master copy?

4. What are the plans for data sharing and access after submission of the thesis?

Who, if any, are the anticipated future users of any digital data/resources from the research? (e.g. yourself, project partners, future UoE GeoSciences students, the public)

Will any of the digital data supporting the thesis (e.g. organised project archive folders with images, drawings, spreadsheets, databases, etc.) be made available to others on request or open access (website or repository)?

5. Are there any 'special' requirements for your data?

Are there conditions on who may view your data (e.g. confidentiality)?

Are there funding body/institutional requirements for the re-use of, or open-access to, the data?

What are your supervisor's thoughts on sharing 'their' research data, if on a project team?

6. What are the plans for the long-term archiving of data supporting your research?

Will the digital data be archived? If you or your research group leave the University, will you still be able to access your work?

What options are there to archive the digital data? (e.g. institutional: Edinburgh DataShare (http://datashare.is.ed.ac.uk/); disciplinary repository : ShareGeo Open (http://www.sharegeo.ac.uk/) or other repository.

Adapted from University of Cambridge (http://www.lib.cam.ac.uk/preservation/datatrain/documents.html)

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