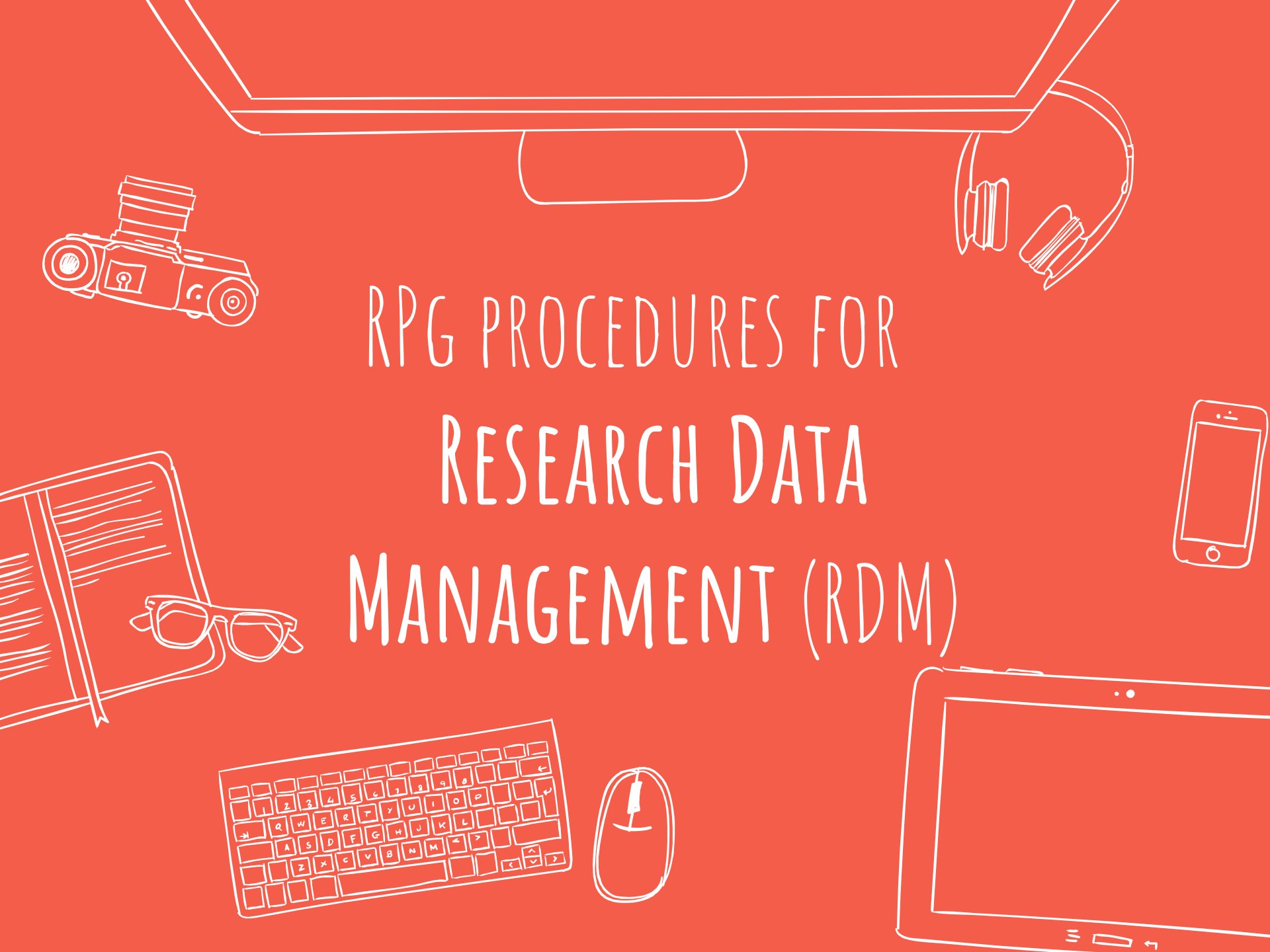
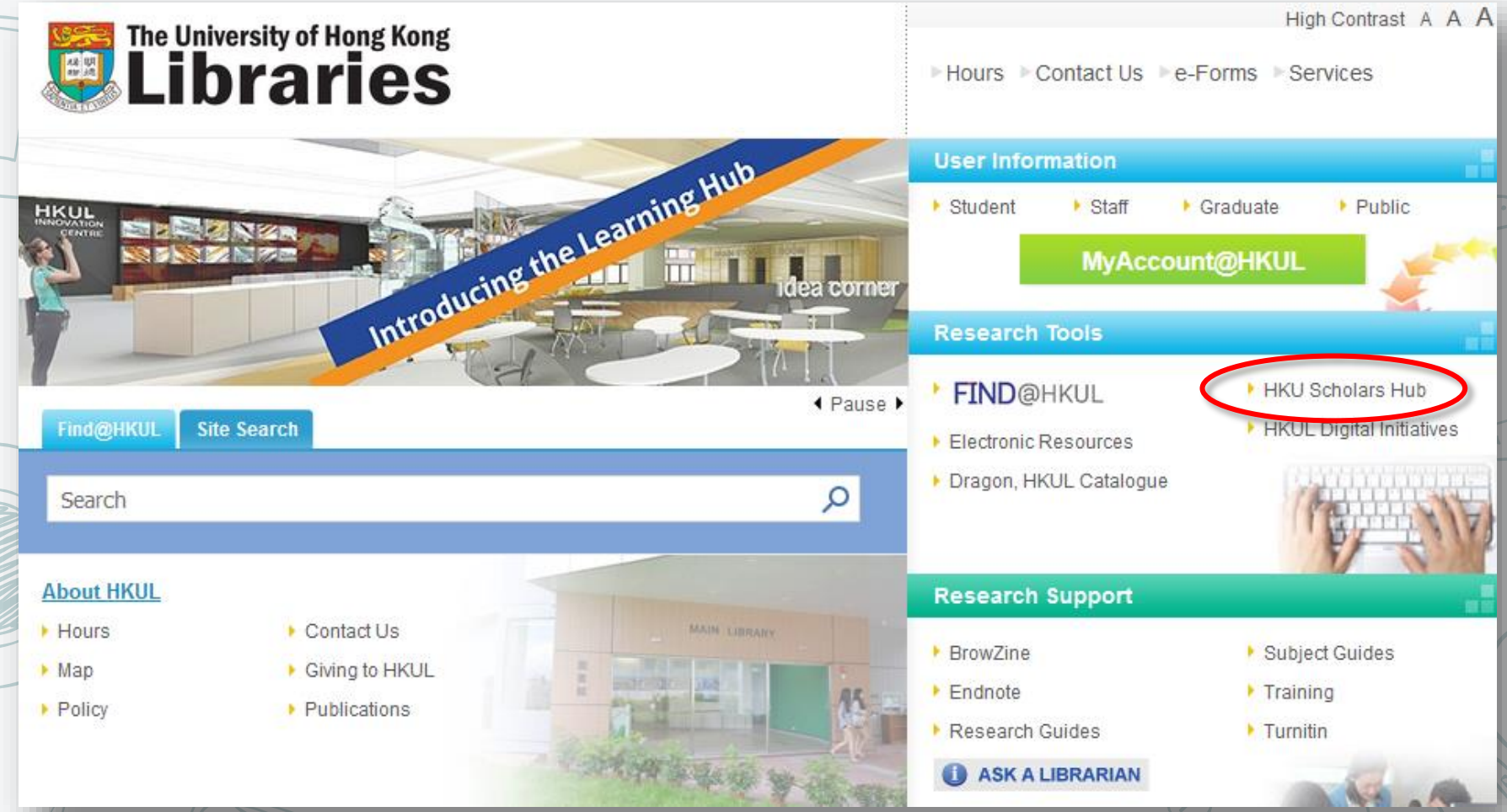

RPG PROCEDURES FOR
RESEARCH DATA
MANAGEMENT (RDM)

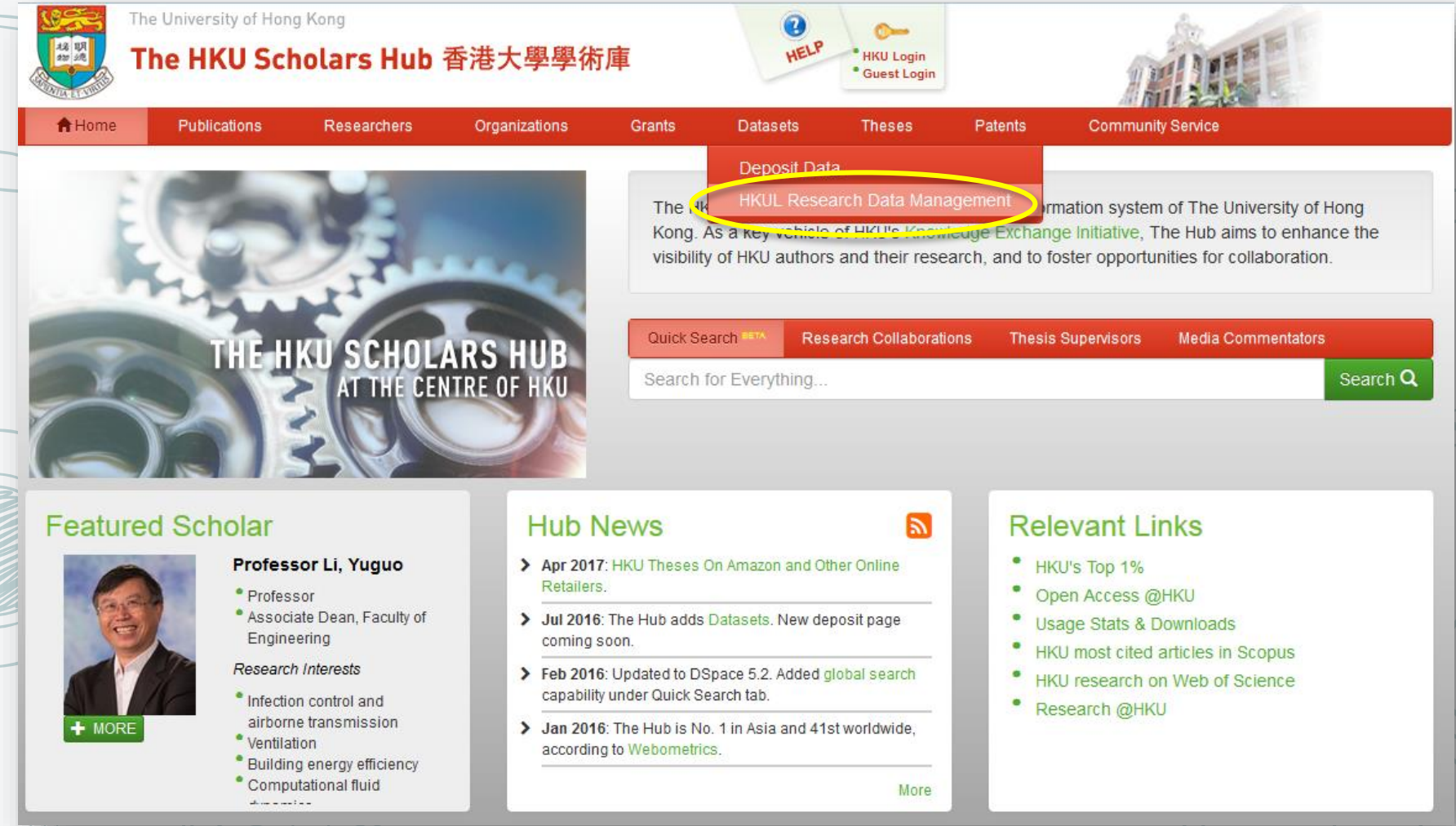
HKUL Research Data services

http://lib.hku.hk



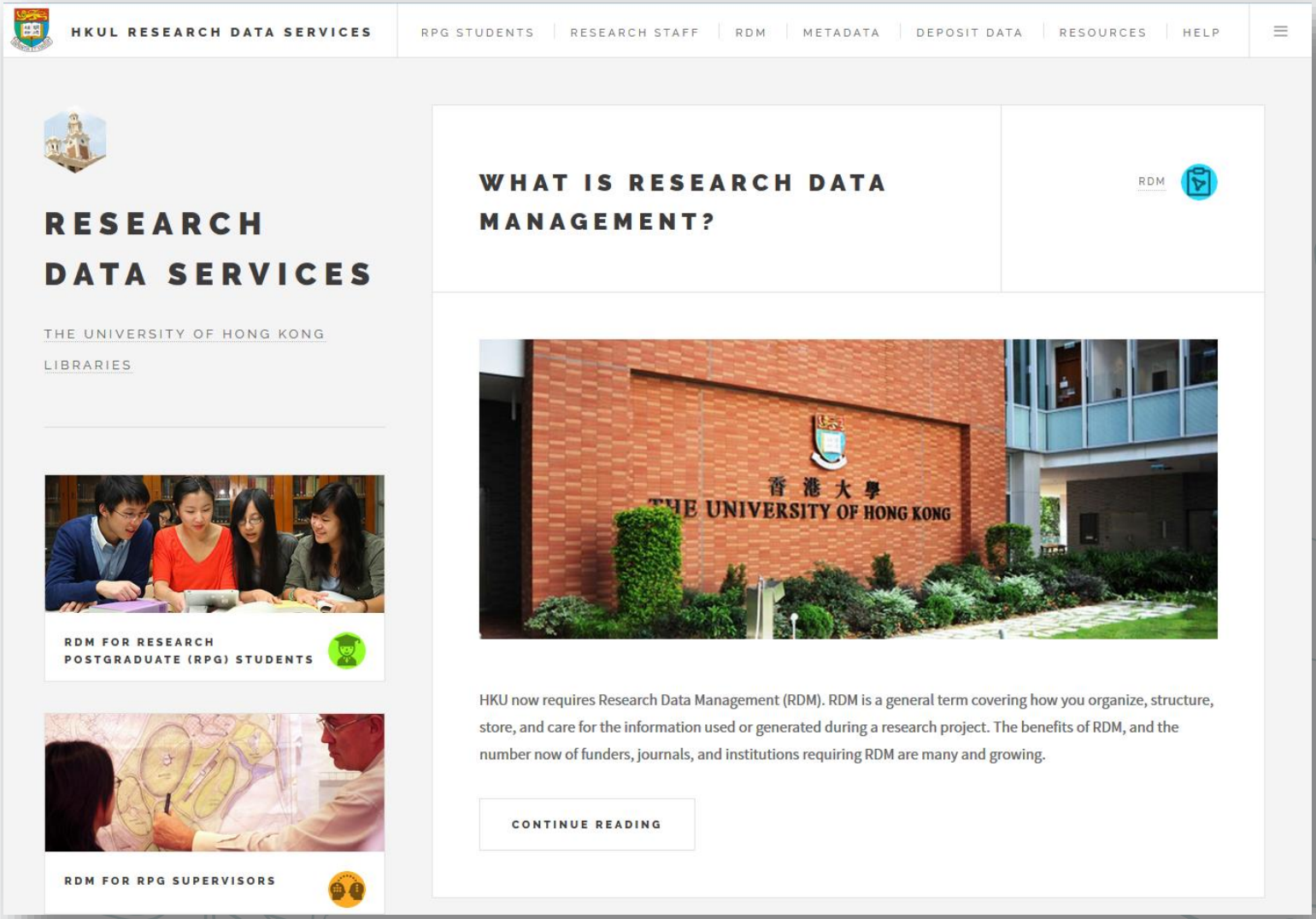
HKUL Research Data services

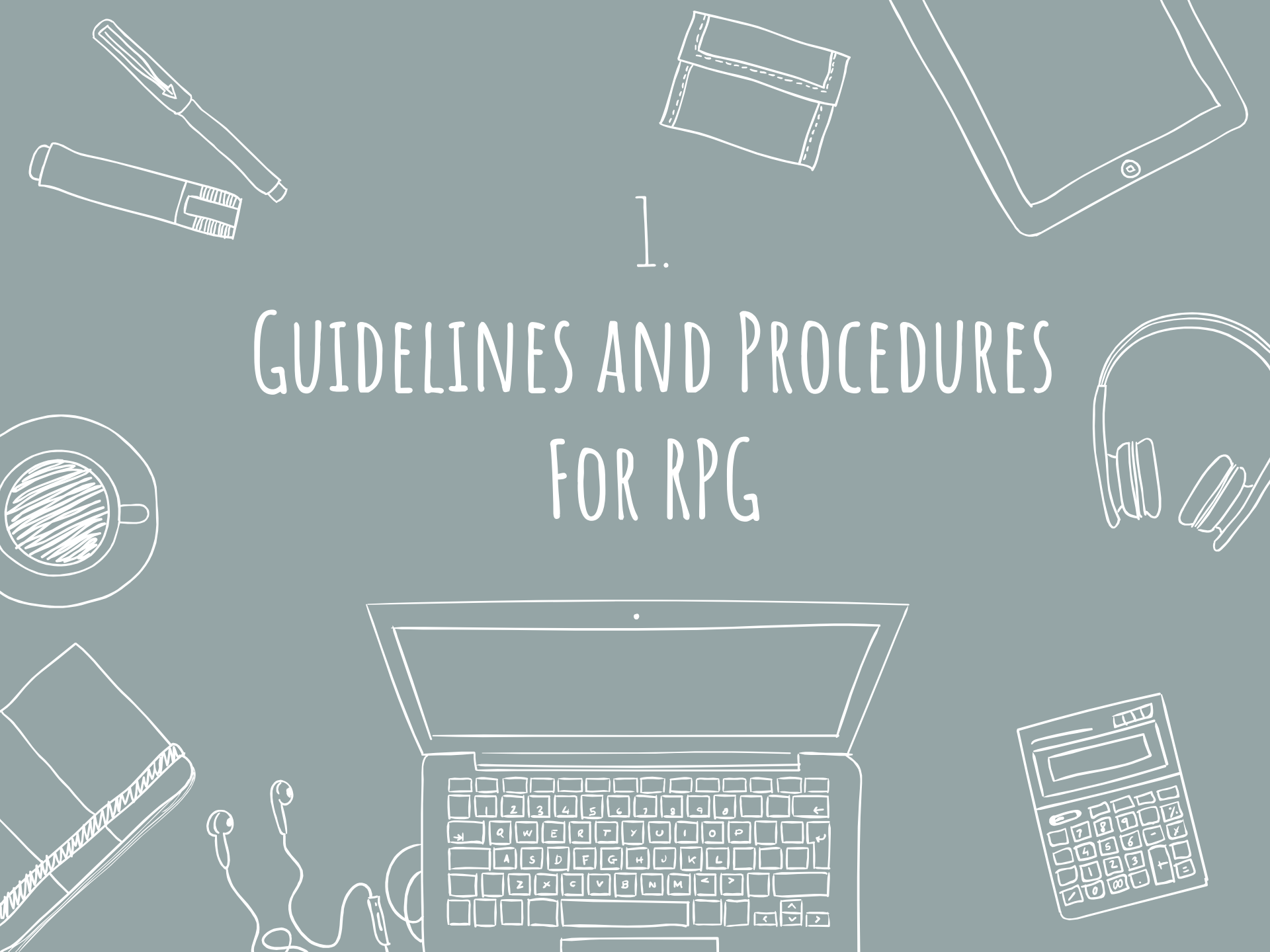
http://hub.hku.hk



HKUL Research Data services

https://lib.hku.hk/researchdata/rds.htm





1.

Guidelines and Procedures For RPG

1.

Guidelines and Procedures

Beginning with the **September 2017 intake**, all

HKU research postgraduate (RPG) students

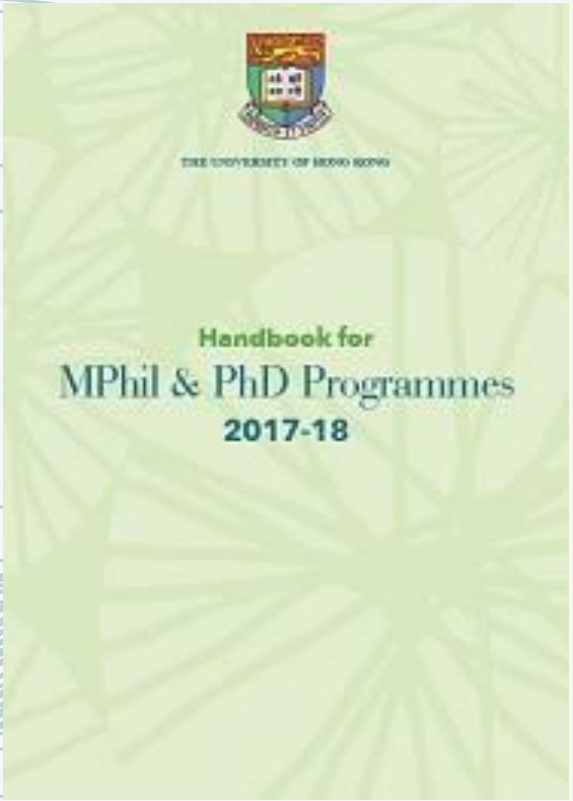
have responsibility for

1. using a **data management plan** (DMP), where applicable, to describe the use of data in preparation for, or in the generation of their theses, and
2. depositing, where applicable, a **dataset** in the HKU Scholars Hub.

"RPg" includes the degrees of MPhil, PhD, and SJD.

1.

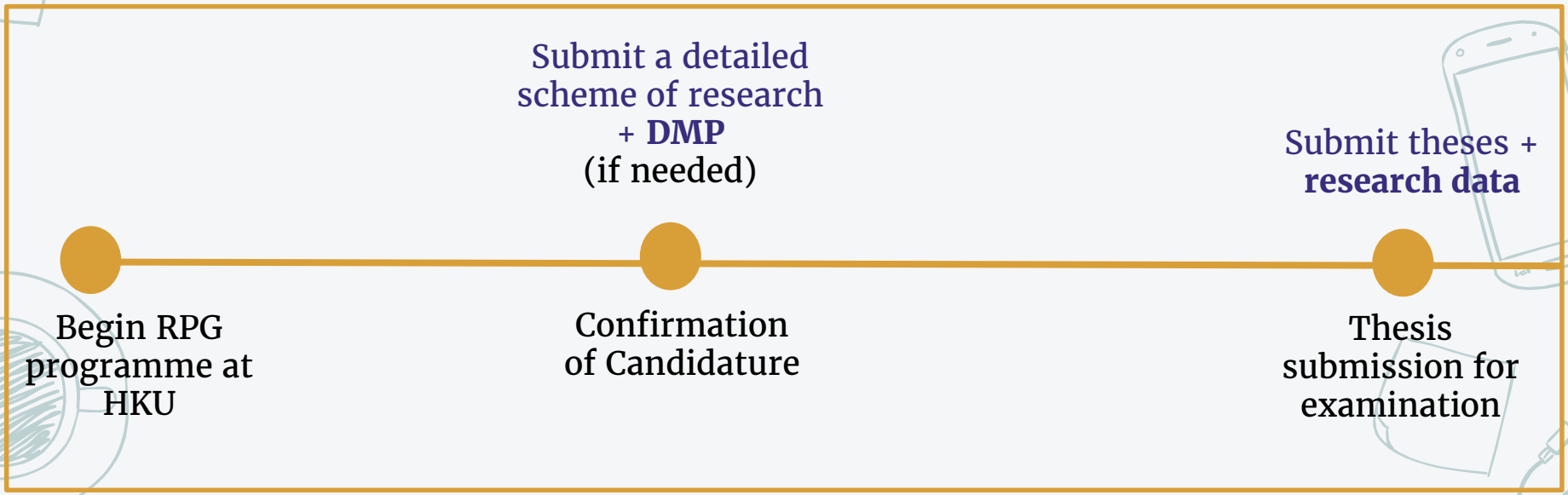
Guidelines and Procedures



- MPH5 & PHD5 Probation and Confirmation of Candidature – for description of a data management plan (DMP)
- MPH7 & PHD7 Period of Study – for describing when in the period of study, a dataset, where applicable, is to be submitted
- MPH14 & PHD14 Submission of Thesis for Examination – for description of dataset submission
- MPH15 & PHD15 Thesis Examination – for consideration of DMP Entry results and dataset if applicable, and if desired by the examiners

https://www.gradsch.hku.hk/gradsch/current-students/handbooks

1. Guidelines and Procedures



About Us
Research Funding
IPR & Contracts
Research Integrity
- Responsible Conduct of Research
- Research Data and Records Management
- Research Ethics Compliance
- Safety Approval & Insurance

Honours & Awards
RAE 2014 & Resources

Home > Research Integrity > Research Data and Records Management

Research Data and Records Management

The management of research data and records refers to ways in which recorded information (in whatever form or medium) from research is organised, stored, maintained and accessed both during the lifespan of the research and in the long term. Effective research data and records management supports both high quality research and academic integrity.

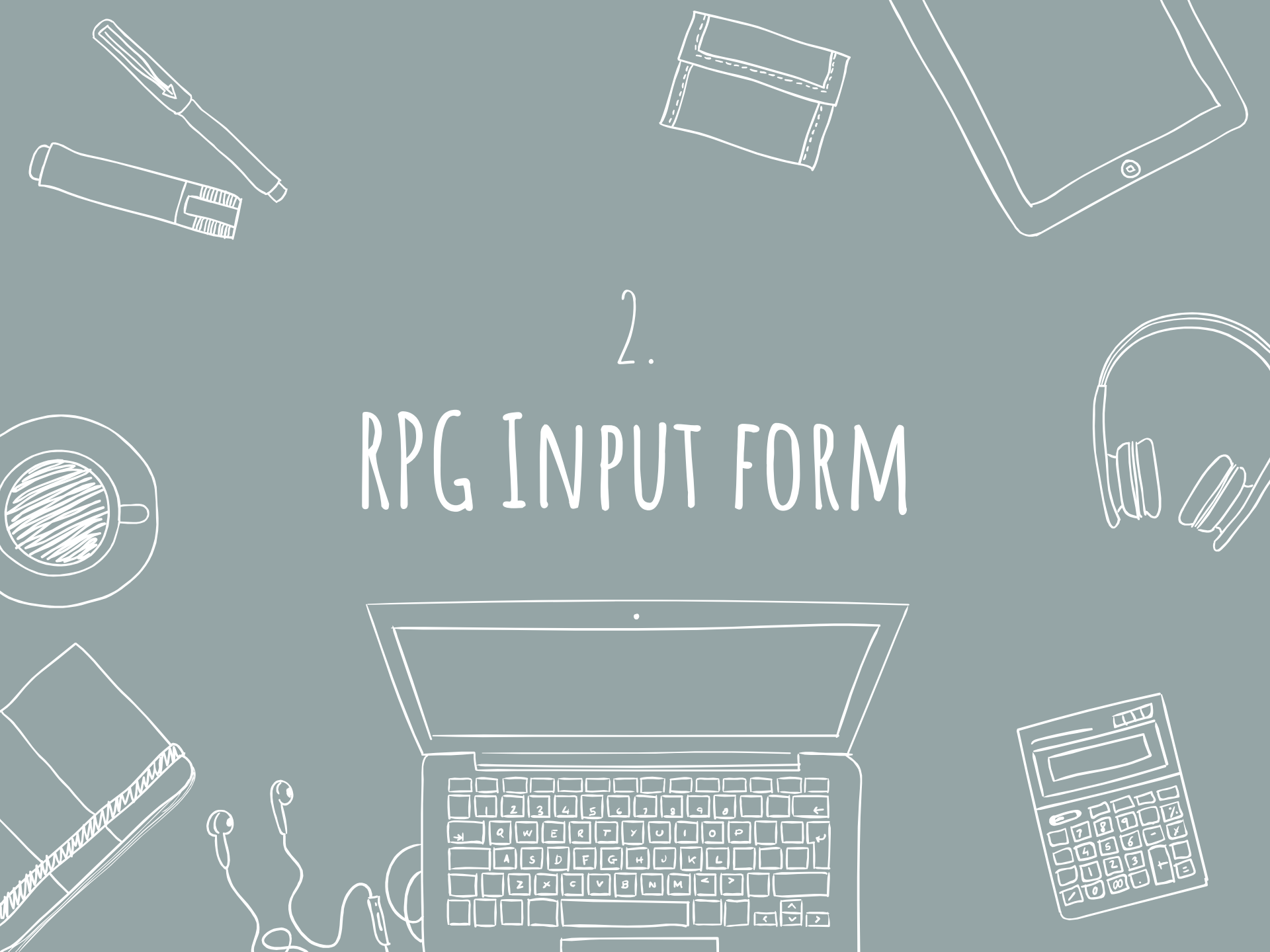
HKU recognises the importance of good practice in research data and records management and seeks to promote the highest standards. The University's *Policy on the Management of Research Data and Records* was approved by the Senate at its meeting on May 5, 2015, along with the establishment of a Task Force on Management of Research Data and Records to oversee the planning of the implementation of the Policy.

Policy on the Management of Research Data and Records

1. The University of Hong Kong seeks to promote the highest standards in the management of research data and records (1) as fundamental to both high quality research and academic integrity, and acknowledges its obligations under research funders' data-related policy statements and codes of practice, where available (2), to ensure that sound systems are in place to promote best practice, including through clear policy, guidance, supervision, training and support.

2. The University recognises that accurate and retrievable research data are an essential component of any research project and necessary to verify and defend, when required, the process and outcomes of research. Research data are

http://www.rss.hku.hk/integrity/research-data-records-management



2.

RPG Input form

RPG Input: DMP & Dataset

DMP Entry

Dataset Submission

DMP Entry Result

DMP Entry

For instructions, please refer to http://lib.hku.hk/researchdata/rpg.htm

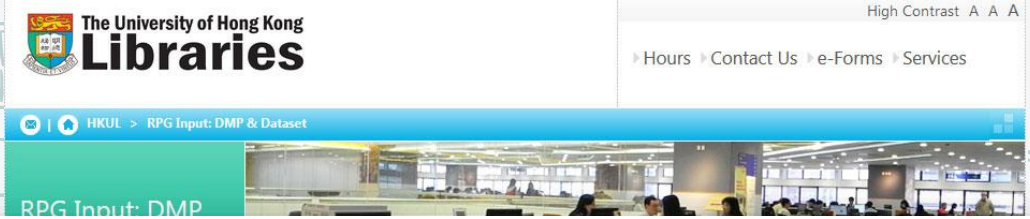
Student Number	3333333333
Thesis Title	TBD
Author	Chan Tai Man
Supervisor(s)	Dr Chan Bo Hung Professor Chow Kwok Ming
Degree	Doctor of Philosophy
Field of Study	Biology

Please choose ONE of the following: A, B, C, or D.

- **A. Data is freely available on the internet, in libraries or archives. DMP and Dataset submission are not needed. Primary supervisor approval will be sought.**
- **B. Data has been licensed, contracted for, or purchased with a license that explicitly forbids deposit in storage outside the student's or the primary supervisor's control. Primary supervisor approval will be sought.**
- **C. No data was used in my research project for the creation of my thesis. DMP and Dataset submission is not needed. Primary supervisor approval will be sought.**
- **D. Dataset Management Plan (DMP). Dataset will be uploaded later.**

Drag and drop files here, or click in box to choose files.

Save as Draft | Submit



Please choose ONE of the following: A, B, C, or D.

- **A. Data is freely available on the internet, in libraries or archives. DMP and Dataset submission are not needed. Primary supervisor approval will be sought.**
- **B. Data has been licensed, contracted for, or purchased with a license that explicitly forbids deposit in storage outside the student's or the primary supervisor's control. Primary supervisor approval will be sought.**
- **C. No data was used in my research project for the creation of my thesis. DMP and Dataset submission is not needed. Primary supervisor approval will be sought.**
- **D. Dataset Management Plan (DMP). Dataset will be uploaded later.**

Drag and drop files here, or click in box to choose files.

Save as Draft Submit

Save as Draft Submit

Please choose ONE of the following: A, B, C, or D.

- A. Data is freely available on the internet, in libraries or archives. DMP and Dataset submission are not needed. Primary supervisor approval will be sought.
- B. Data has been licensed, contracted for, or purchased with a license that explicitly forbids deposit in storage outside the student's or the primary supervisor's control. Primary supervisor approval will be sought.
- C. No data was used in my research project for the creation of my thesis. DMP and Dataset submission is not needed. Primary supervisor approval will be sought.
- D. Dataset Management Plan (DMP). Dataset will be uploaded later.

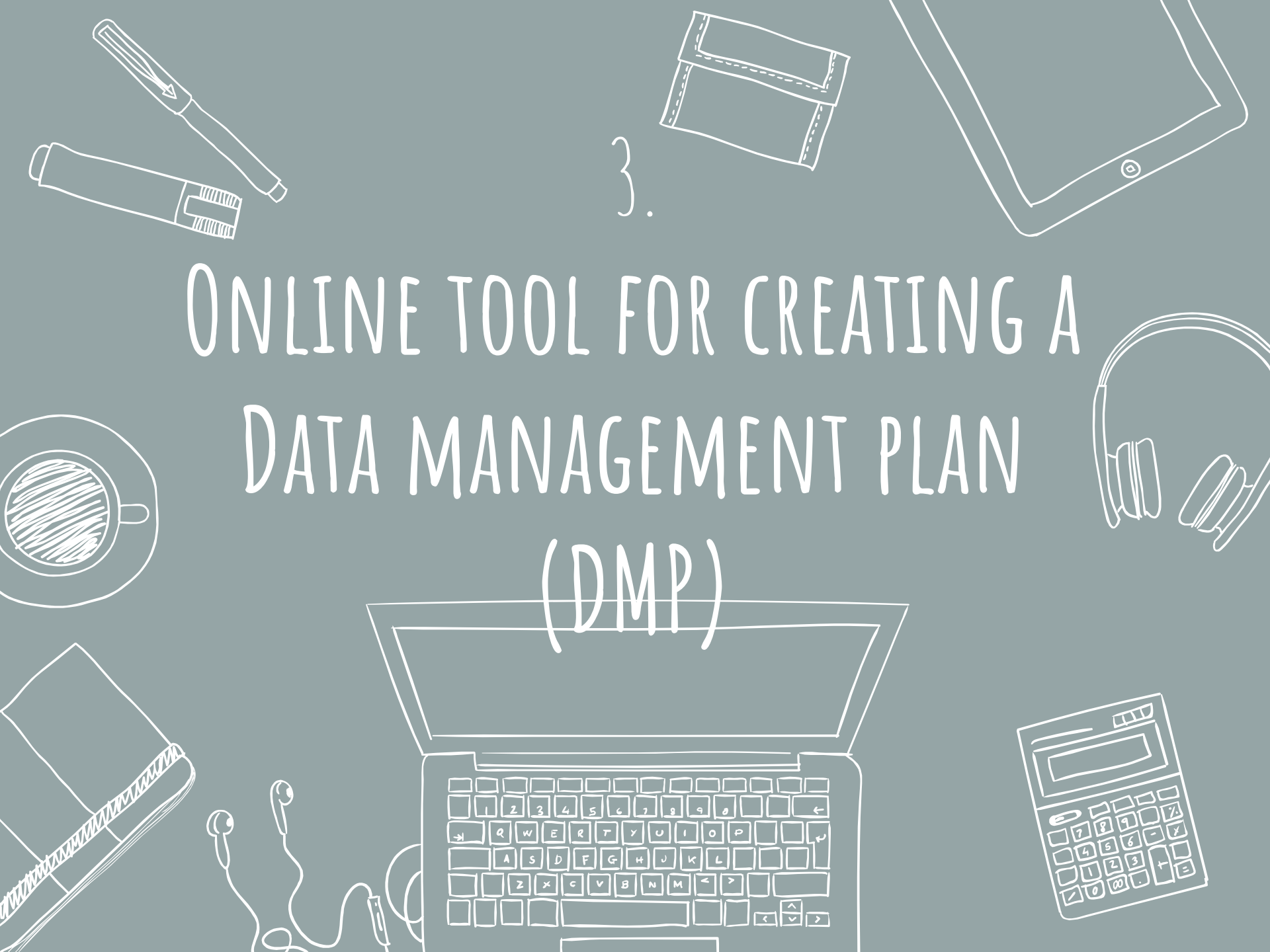
Drag and drop files here, or click in box to choose files.

Save as Draft Submit

Save as Draft Submit

3.

Online tool for creating a Data management plan (DMP)



Sections	Questions
Data Collection	What data will you collect or create? How will the data be collected or created?
Documentation and Metadata	What documentation and metadata will accompany the data?
Ethics and Legal Compliance	How will you manage any ethical issues? How will you manage copyright and Intellectual Property Rights (IPR) issues?
Storage and Backup	How will the data be stored and backed up during the research? How will you manage access and security?
Selection and Preservation	Which data are of long-term value and should be retained, shared, and/or preserved? What is the long-term preservation plan for the dataset?
Data Sharing	How will you share the data? Are any restrictions on data sharing required?
Responsibilities and Resources	Who will be responsible for data management? What resources will you require to deliver your plan?

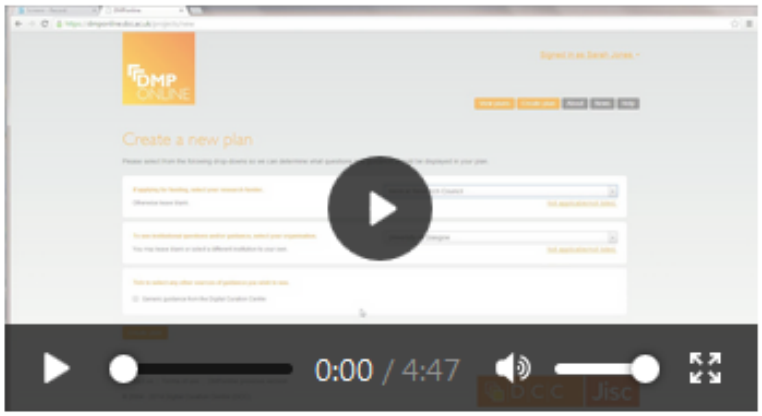
DMP Roadmap

Home | About | Future plans | Help | Change language

Welcome.

DMPRoadmap has been jointly developed by the **Curation Center** to help you write data management plans.

Screencast on how to use DMPRoadmap



Sign in

Email address *

Password *

Forgot your password?

Remember me

Sign in

Or, sign in with your institutional credentials (UK users only)

Create account

New to DMPRoadmap? Create an account today.

Plan details | Generic Data Management Planning Template | Share | Export

Please fill in the basic project details below

Plan name	Thesis Title 1	
ID	3333333333	Your student Number
Grant number		
Principal Investigator/Researcher	Chan Tai Man	Your name
Principal Investigator/Researcher ID	Dr Chan Bo Hung	Your supervisor's name
Plan data contact	chanbohung@hku.hk	Your email address
Description	Biology	

Save | Cancel

Thesis Title 1

13/13 questions answered

Plan details | Generic Data Management Planning Template | Share | Export

Data Collection (2 questions, 2 answered)

What data will you collect or create?

This project will generate three main types of raw data.
1. Images from transmitted-light microscopy of giemsa-stained squashed larval brains.
2. Images from confocal microscopy of immunostained whole-mounted larval brains.
3. Western blot data.

Save

Share note

Share note with collaborators

Save

Answered 5 minutes ago by eunice08@hku.hk

How will the data be collected or created?

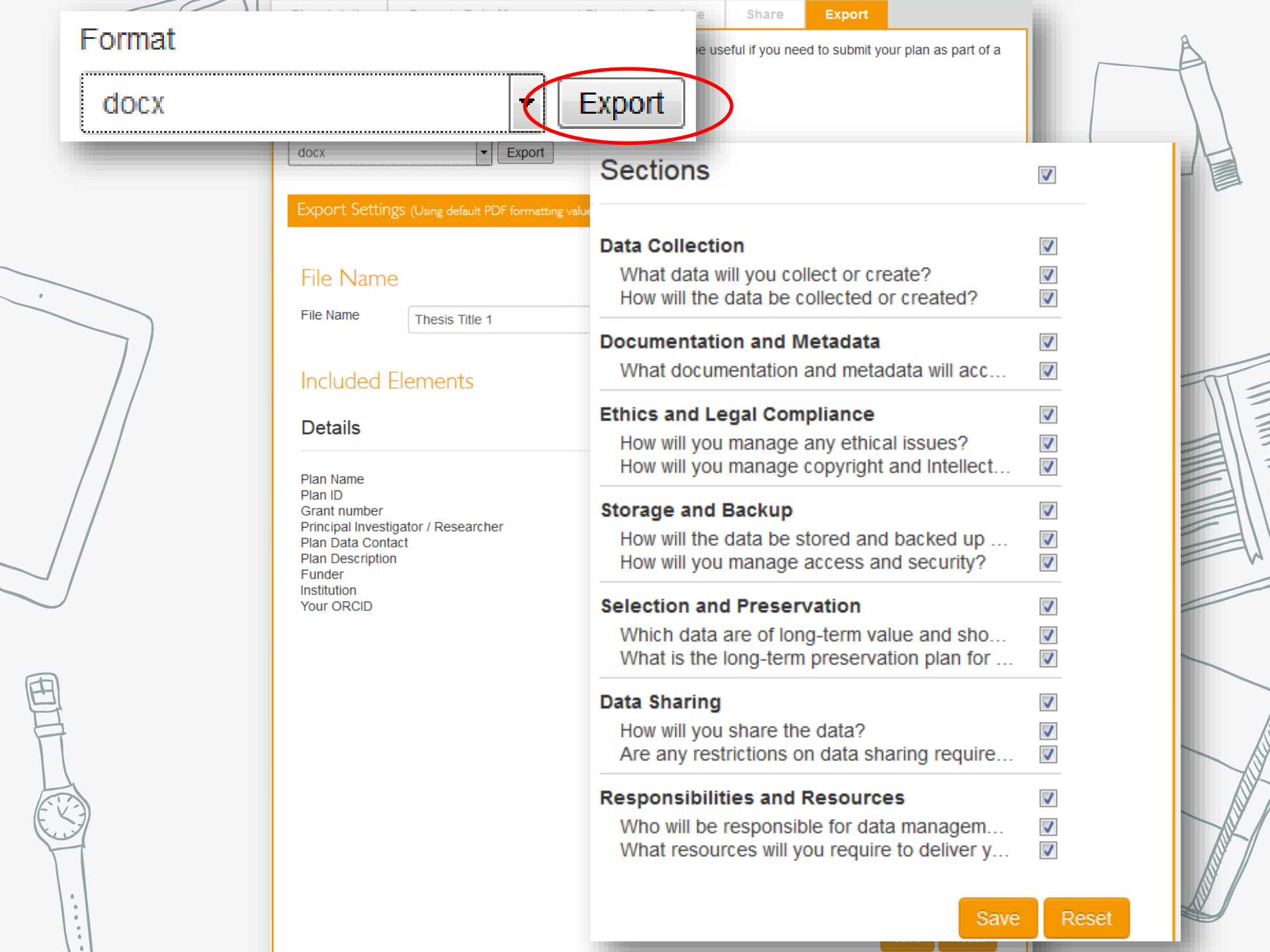
Measurements and quantification of the images will then be recorded in spreadsheets.
Micrograph data is expected to total between 100GB and 1TB over the course of the project.
Scanned images of western blots are expected to total around 1GB over the course of the
project.
Other derived data (measurements and quantifications) are not expected to exceed 10MB.

Save

Share note

Share note with collaborators

Save


Format
docx
Export
Share
Export
e useful if you need to submit your plan as part of a
docx
Export
Export Settings (Using default PDF formatting value
File Name
File Name
Thesis Title 1
Included Elements
Details
Plan Name
Plan ID
Grant number
Principal Investigator / Researcher
Plan Data Contact
Plan Description
Funder
Institution
Your ORCID
Sections
Data Collection
What data will you collect or create?
How will the data be collected or created?
Documentation and Metadata
What documentation and metadata will acc...
Ethics and Legal Compliance
How will you manage any ethical issues?
How will you manage copyright and Intellect...
Storage and Backup
How will the data be stored and backed up ...
How will you manage access and security?
Selection and Preservation
Which data are of long-term value and sho...
What is the long-term preservation plan for ...
Data Sharing
How will you share the data?
Are any restrictions on data sharing require...
Responsibilities and Resources
Who will be responsible for data managem...
What resources will you require to deliver y...
Save
Reset

Plan details | Generic Data Management Planning Template | Share | Export

From here you can download your plan in various formats. This may be useful if you need to submit your plan as part of a grant application.

Select what format you wish to use and click to 'Export'.

Format

docx Export

Export Settings (Using default PDF formatting values)

File Name

File Name: Thesis Title 1

Included Elements

Details

- Plan Name
- Plan ID
- Grant number
- Principal Investigator / Researcher
- Plan Data Contact
- Plan Description
- Funder
- Institution
- Your ORCID

Data Collection

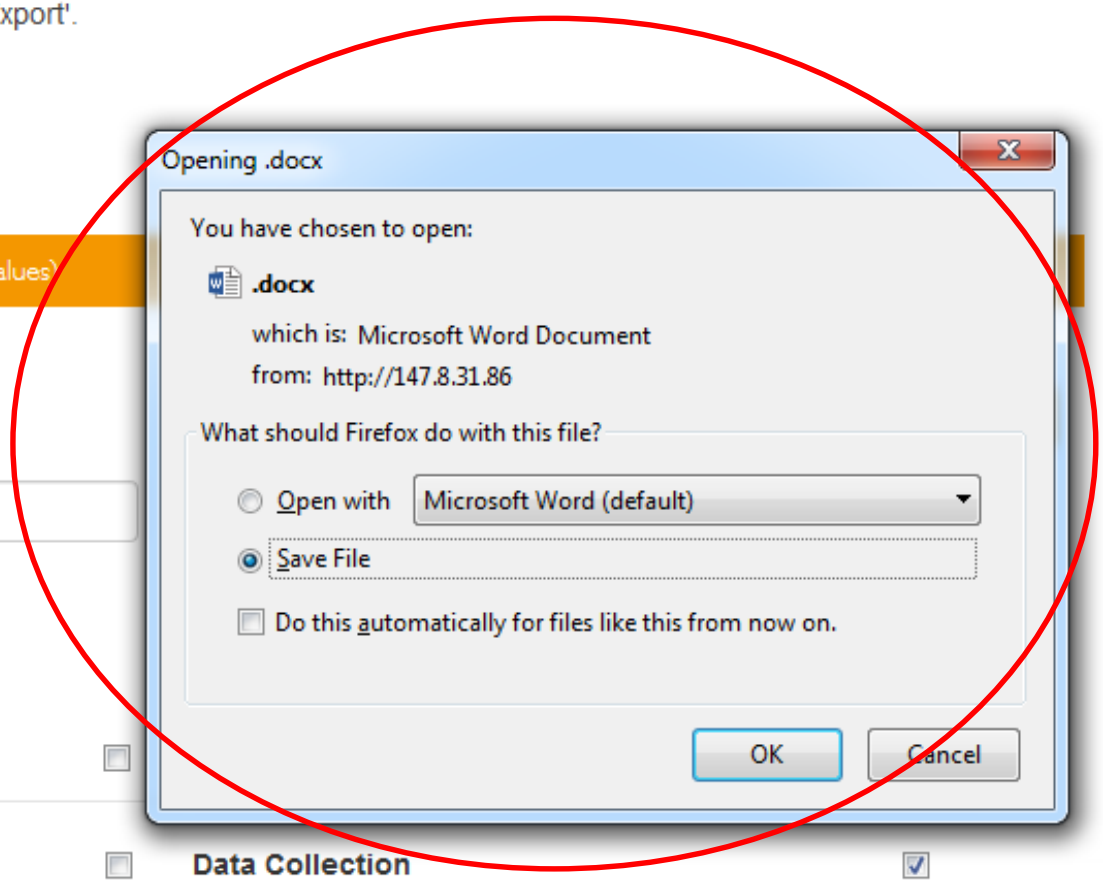
- What data will you collect or create?
- How will the data be collected or created?

Documentation and Metadata

- What documentation and metadata will accomp…

Ethics and Legal Compliance

- How will you manage any ethical issues?
- How will you manage copyright and Intellectual …



THESIS TITLE 1

MY CURATION CENTER'S DEFAULT TEMPLATE

ADMIN DETAILS

Plan Name: My Curation Center's Default Template
Plan ID: 3333333333
Grant number: -
Principal Investigator / Researcher: Chan Tai Man
Plan Data Contact: chanbohung@hku.hk
Plan Description: Biology
Funder: -
Institution: HKU
Your ORCID: -

DATA COLLECTION

What data will you collect or create?

This project will generate three main types of raw data.
1. Images from transmitted-light microscopy of giemsa-stained squashed larval brains.
2. Images from confocal microscopy of immunostained whole-mounted larval brains.
3. Western blot data.

How will the data be collected or created?

Measurements and quantification of the images will then be recorded in spreadsheets.
Micrograph data is expected to total between 100GB and 1TB over the course of the project.
Scanned images of western blots are expected to total around 1GB over the course of the project.
Other derived data (measurements and quantifications) are not expected to exceed 10MB.

DOCUMENTATION AND METADATA

What documentation and metadata will accompany the data?

All samples on which data are collected will be prepared according to published standard protocols in the field. All microscopes used for sample examination are serviced and recalibrated regularly. All Drosophila lines used in experiments are checked periodically for phenotypic markers. Drosophila are maintained in live culture according to standard methods in the field.
Files will be named according to a pre-agreed convention. The dataset will be accompanied by a README file which will describe the directory hierarchy and filenaming convention.
Each directory will contain an INFO.txt file describing the experimental protocol used in that experiment. It will also record any deviations from the protocol and other useful contextual information.
Microscope images capture and store a range of metadata (field size, magnification, lens phase, zoom, gain, pinhole diameter etc) with each image.
This should allow the data to be understood by other members of our research group and add contextual value to the dataset should it be reused in the future.

RESPONSIBILITIES AND RESOURCES

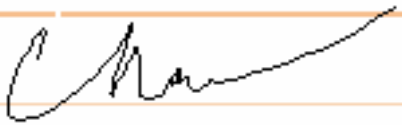
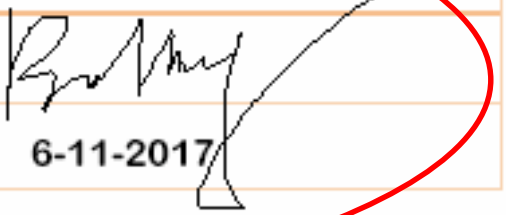
Who will be responsible for data management?

I will be responsible

What resources will you require to deliver your plan?

Cost for acquiring external hard disks for off-site copy

Prepared by: **Approved by:**

	Postgraduate student		Supervisor
Name:		**Name:**	
Date:	6-11-2017	**Date:**	6-11-2017

The University of Hong Kong Libraries

High Contrast A A A

Hours | Contact Us | e-Forms | Services

HKUL > RPG Input: DMP & Dataset

RPG Input: DMP

Please choose ONE of the following: A, B, C, or D.

- A. Data is freely available on the internet, in libraries or archives. DMP and Dataset submission are not needed. Primary supervisor approval will be sought.
- B. Data has been licensed, contracted for, or purchased with a license that explicitly forbids deposit in storage outside the student's or the primary supervisor's control. Primary supervisor approval will be sought.
- C. No data was used in my research project for the creation of my thesis. DMP and Dataset submission is not needed. Primary supervisor approval will be sought.
- **D. Dataset Management Plan (DMP). Dataset will be uploaded later.**

Drag and drop files here, or click in box to choose files.

Save as Draft | Submit

Save as Draft Submit

4.

EXAMPLES

A. Data Collection

What data will you collect or create?

How will the data be collected or created?

DMP title

Project Name Drosophila Genetics - BBSRC Example

Description This project will investigate the role of Polo kinase in metaphase to anaphase transition in Drosophila melanogaster.

Funder Biotechnology and Biological Sciences Research Council

Institution University of Glasgow

Data areas and data types

Outline the volume, type and content of data that will be generated e.g. experimental measurements, models, records and images

This project will generate three main types of raw data.

1. Images from transmitted-light microscopy of giemsa-stained squashed larval brains.
2. Images from confocal microscopy of immunostained whole-mounted larval brains.
3. Western blot data.

Measurements and quantification of the images will then be recorded in spreadsheets.

Micrograph data is expected to total between 100GB and 1TB over the course of the project.

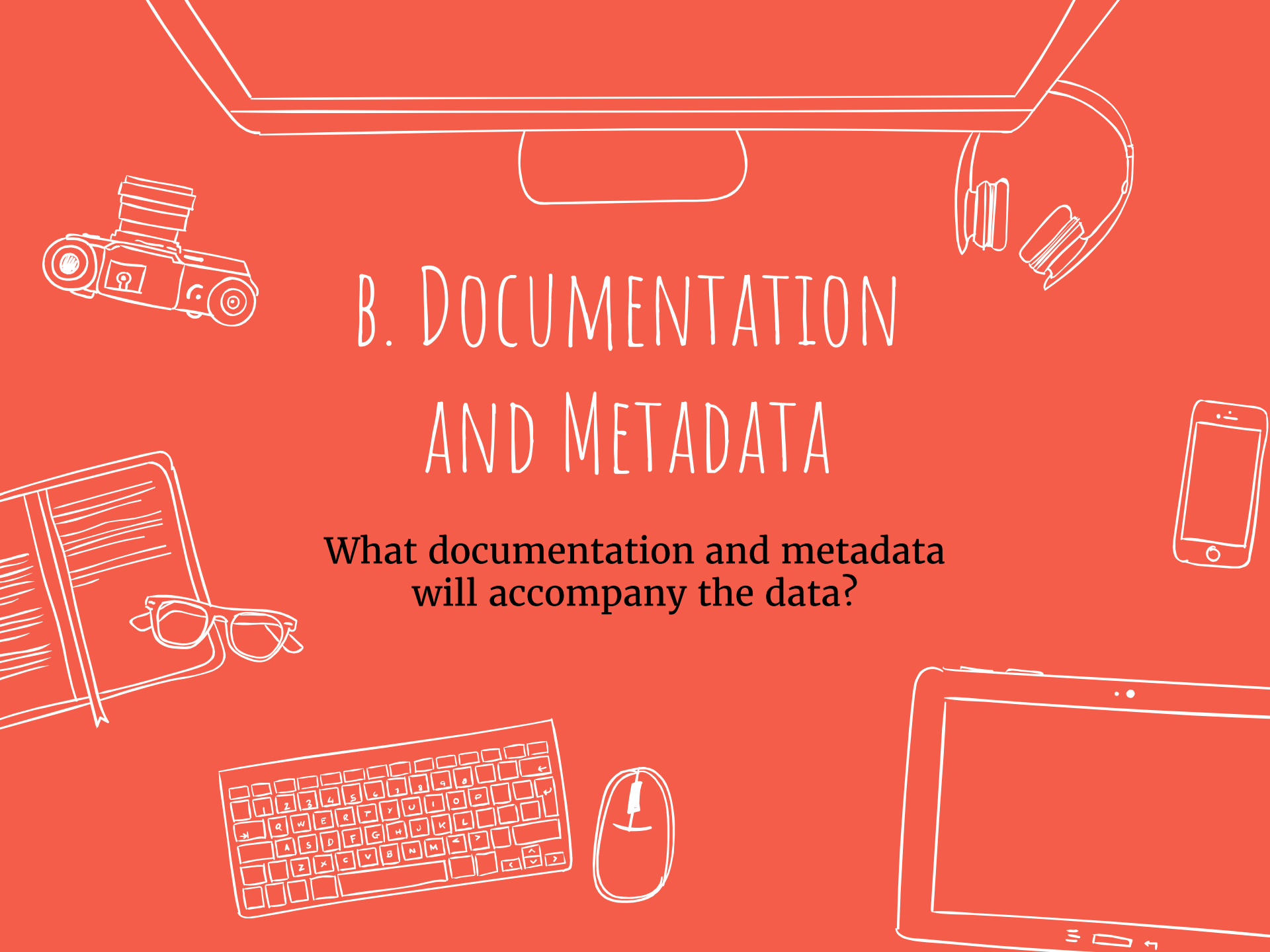
Scanned images of western blots are expected to total around 1GB over the course of the project.

Other derived data (measurements and quantifications) are not expected to exceed 10MB.

Example plan shared by the University of Glasgow
http://www.gla.ac.uk/media/media_418168_en.pdf

B. Documentation and Metadata

What documentation and metadata will accompany the data?



Standards and metadata

Outline the standards and methodologies that will be adopted for data collection and management, and why these have been selected

All samples on which data are collected will be prepared according to published standard protocols in the field. All microscopes used for sample examination are serviced and recalibrated regularly. All Drosophila lines used in experiments are checked periodically for phenotypic markers. Drosophila are maintained in live culture according to standard methods in the field.

Files will be named according to a pre-agreed convention. The dataset will be accompanied by a README file which will describe the directory hierarchy and filenaming convention.

Each directory will contain an INFO.txt file describing the experimental protocol used in that experiment. It will also record any deviations from the protocol and other useful contextual information.

Microscope images capture and store a range of metadata (field size, magnification, lens phase, zoom, gain, pinhole diameter etc) with each image.

This should allow the data to be understood by other members of our research group and add contextual value to the dataset should it be reused in the future.

Example plan shared by the University of Glasgow
http://www.gla.ac.uk/media/media_418168_en.pdf

C. Ethics and Legal Compliance

How will you manage any ethical issues?

How will you manage copyright and Intellectual Property Rights (IPR) issues?

Data Confidentiality

Research records will be kept confidential, and access will be limited to the PI and primary research team members. For each testing session, the recorded data will have any identifying information removed and will be relabeled with study code numbers. A database which relates study code numbers to consent forms and identifying information will be stored separately on password-protected computers in a secured, locked office. These computers are housed in research facilities in the Psychology Building at Indiana University-Bloomington, and in the Psychology Department at UCSD. A list of the names of individuals who have participated in each study will be maintained in order to ensure that no individual is tested more than once on related studies. To maintain the privacy of the participants, any report of individual data will only consist of performance measures without any demographic or identifying information.

https://library.ucsd.edu/research-and-collections/data-curation/data-management/dmpsample/DMP-Example-Psych.doc

Intellectual Property and Sharing of Research Resources

Intellectual property and data generated under this project will be administered in accordance with both University and NSF policies.

Ownership of sole or joint inventions developed under the project will be owned by the institution(s) employing the inventor(s). Inventors shall be determined by U.S. Patent law, Title 35 SC. University and Participating investigators/institutions will disclose any inventions developed under the project and such inventions will be reported and managed as provided by NIH policies. Sole inventions will be administered by the institution employing the inventor. Joint inventions shall be administered based on mutual consultation between the parties. Similar procedures will be followed for copyrights.

Materials generated under the project will be disseminated in accordance with University/Participating institutional and NSF policies. Depending on such policies, materials may be transferred to others under the terms of a material transfer agreement.

Access to databases and associated software tools generated under the project will be available for educational, research and non-profit purposes. Such access will be provided using web-based applications, as appropriate.

Publication of data shall occur during the project, if appropriate, or at the end of the project, consistent with normal scientific practices. Research data that documents, supports and validates research findings will be made available after the main findings from the final research data set have been accepted for publication. Such research data will be redacted to prevent the disclosure of personal identifiers.

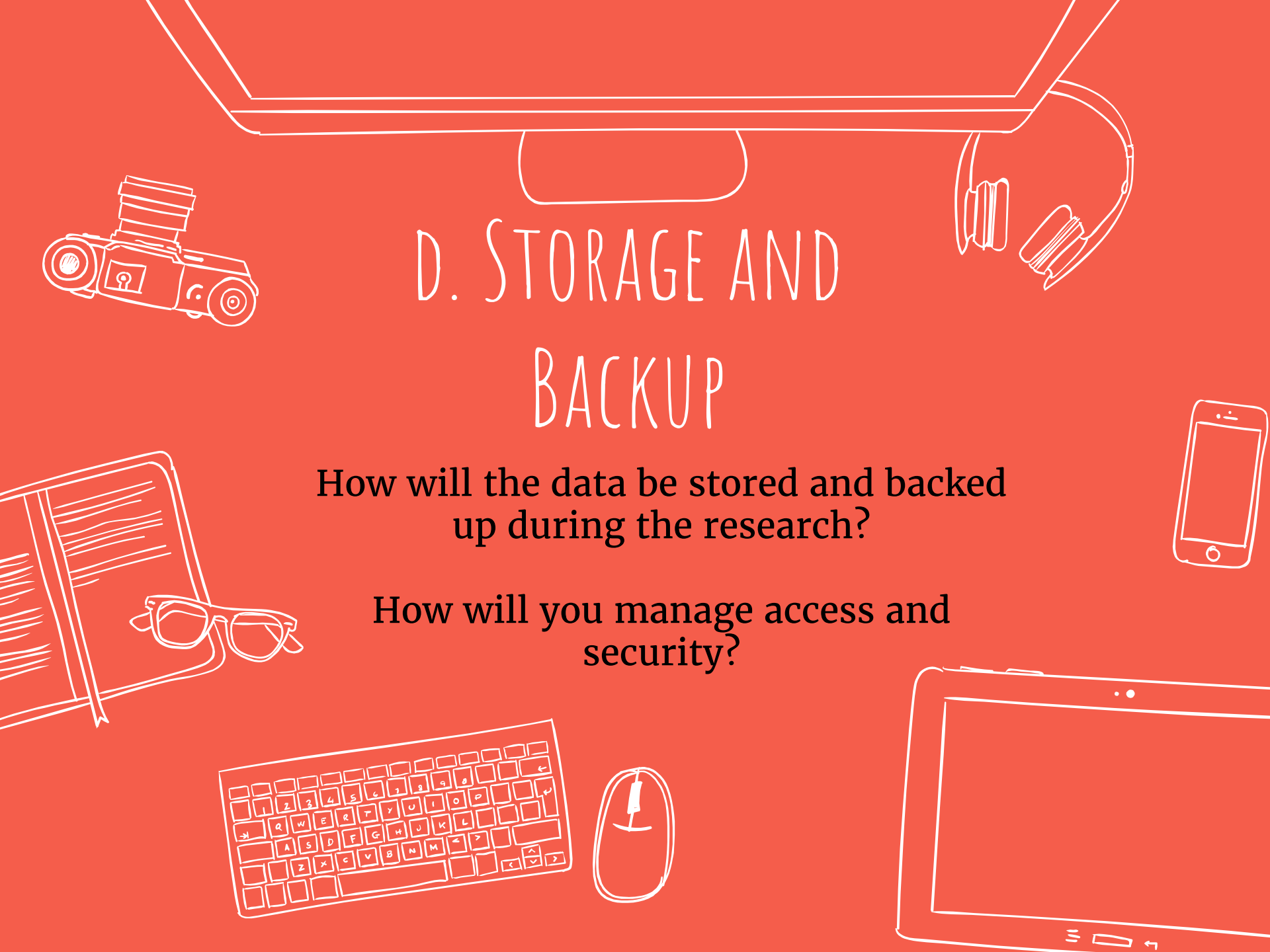
https://library.ucsd.edu/research-and-collections/data-curation/data-management/dmpsample/DMP-Example-Psych.doc

Intellectual Property Rights (IPR)

"If research data included in a thesis are obtained by a collaborative effort (including collaboration between the Student and a supervisor or other researcher at the University), such data may be the joint property of the Student and the collaborating party.

It is strongly advised that Students and supervisors/researchers make clear agreements in advance concerning the ownership and use of Intellectual Property Rights created in connection with a Student thesis."

http://www.rss.hku.hk/contracts/ipr



D. Storage and Backup

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

How will you manage access and security?

2. Data Storage and Preservation

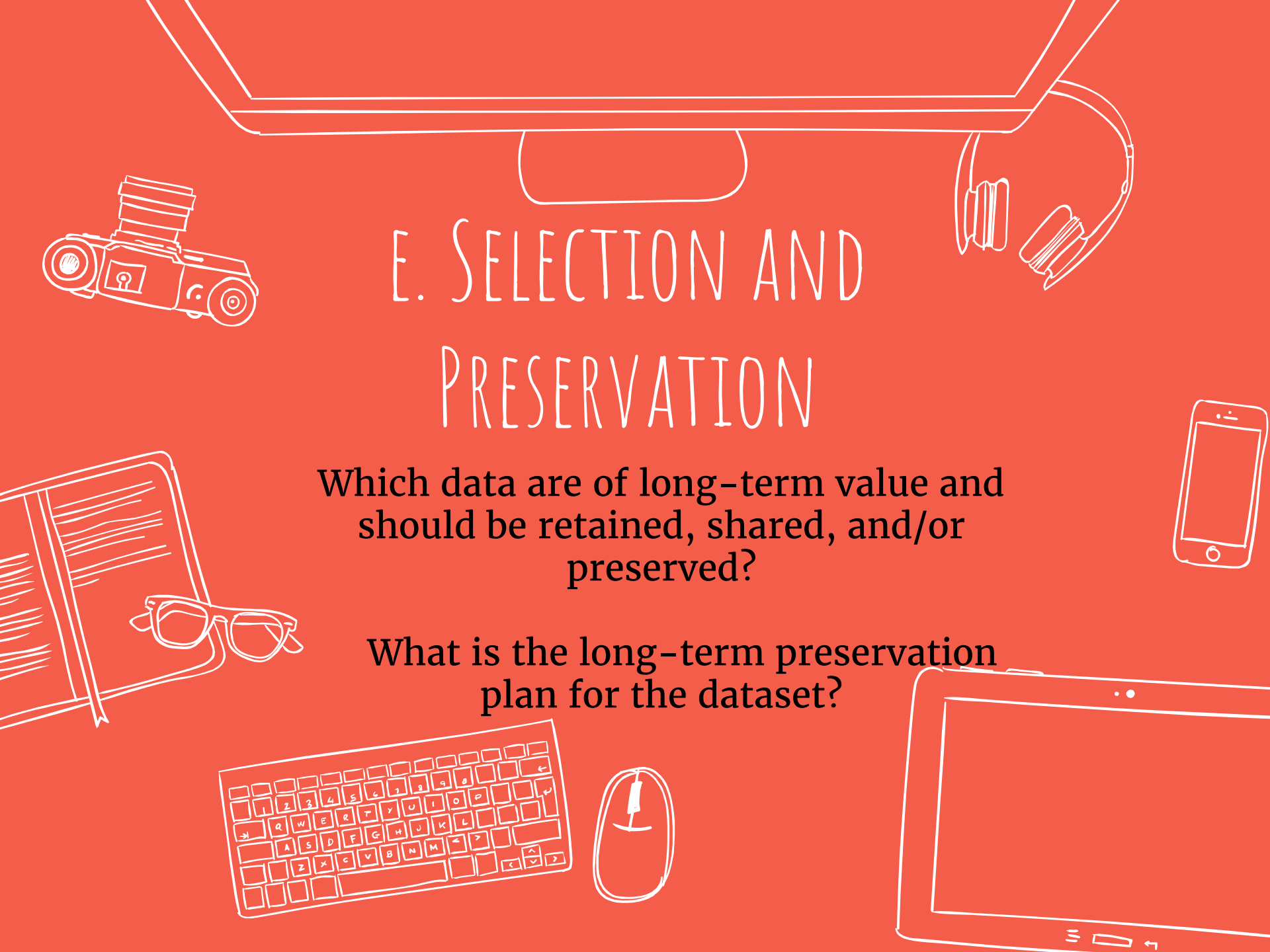
Our short-term data storage plan, which will be used during the experiment, will be to save copies of 1) the .txt metadata file and 2) the Excel spreadsheet as .csv files to an external drive, and to take the external drive off site nightly. We will use the Subversion version control system to update our data and metadata files daily on the University of Alberta Mathematics Department server. We will also have the laboratory notebook as a hard copy backup that will be stored in a fire-proof cabinet.

The data set will be submitted to the Knowledge Network for Biocomplexity (KNB) data repository for long-term preservation and storage. The authors will submit metadata in EML format along with the data to facilitate its reuse. The data manager will be responsible for updating metadata and data author contact information in the KNB.

3. Data Formats and Metadata

We will first document our metadata by taking careful notes in the laboratory notebook that refer to specific data files and describe all columns, units, abbreviations, and missing value identifiers. These notes will be transcribed into a .txt document that will be stored with the data file. After all of the data are collected, we will then use EML (Ecological Metadata Language) to digitize our metadata. EML is one of the accepted formats used in ecology, and works well for the types of data we will be producing. We will create these metadata using Morpho software, available through KNB (http://knb.ecoinformatics.org/morphoportal.jsp). The metadata will fully describe the data files and the context of the measurements.

https://www.dataone.org/sites/all/documents/DMP_Copepod_Formatted.pdf



E. Selection and Preservation

Which data are of long-term value and should be retained, shared, and/or preserved?

What is the long-term preservation plan for the dataset?

5. Plans for Archiving and Preservation

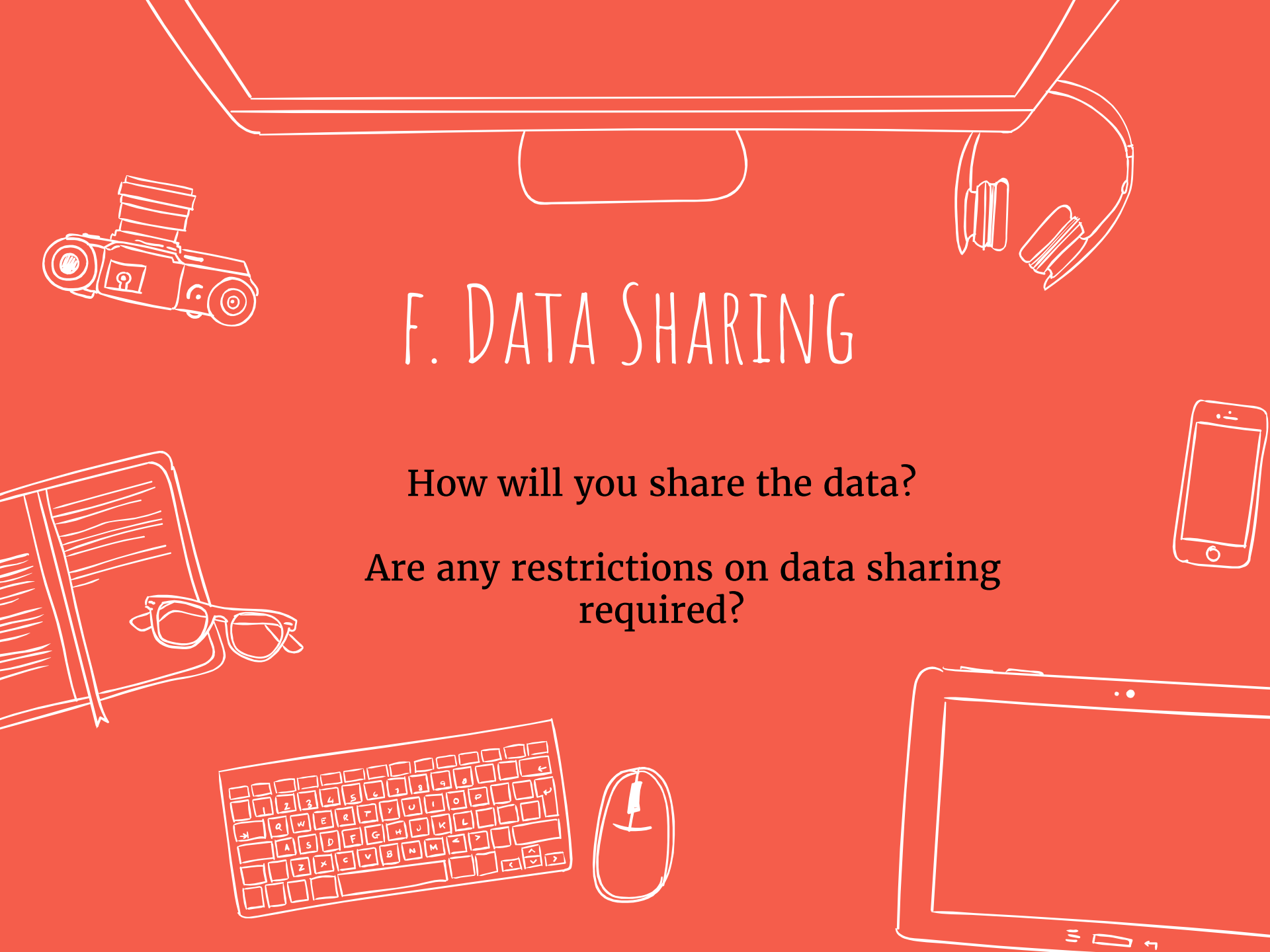
All original raw data files and data source processing programs will be versioned over time and maintained in a date-stamped file structure with text files documenting the provenance. The database will be preserved in perpetuity, housed initially at the New Mexico Interstate Stream Commission Central Office in addition to an off-site copy maintained at an NMISC field office and mirrored at the Consortium of Universities for the Advancement of Hydrologic Science (CUAHSI). We will also identify appropriate archiving institutions that might serve as a mirror repository. A data policy and stewardship plan will be established. In addition to archiving, each database table will be exported to a delimited text format to ensure accessibility of the data by other software programs. The data manager at the NMISC will be responsible for the management of long-term storage and archived data.

https://www.dataone.org/sites/all/documents/DMP_Hydrologic_Formatted.pdf

F. Data Sharing

How will you share the data?

Are any restrictions on data sharing required?



4. Data Dissemination and Policies for Data Sharing and Public Access

We are required to share our data with the CAISN network after all data have been collected and metadata have been generated. This should be no more than 6 months after the experiments are completed. In order to gain access to CAISN data, interested parties must contact the CAISN data manager (data@caisn.ca) or the authors and explain their intended use. Data requests will be approved by the authors after review of the proposed use.

The authors will retain rights to the data until the resulting publication is produced, within two years of data production. After publication (or after two years, whichever is first), the authors will open data to public use. After publication, we will submit our data to the KNB enabling discovery and use by the wider scientific community. Interested parties will be able to download the data directly from KNB without contacting the authors, but will still be encouraged to give credit to the authors for the data used by citing a KNB accession number either in the publication's text or in the references list.

https://www.dataone.org/sites/all/documents/DMP_Copepod_Formatted.pdf

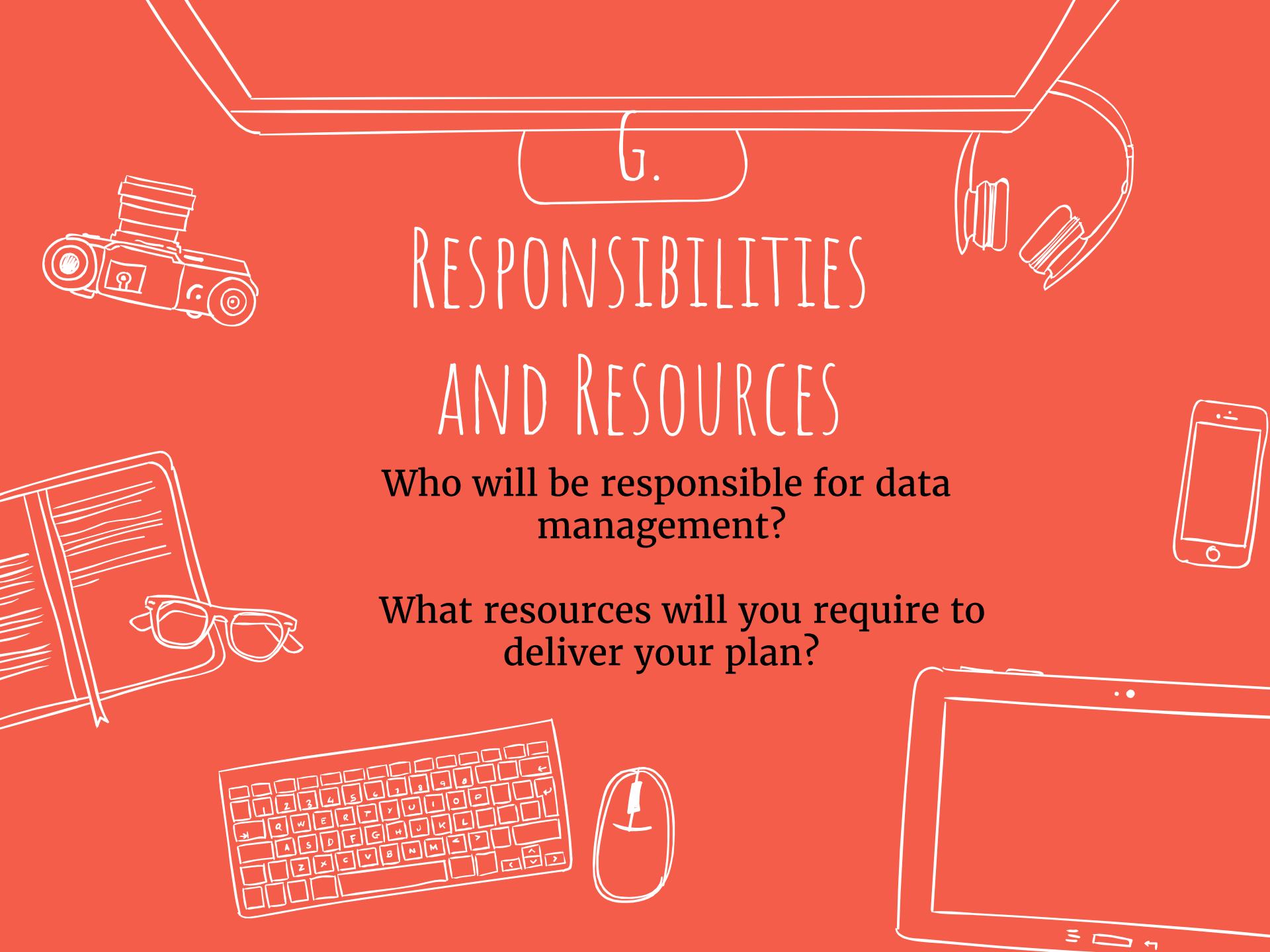
Before you share or publish your data

- Review the Depositor's Agreement, and Takedown Policy
- Perhaps you need to anonymize or redact your data before sharing?
- If you have created data which may have commercial value, please consult Versitech, or the Technology Transfer Office.

6. Responsibilities and Resources

Who will be responsible for data management?

What resources will you require to deliver your plan?



5. Roles and responsibilities

The PI will be responsible for all data management during and after data collection.

https://www.dataone.org/sites/all/documents/DMP_Copepod_Formatted.pdf

5. Plans for Archiving and Preservation

All original raw data files and data source processing programs will be versioned over time and maintained in a date-stamped file structure with text files documenting the provenance. The database will be preserved in perpetuity, housed initially at the New Mexico Interstate Stream Commission Central Office in addition to an off-site copy maintained at an NMISC field office and mirrored at the Consortium of Universities for the Advancement of Hydrologic Science (CUAHSI). We will also identify appropriate archiving institutions that might serve as a mirror repository. A data policy and stewardship plan will be established. In addition to archiving, each database table will be exported to a delimited text format to ensure accessibility of the data by other software programs. The data manager at the NMISC will be responsible for the management of long-term storage and archived data.

https://www.dataone.org/sites/all/documents/DMP_Hydrologic_Formatted.pdf

4. Policies for Re-use, Distribution

Access to databases and associated software tools generated under the project will be available for educational, research and non-profit purposes. Such access will be provided using web-based applications, as appropriate.

Materials generated under the project will be disseminated in accordance with University/Participating institutional and NSF policies. Depending on such policies, materials may be transferred to others under the terms of a material transfer agreement.

Those that use the data (as opposed to any resulting manuscripts) should cite it as follows:

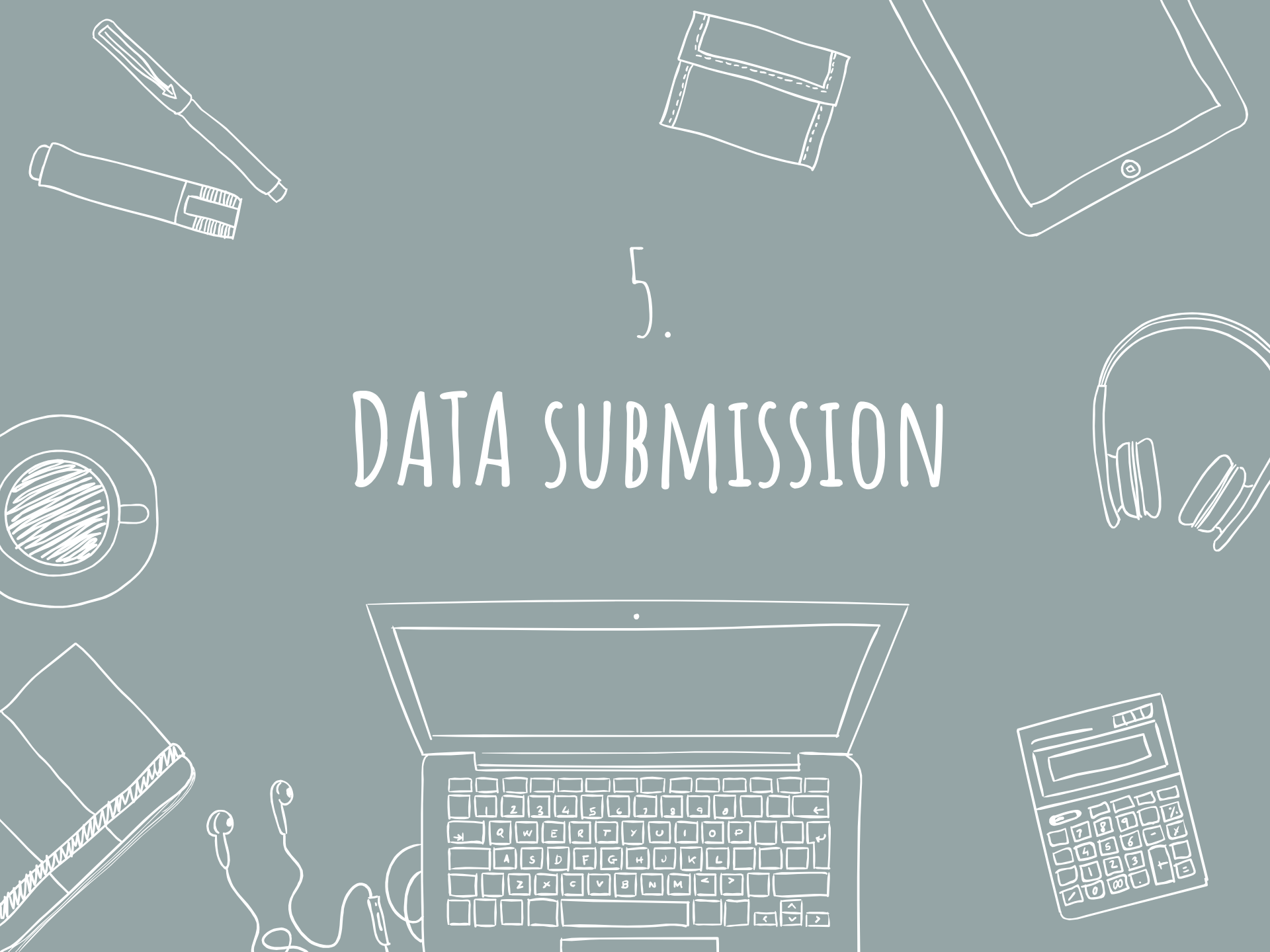
> Lind, E, E Borer and A Kay. yyyy. Grassland Arthropod abundance and stoichiometry associated with nutrient manipulation. [URL]; accessed on ddmmyyyy.

This information will be described in the metadata.

Intended and foreseeable users of the data are NutNet collaborators and participants, as well as other scientists interested in arthropod-plant relationships. This data set could be used in combination with similar data sets from other NutNet sites or for meta-analysis.

5. Plans for Archiving and Preservation

We will preserve both arthropod datasets generated during this project (abundance and stoichiometry) for the long term in the Digital Conservancy at the U of M. We will include the .csv files, along with the associated metadata files. We will also submit an abstract with the datasets that describe their original context and any potentially relevant project information. Borer will be responsible for preparing data for long-term preservation and for updating contact information for investigators.


5.
DATA SUBMISSION

What to deposit

Essential,

- Data Management Plan (DMP)
- Dataset(s) quantitative and/or qualitative, raw and/or processed,
- Metadata about all the data files including file formats (please use open formats wherever possible), Code book (i.e. description of variables), etc.
- Readme file, giving particulars of data

https://lib.hku.hk/researchdata/data.htm

What to deposit

If data includes **personal data,** the data should be put under **restricted access**,

- **Personal data from clinical research** (i.e. Institutional Review Board (IRB) approved) [https://www.med.hku.hk/research/research-ethics/human-ethics]
- provide approval code, consent forms, ethical application form when available, please state the risk of re-identification from the different datafiles and how the risk has been minimised for any dataset intended for sharing.
- **Personal data from non-clinical research** (i.e. Human Research Ethics Committee (HREC) approved) [http://www.rss.hku.hk/integrity/ethics-compliance/hrec]
- provide approval code, consent forms, ethical application form, please state the risk of re-identification from the different datafiles and how the risk has been minimised for any dataset intended for sharing.

https://lib.hku.hk/researchdata/data.htm

What to deposit

If data includes **interviews**,

- Interview transcripts
- Blank questionnaire & interviewer guidelines

If **field research data**,

- provide copy of file research notebook in digital format, preferably machine readable

If **lab research data**,

- of working papers and/or lab research notebooks in digital format, preferably machine readable

https://lib.hku.hk/researchdata/data.htm

What to deposit

For **simulated data**,

- how was it generated? Please either explain or provide a link.

For **other types** of data, such as **Image or video data, Creative or Design data,**

- please explain what type of data and how was it collected/generated.

If **software** is needed to read or analyze any of the datafiles,

- please provide full details of software name, version needed, and any instructions necessary to obtain the software. If you have written your own script for analyzing the data, please include this script also in final deposit.

https://lib.hku.hk/researchdata/data.htm

6.

References

NATIONAL ENDOWMENT FOR THE Humanities

EVENTS HUMANITIES MAGAZINE STAFF DIRECTORY SCAM ALERT

HOME ABOUT NEH GRANTS DIVISIONS AND OFFICES NEWS EXPLORE

HOME / DIVISIONS AND OFFICES / OFFICE OF DIGITAL HUMANITIES

OFFICE OF DIGITAL HUMANITIES

- DIVISIONS AND OFFICES HOME
- EDUCATION PROGRAMS
- PRESERVATION AND ACCESS
- PUBLIC PROGRAMS
- RESEARCH PROGRAMS
- FEDERAL/STATE PARTNERSHIP
- CHALLENGE GRANTS
- OFFICE OF DIGITAL HUMANITIES
  - About ODH
  - ODH Staff

GRANT NEWS

Data Management Plans From Successful Grant Applications (2011-2014) Now Available

NOVEMBER 4, 2015 | BY JASON RHODY

Like 0 Tweet G+ EMAIL PRINT

Beginning in 2011, the NEH Office of Digital Humanities (ODH) began requiring a Data Management Plan (DMP) for the majority of its grant programs. In the past year, NEH has received a number of Freedom of Information Act (FOIA) requests to view some or all of the DMPs submitted as a component of successful grant applications since 2011. Due to the high level of interest from scholars and the general public in the DMPs submitted, NEH has bundled the plans in a zip file and is making them available for download via the NEH FOIA Library [the link entitled "Data Management Plans From Successful Grant Applications (2011 - 2014)" leads to a 15.1mb zip file]: http://www.neh.gov/about/foia/library

https://www.neh.gov/files/dmp_from_successful_grants.zip

Sample Data Management Plan for Depositing Data with ICPSR

This sample plan is provided to assist grant applicants in creating the required Data Management Plans. Researchers should feel free to edit and customize this text before submission. A letter of commitment from ICPSR confirming that it will archive the data should accompany the plan. Please contact ICPSR Acquisitions, deposit@icpsr.umich.edu, to request such a letter. Note that letters of commitment from ICPSR are not provided to researchers applying for National Institute of Justice (NIJ) sponsored research because, in most instances, NIJ requires datasets resulting from funded research to be archived with the National Archive of Criminal Justice Data (NACJD) at ICPSR.

Please review our guidelines on how to deposit data with ICPSR.

Data Description – [Provide a brief description of the information to be gathered -- the nature, scope, and scale of the data that will be generated or collected.] These data, which will be submitted to ICPSR, fit within the scope of the ICPSR Collection Development Policy. A letter of support describing ICPSR's commitment to the data as they have been described is provided.

Responsibility – The principal investigator will have overall responsibility for data management over the course of the research project and will monitor compliance with the plan. The PI will ultimately transfer responsibility for data management to the Inter-university Consortium for Political and Social Research (ICPSR).

Designated Archive – The research data from this project will be deposited with the digital repository of the Inter-university Consortium for Political and Social Research (ICPSR) to ensure that the research community has long-term access to the data. The integrated data management plan proposed leverages capabilities of ICPSR and its trained archival staff.

Access and Sharing – ICPSR will make the research data from this project available to the broader social science research community. *Public-use data files*: These files, in which direct and indirect identifiers have been removed to minimize disclosure risk, may be accessed directly through the ICPSR website. After agreeing to Terms of Use, users with an ICPSR MyData account and an authorized IP address from a member institution may download the data, and non-members may purchase the files. *Restricted-use data files*: These files are distributed in those cases when removing potentially identifying information would significantly impair the analytic potential of the data. Users (and their institutions) must apply for these files, create data security plans, and agree to other access controls. *Timeliness*: The research data from this project will be supplied to ICPSR before the end of the project so that any issues surrounding the usability of the data can be resolved. Delayed dissemination may be possible. The Delayed Dissemination Policy allows for data to be deposited but not disseminated for an agreed-upon period of time (typically one year).

Selection and Retention – ICPSR will archive the full dataset and its documentation for the long term, supporting the data through changing technologies, new media, and data formats.

Metadata – ICPSR will create substantive metadata in compliance with the most relevant standard for the social, behavioral, and economic sciences—the Data Documentation Initiative (DDI). This XML standard provides for the tagging of content, which facilitates preservation and enables flexibility in display. These types of metadata will be produced and archived:

- *Study-Level Metadata Record*. A summary DDI-based record will be created for inclusion in the searchable ICPSR online catalog. This record will be indexed with terms from the ICPSR Thesaurus to enhance data discovery.
- *Data Citation with Digital Object Identifier (DOI)*. A standard citation will be provided to facilitate attribution. The DOI provides permanent identification for the data and ensures that they will always be found at the URL specified.
- *Variable-Level Documentation*. ICPSR will tag variable-level information in DDI format for inclusion in ICPSR's Social Science Variables Database (SSVD), which allows users to identify relevant variables and studies of interest.
- *Technical Documentation*. The variable-level files described above will serve as the foundation for the technical documentation or codebook that ICPSR will prepare and deliver.
- *Related Publications*. Resources permitting, ICPSR will periodically search for publications based on the data and provide two-way linkages between data and publications.

Intellectual Property Rights – Principal investigators and their institutions hold the copyright for the research data they generate. By depositing with ICPSR, investigators do not transfer copyright but instead grant permission for ICPSR to redisseminate the data and to transform the data as necessary to protect respondent confidentiality, improve usefulness, and facilitate preservation.

http://www.icpsr.umich.edu/icpsrweb/content/datamanagement/dmp/plan.html

The Library UC SAN DIEGO

Data Management

Follow Best Practices

Write an Effective Data Management Plan

Sample NSF Data Management Plans

NIH Policy on Rigor and Reproducibility

UC San Diego Sample NSF Data Management Plans

These examples from UC San Diego proposals are intended to provide a starting point for the development of other proposal-specific Data Management Plans. We thank the UC San Diego investigators who gave permission to include their DMPs in this collection. If you have a DMP you'd be willing to have included here, please contact Sharon Franks or the library Research Data Curation Program.

Please keep in mind that these examples are project-specific. PIs are encouraged to submit draft DMPs well in advance of the proposal deadline to OCGA to ensure compliance with University policy.

Research Data Curation Program

Contact the Research Data Curation Program with questions about our services or to provide feedback on our new website.

Office of the Director (OD)

Office of Cyberinfrastructure (OD/OCI)

DMP Example Allan Snavely From Allan Snavely's proposal to the Strategic Technologies for Cyberinfrastructure (STCI) program.

Office of Integrative Activities (OD/OIA)

DMP Example Todd Martz SIO.pdf From Professor Todd Martz's proposal entitled "MRI: Development of an instrument for testing and calibration of autonomous sensors for

https://library.ucsd.edu/research-and-collections/data-curation/data-management/dmp-samples.html

In this section

- Briefing Papers
- How-to Guides & Checklists
- Developing RDM Services
- Curation Lifecycle Model
- Curation Reference Manual
- Policy and legal
- **Data Management Plans**
  - Checklist
  - DMPonline
  - FAQ on DMPonline
  - FAQ on Data Management Plans
  - Funders' requirements
  - Guidance and examples
- Tools
- Case studies
- Repository audit and assessment

Example DMPs and guidance

Lots of guidance and examples are available to help with data plans.

A summary of example plans organised by research funders is provided below. Some evaluation cribsheets, overseas examples and general guidelines are also referenced.

Practical guidance on writing DMPs is available in the DCC guide: How to develop a data management and sharing plan

AHRC

Religious studies technical plan
A technical plan submitted from the University of Bristol, also including comments from the reviewers

Language studies technical plan
A technical plan from the University of Glasgow about developing the Scots syntactic atlas

Virtual holocaust memory technical plan
An example plan from the University of Leeds with some reviewer feedback

http://www.dcc.ac.uk/resources/data-management-plans/guidance-examples

DataONE
Data Observation Network for Earth

Site DataONE Search Search phrase Go

About News Participate Resources Education Data

Home » Resources » Data Management Planning

Resources

Tools

Investigator Toolkit
Data Management Planning
Software Tools Catalog

Materials

Publications
Best Practices
Data Life Cycle
Librarian Outreach Kit
Developer Resources
Research Notebooks

Find it Fast

Search for Data
Data Management Planning
Best Practices
Software Tools
Calendar
Ask DataONE

Data Management Planning

General Guidelines

A data management plan describes the data that will be authored and how the data will be managed its lifetime. The contents of the data management plan should include:

- the types of data to be authored;
- the standards that would be applied, for example format and metadata content;
- provisions for archiving and preservation;
- access policies and provisions; and
- plans for eventual transition or termination of the data collection in the long-term future.

In January 2011 NSF added the requirement for a data management plan (DMP) to be included within guidelines for the structure of this plan. Below are some example DMPs developed by participants of a workshop, that conform to these guidelines.

NSF General: Mauna Loa example
NSF General: Rio Grande example
NSF General: HDF Map example
NSF General: Nutrient Network example
NSF BIO: E. afffinis example

The DMPTool will

ents of your grant

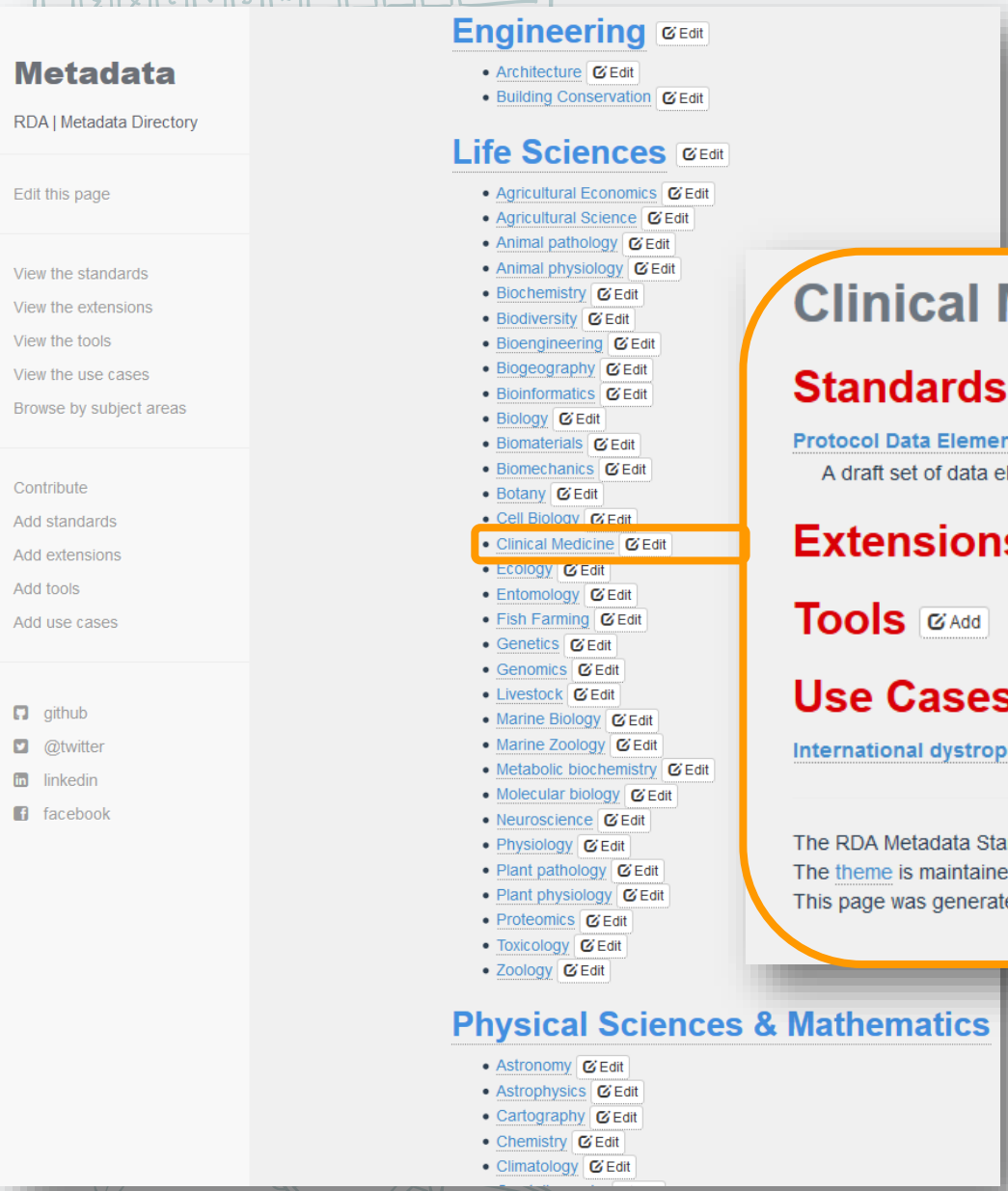
gement plan for
For more

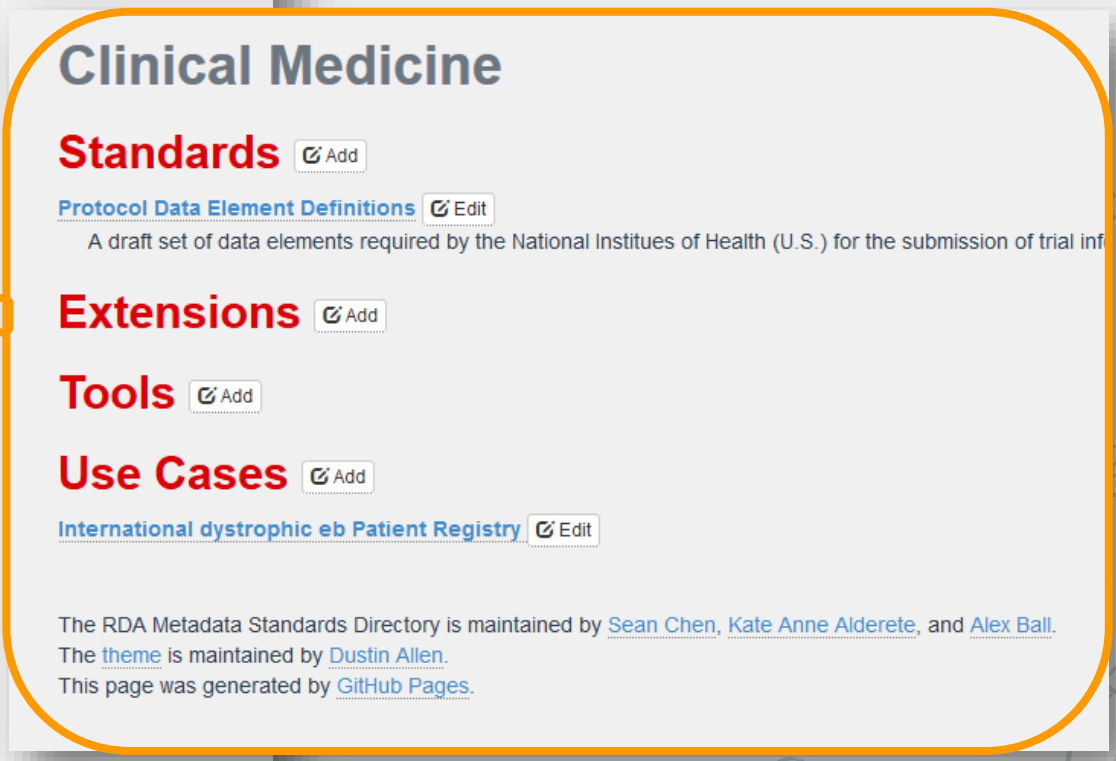
sible throughout

https://www.dataone.org/data-management-planning

SUBJECT-SPECIFIC METADATA AND TOOLS

Research Data Alliance





http://rd-alliance.github.io/metadata-directory/subjects/

DATA REPOSITORIES

- Re3data
- Scientific Data
- PLOS
- Open Access Directory

Open Access Directory (Medicine)

- Dryad
- GenBank
- Melanoma Molecular Map Project
- The Health and Medical Care Archive