

RPG PROCEDURES FOR RESEARCH DATA MANAGEMENT (RDM)

HKUL RESEARCH DATA SERVICES

<http://lib.hku.hk>

The screenshot shows the homepage of the HKUL Libraries website. At the top left is the University of Hong Kong logo and the text "The University of Hong Kong Libraries". A large banner image of a modern library interior with study carrels and tables is overlaid with a blue diagonal band containing the text "Introducing the Learning Hub". Below the banner are two search boxes: "Find@HKUL" and "Site Search". A "Search" bar with a magnifying glass icon is positioned below these. On the right side of the header, there are links for "High Contrast", "A A A", "Hours", "Contact Us", "e-Forms", and "Services". The main content area is divided into several sections: "User Information" with links for "Student", "Staff", "Graduate", and "Public", and a prominent green button labeled "MyAccount@HKUL"; "Research Tools" featuring "FIND@HKUL", "Electronic Resources", and "Dragon, HKUL Catalogue", with "HKU Scholars Hub" circled in red; "Research Support" with links for "BrowZine", "Endnote", "Research Guides", "Subject Guides", "Training", and "Turnitin"; and a "Research Support" section with a "ASK A LIBRARIAN" button. The bottom of the page features a photograph of the Main Library building's exterior.

HKUL RESEARCH DATA SERVICES

<http://hub.hku.hk>

The University of Hong Kong
The HKU Scholars Hub 香港大學學術庫

Home Publications Researchers Organizations Grants Datasets Theses Patents Community Service

THE HKU SCHOLARS HUB AT THE CENTRE OF HKU

Deposit Data
HKUL Research Data Management

Information system of The University of Hong Kong. As a key vehicle of HKU's Knowledge Exchange Initiative, The Hub aims to enhance the visibility of HKU authors and their research, and to foster opportunities for collaboration.

Quick Search BETA Research Collaborations Thesis Supervisors Media Commentators

Search for Everything... **Search**

Featured Scholar

Professor Li, Yuguo

- Professor
- Associate Dean, Faculty of Engineering

Research Interests

- Infection control and airborne transmission
- Ventilation
- Building energy efficiency
- Computational fluid

+ MORE

Hub News

- Apr 2017: HKU Theses On Amazon and Other Online Retailers.
- Jul 2016: The Hub adds Datasets. New deposit page coming soon.
- Feb 2016: Updated to DSpace 5.2. Added global search capability under Quick Search tab.
- Jan 2016: The Hub is No. 1 in Asia and 41st worldwide, according to Webometrics.

More

Relevant Links

- HKU's Top 1%
- Open Access @HKU
- Usage Stats & Downloads
- HKU most cited articles in Scopus
- HKU research on Web of Science
- Research @HKU

HKUL RESEARCH DATA SERVICES

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

HKUL RESEARCH DATA SERVICES

RPG STUDENTS | RESEARCH STAFF | RDM | METADATA | DEPOSIT DATA | RESOURCES | HELP

WHAT IS RESEARCH DATA MANAGEMENT?

RDM

THE UNIVERSITY OF HONG KONG LIBRARIES

RDM FOR RESEARCH POSTGRADUATE (RPG) STUDENTS

RDM FOR RPG SUPERVISORS

CONTINUE READING

HKU now requires Research Data Management (RDM). RDM is a general term covering how you organize, structure, store, and care for the information used or generated during a research project. The benefits of RDM, and the number now of funders, journals, and institutions requiring RDM are many and growing.

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**.

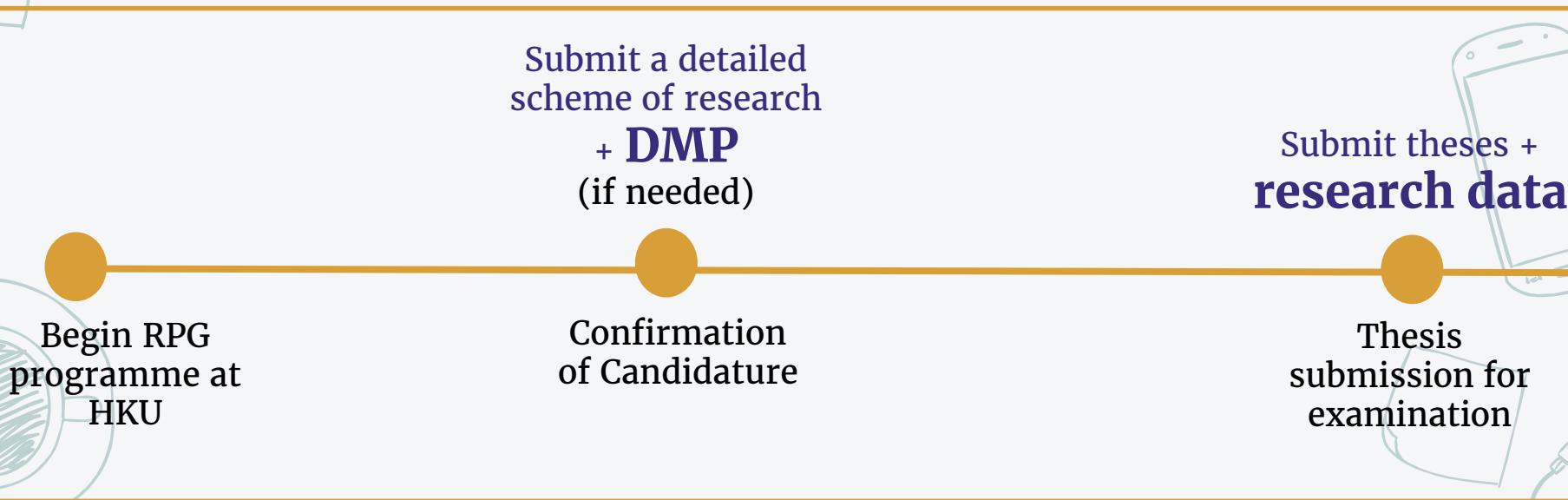
GUIDELINES AND PROCEDURES



- 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>

GUIDELINES AND PROCEDURES





Research Services

Support and information for HKU researchers

[Quick Links](#)[Search this site](#)

[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.

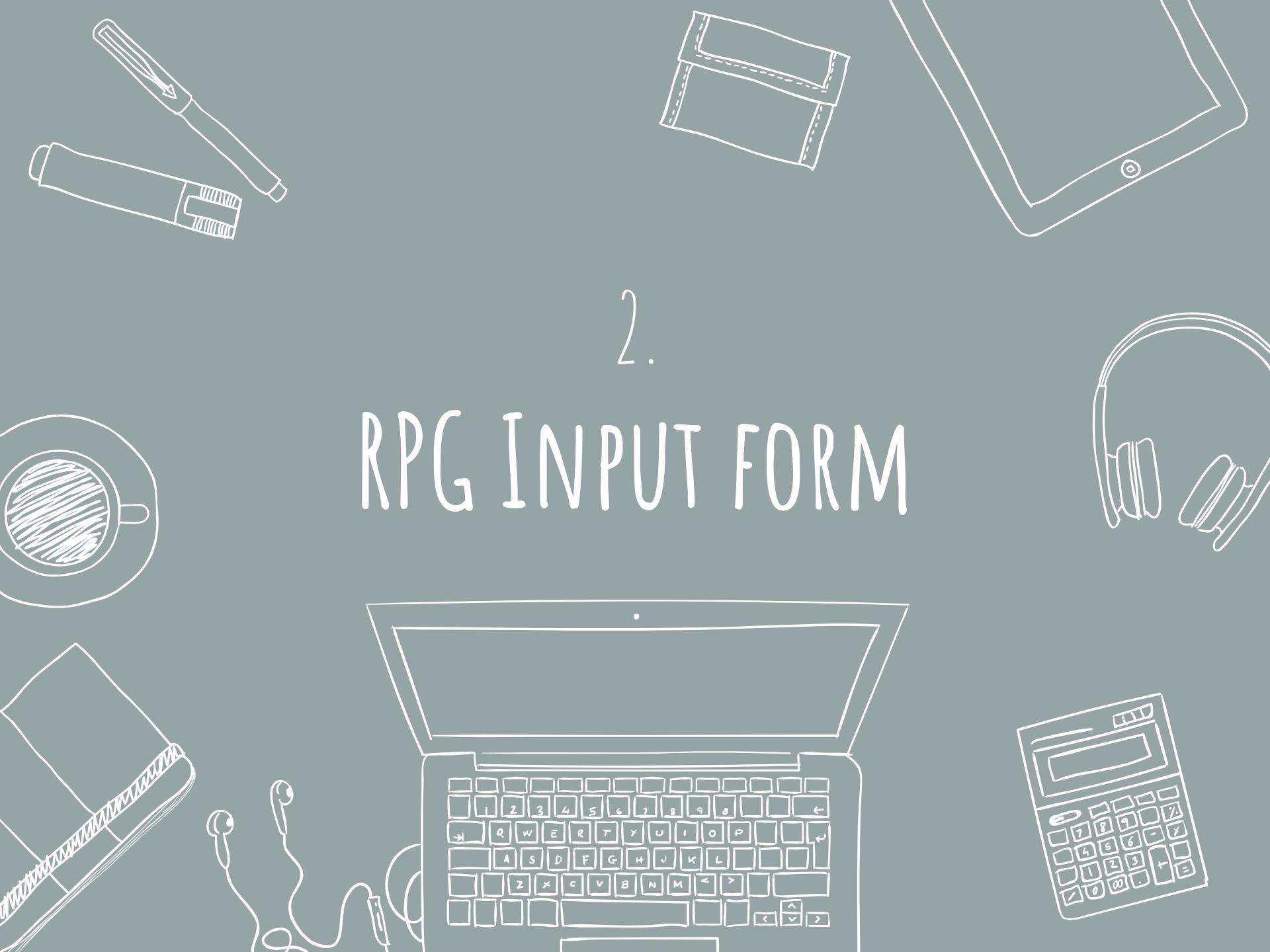
[Policy on the Management of Research Data and Records](#)

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

2.

RPG INPUT FORM





HKU > RPG Input: DMP & Dataset

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**



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Submit



RPG Input: DMP

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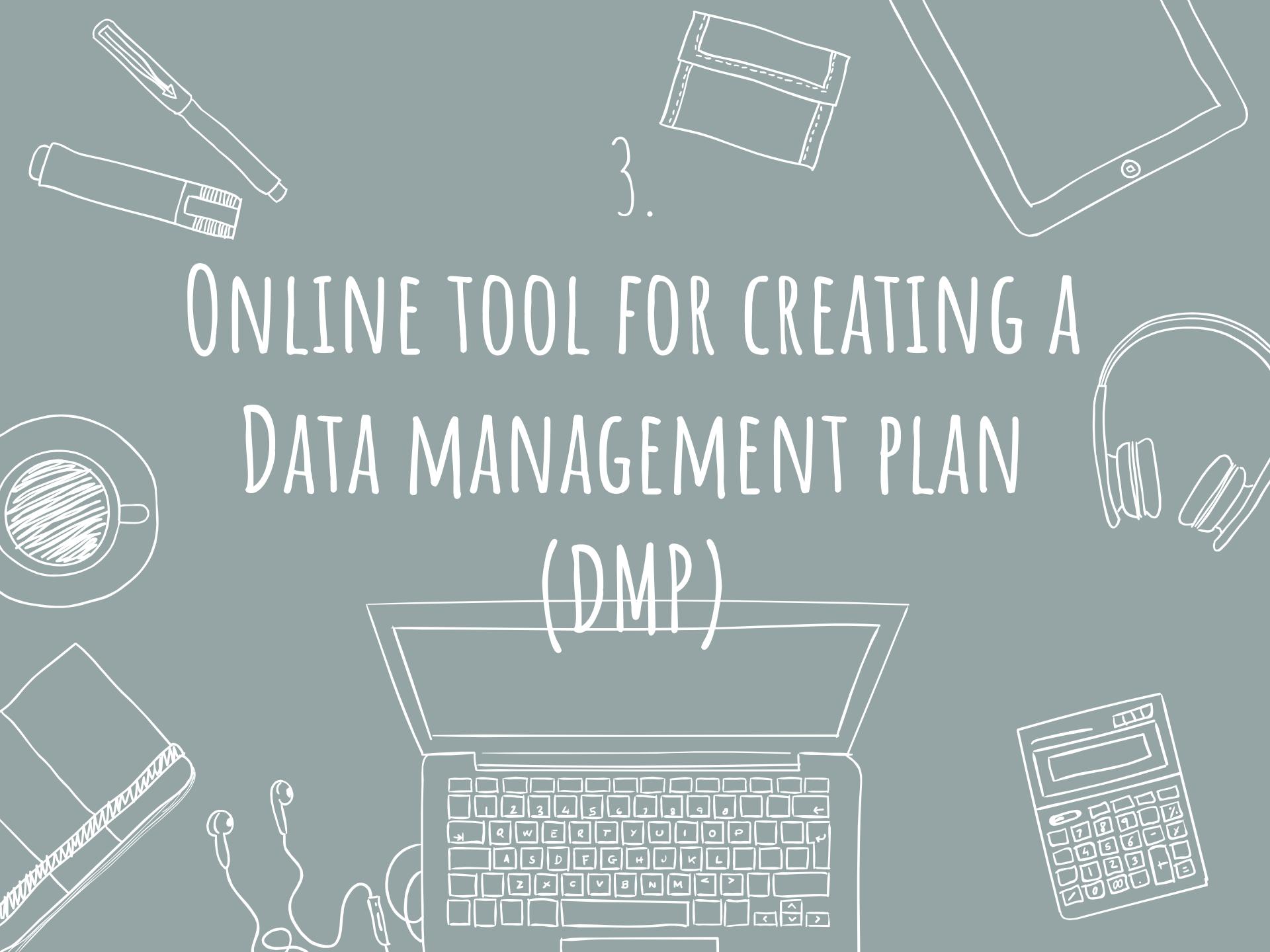
Drag and drop files here, or click in box to choose files.

Save as Draft

Submit

Save as Draft

Submit



ONLINE TOOL FOR CREATING A DATA MANAGEMENT PLAN (DMP)

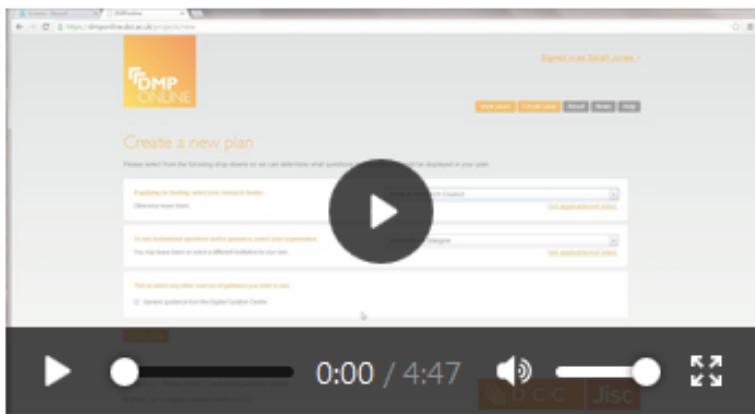
Sections	Questions
Data Collection	<p>What data will you collect or create? How will the data be collected or created?</p>
Documentation and Metadata	<p>What documentation and metadata will accompany the data?</p>
Ethics and Legal Compliance	<p>How will you manage any ethical issues? How will you manage copyright and Intellectual Property Rights (IPR) issues?</p>
Storage and Backup	<p>How will the data be stored and backed up during the research? How will you manage access and security?</p>
Selection and Preservation	<p>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?</p>
Data Sharing	<p>How will you share the data? Are any restrictions on data sharing required?</p>
Responsibilities and Resources	<p>Who will be responsible for data management? What resources will you require to deliver your plan?</p>



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.

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

Biology

Description

Save

Cancel



Plan details

Generic Data Management Planning Template

Share

Export

Data Collection (2 questions, 2 answered)

What data will you collect or create?

B *I*

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

B *I*

Save

Answered 5 minutes ago by eunice08@hku.hk

How will the data be collected or created?

B *I*

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

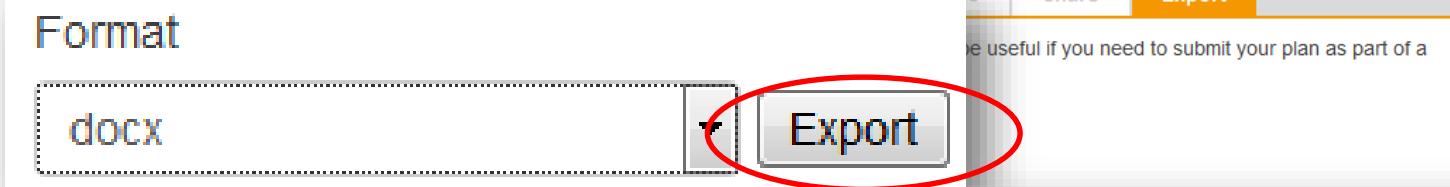
Share note

Share note with collaborators

B *I*

Save

Format



docx

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

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



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?

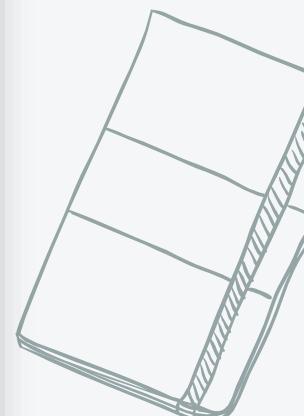
All samples on which data are collected will be prepared according to published standard protocols in the field. All microscopes used for sample examination are serviced and recalibrated regularly. All Drosophila lines used in experiments are checked periodically for phenotypic markers. Drosophila are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

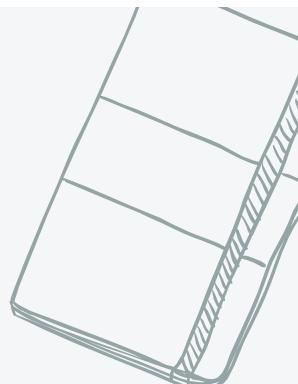
I will be responsible

What resources will you require to deliver your plan?

Cost for acquiring external hard disks for off-site copy

Prepared by:

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





RPG Input: DMP

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

Save as Draft

Submit

Save as Draft Submit

4.

EXAMPLES



Data Management Plan: The Digital Narrative for Pathways to Freedom

Expected Data & Data Description

This digital humanities prototype will serve the critical content related to the Pathways to Freedom learning and interactive maps. The proposed prototype will utilize underutilized archival materials and first voice narrative documents from the Brooklyn Historical Society as used.

Types of Data

The types of data to be generated as part of this project:

- Course syllabi
- Student assignments
- Interview transcripts (for the oral histories)
- Geospatial coordinates (for the interactive maps)
- Citations and references (from BHS primary and secondary sources)
- Project reports (from project team)
- Technical specifications, code, algorithms, etc., related to the development of digital tools (repository, web and mobile interfaces, etc.)
- Photographs and video (to be used for mapping tool)

1. Data Collection

What data will you collect or create?

How will the data be collected or created?

Designated Archive

One feature of this project is the creation of an institutional repository that will serve as a home for the data to be generated by the project. The repository will be created and maintained jointly by the LIU library and LIU IT to ensure that the broadest possible user base will have long-term access to the data. The library and IT plan to leverage expertise in this area to make sure that the repository framework is robust, usable, and in keeping with current technological standards for the creation of repositories.

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

By using a repository to provide storage for the data, the project will ensure that the information will be monitored over time, and migrated as warranted as new technologies and platforms prevail. We anticipate 2-4 hours for each oral history interview. Given that 1 hour of recording requires approximately 1 GB of storage space, we need up to a total of 180 GB for the interviews alone. All data will be stored on two different servers and backed up with an external hard drive.

Responsibility

The project director, the LIU Library, and LIU's IT Department will maintain joint responsibility for the data management plan and its oversight and monitor compliance over the lifespan of the project.

Data Formats

The recommended format for data will depend on the nature of the data. All data will be formatted to allow for maximum accessibility by utilizing non-proprietary, unencrypted, uncompressed software. We will assure preferred format choices as follows: PDF/A for text; MPEG-4 for video; TIFF or JPEG2000 for images; WAV for audio recordings.

Ethics and Privacy

Informed consent: Participants will sign the appropriate release forms in order for their materials to be included and made available via the repository. Information that is deemed to be sensitive – such as student or faculty names, where appropriate – will be removed before the ingestion of data into the archive. All processing and management will occur within a secure environment.

Intellectual Property Rights

LIU and BHS will maintain the copyright to all data collected. Participants will be asked to sign the appropriate consent at any time during the research process to withdraw from their interviews until and unless they tra

1. Data Collection

What data will you collect or create?

How will the data be collected or created?

Metadata

Metadata will address attribution, discovery, and preservation. The following metadata standards may be used to describe and organize the project's data:

- The IEEE 1484.12.1 – 2002 Standard for Learning Object Metadata (LOM) – may be used to describe and make discoverable learning material data, so that it can be searched for and reused by others. Descriptors include format and pedagogical attributes.
- METS is the Metadata Encoding and Transmission Standard, which will be used to encode the various types of digital objects created by the project. The METS standard is expressed via XML, and is supported and maintained by the Library of Congress. It is used in a number of other dissemination frameworks, including the NJVID project (<http://www.njvid.net/index.php>).

Access and Sharing

The data generated by the project will be housed above. It will be placed in the repository in a timely manner. Seeking access to the various public-use data will be done directly with the LIU Library. Restricted users

Period of Retention

Selection and Retention – Long Island University will work with the project and ensure that it is accessible through various dissemination frameworks. LIU will archive all additional data in a timely manner.

Archiving and Preservation

The repository framework will serve to preserve the data and also make it discoverable regardless of changing technologies and formats.

Storage & Backup

2. Documentation and Metadata

What documentation and metadata will accompany the data?



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.

3. Ethics and Legal Compliance

How will you manage any ethical issues?

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

INTELLECTUAL PROPERTY RIGHTS (IPR)

- × Intellectual property rights (IPR) include copyright, patents, trademarks and design rights.
- × The HKU Intellectual Property Rights Policy sets out ownership of intellectual property rights of staff and students and explains the University position on both copyright and patents.

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

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>



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.

4. Storage and Backup

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

How will you manage access and security?



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.

5. 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?



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.

6. Data Sharing

How will you share the data?

Are any restrictions on data sharing required?

Data Access, Sharing and Archiving

The researchers associated with this study are not aware of any reasons that might prohibit the sharing of the data to be generated under this project for public use and potential secondary uses, assuming data is handled consistent with IRB and NDA guidelines. The principal investigators retain the right for first use of the data. The principal investigators will house data generated from this project on servers at their institutions. Anonymized data will be available for access and sharing as soon as is reasonably possible, normally not longer than one year after publication of the data. The raw data from the proposed research will be archived locally by the researchers on regularly backed-up computers in encrypted formats, and will be preserved for at least three years beyond the award period. Prior to the workshop, participants will be encouraged to share either complete or subsets of their research data amongst the group under proper non-disclosure agreements.

1.4 Data Sharing

Both literary and DH scholarly communities expect transparency in published scholarly research. All data analysis and code will be made fully available to the public via either the WordPress blog or the Digital Yoknapatawpha web interface.

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**.

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.

7. Responsibilities and Resources

Who will be responsible for data management?

What resources will you require to deliver your plan?

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 ddmm/yyyy.

This information will be described in the metadata.

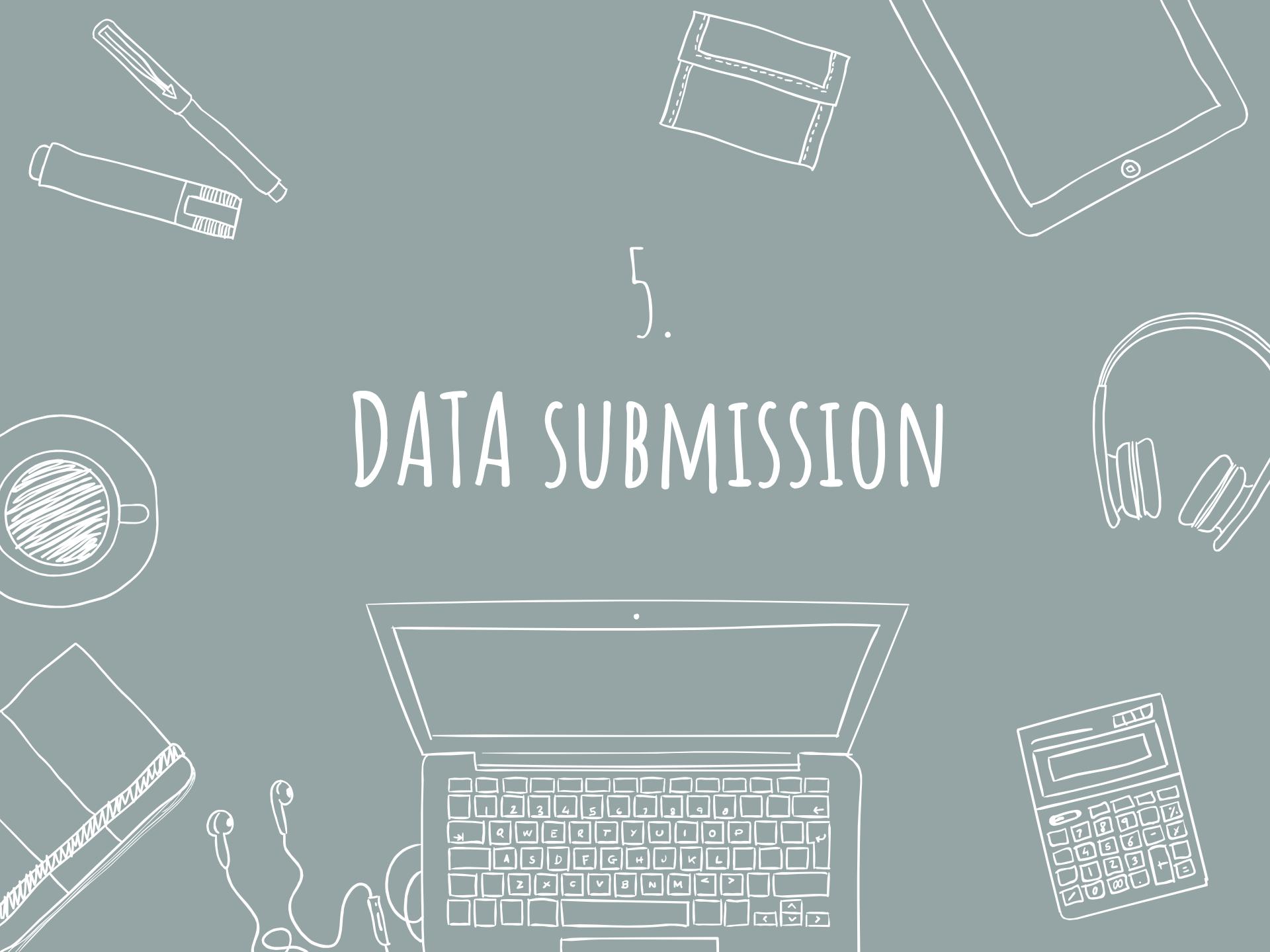
Intended and foreseeable users of the data are NutNet collaborators and participants, as well as other scientists interested in arthropod-plant relationships. This data set could be used in combination with similar data sets from other NutNet sites or for meta-analysis.

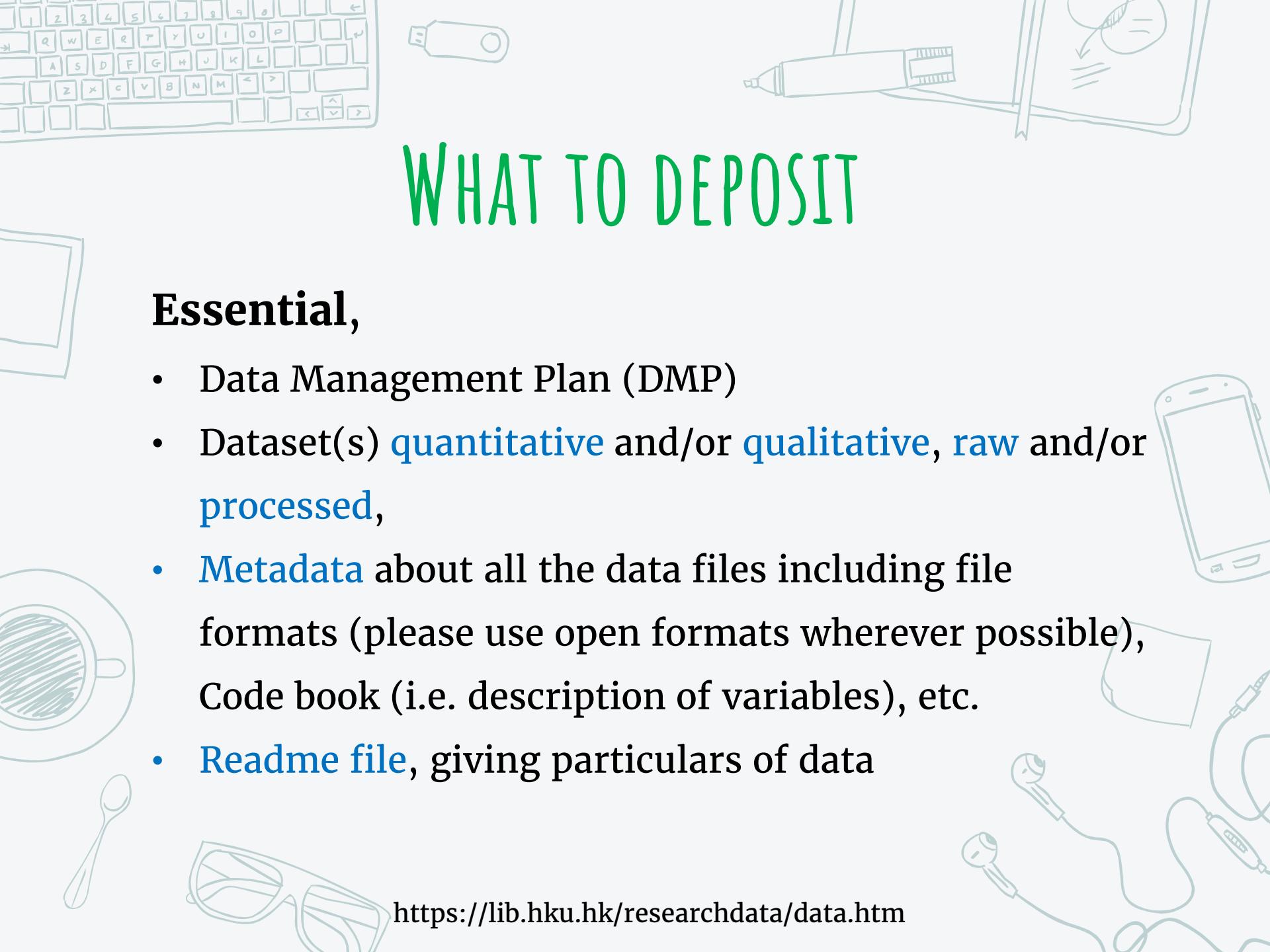
5. Plans for Archiving and Preservation

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

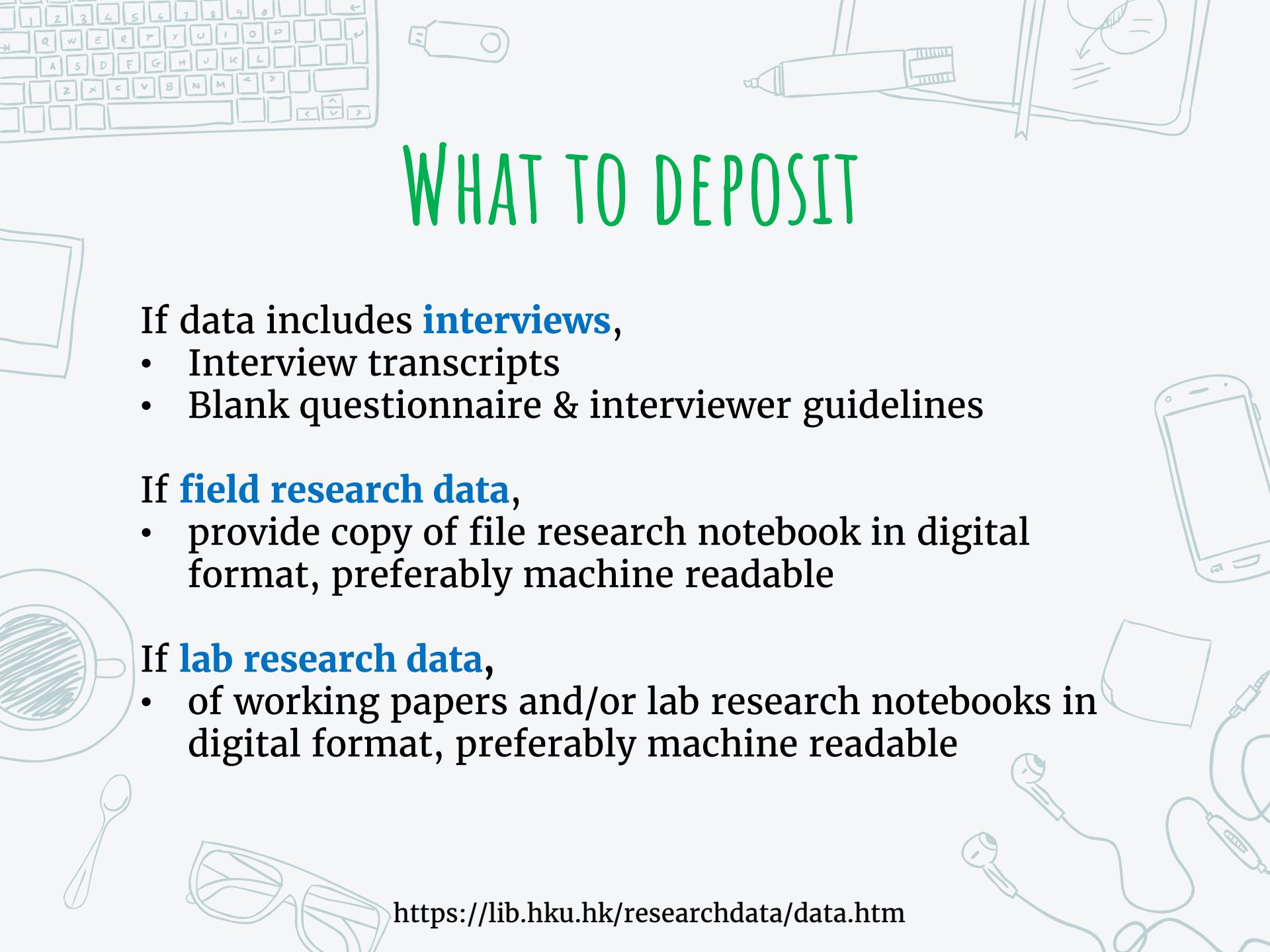
Essential,

- 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

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.



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

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**,

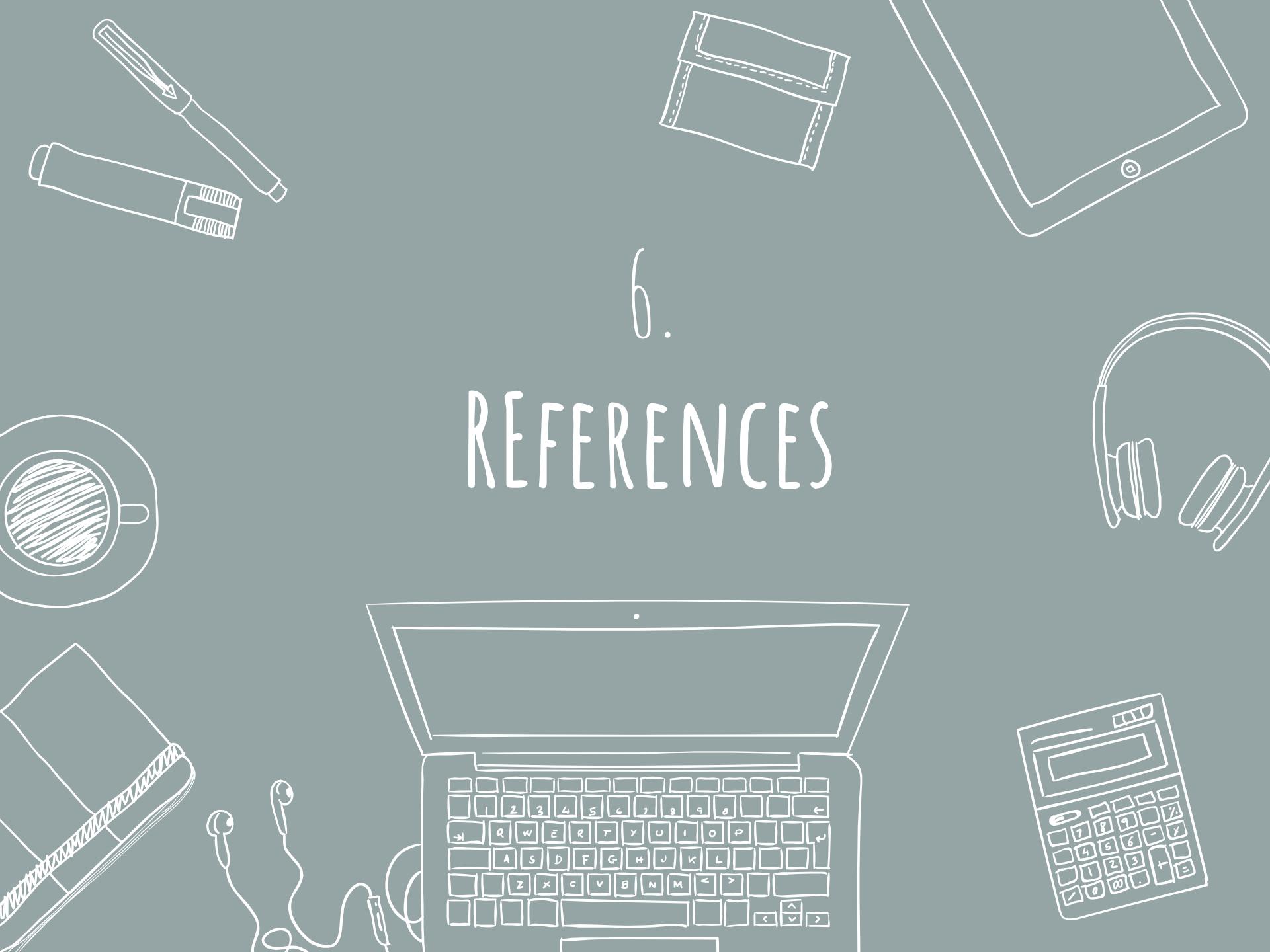
- please explain what type of data and how was it collected/generated.

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.

6.

REFERENCES





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

NOVEMBER 4, 2015 | BY JASON RHODY



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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



[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.



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



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

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 redistribute the data and to transform the data as necessary to protect respondent confidentiality, improve usefulness, and facilitate preservation.

SUBJECT-SPECIFIC METADATA AND TOOLS

Metadata

RDA | Metadata Directory

Edit this page

View the standards

View the extensions

View the tools

View the use cases

Browse by subject areas

Contribute

Add standards

Add extensions

Add tools

Add use cases

 github

 @twitter

 linkedin

 facebook

Arts and Humanities

- Archaeology 
- Creative art and design 
- Heritage Studies 
- Historical and Philosophical Studies 
- History by Area 
- History 
- Law 
- Music 

Engineering

- Architecture 
- Building Conservation 

Life Sciences

- Agricultural Economics 
- Agricultural Science 
- Animal pathology 
- Animal physiology 
- Biochemistry 
- Biodiversity 
- Bioengineering 
- Biogeography 
- Bioinformatics 
- Biology 
- Biomaterials 
- Biomechanics 
- Botany 

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SUBJECT-SPECIFIC METADATA AND TOOLS

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Add standards

Add extensions

Add tools

Add use cases

 github

 @twitter

 linkedin

 facebook

Multi-disciplinary Standards

[CERIF \(Common European Research Information Format\)](#) 

The Common European Research Information Format is the standard that the EU recommends to its member states for recording information about research activity. Since version 1.6 it has included specific support for recording metadata for datasets.

[Data Package](#) 

The Data Package specification is a generic wrapper format for exchanging data. Although it supports arbitrary metadata, the format defines required, recommended, and optional fields for both the package as a whole and the resources contained within it.

A separate but linked specification provides a way to describe the columns of a data table; descriptions of this form can be included directly in the Data Package metadata.

[DataCite Metadata Schema](#) 

A set of mandatory metadata that must be registered with the DataCite Metadata Store when minting a DOI persistent identifier for a dataset. The domain-agnostic properties were chosen for their ability to aid in accurate and consistent identification of data for citation and retrieval purposes.

Sponsored by the DataCite consortium, version 3.0 was recently released in 2013.

[Dublin Core](#) 

A basic, domain-agnostic standard which can be easily understood and implemented, and as such is one of the best known and most widely used metadata standards.

Sponsored by the Dublin Core Metadata Initiative, Dublin Core was published as ISO Standard 15836 in February 2009.

[OAI-ORE \(Open Archives Initiative Object Reuse and Exchange\)](#) 

The goal of these standards is to expose the rich content in aggregations of Web resources to applications that support authoring, deposit, exchange, visualization, reuse, and preservation. The standards support the changing nature of scholarship and scholarly communication, and the need for cyberinfrastructure to support that scholarship, with the intent to develop standards that generalize across all web-based information including the increasing popular social networks of "Web 2.0".

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Metadata](#)[Corpus Submission Form](#)[Data Management Plans](#) ▶[Citing Data](#)[COLLABORATIONS](#)[Home](#) › [Data Management](#) › [Providing Data](#) ›

Filename Conventions & Metadata

LDC Filename Conventions

LDC observes several file naming conventions to ensure interoperability and to minimize access problems. When naming data, documentation and software files, providers should follow these guidelines:

- Filenames may not begin with a period or any other punctuation symbol. These often have significance as quantifiers and parameters to commands in various operating systems. Beginning a file with such a symbol can cause an operating system to ignore the file or treat it as a hidden file.
- Filenames may not contain spaces. Spaces in filenames cause problems for Unix/Linux systems and automated processing scripts in many environments. Substitute an underscore, “_” for spaces.
- Filenames should contain only ASCII characters.
 - Unaccented letters (A-Z, a-z)
 - Digits (0-9)
- Use only the punctuation marks period, underscore, plus sign, tilde and hyphen (. _ + ~ -). Other punctuation marks may be interpreted as control characters in some operating systems.
- Do not use the punctuation marks, / \ ? * : ; , " ' < and >. These characters are often interpreted by operating systems as commands or parameters to commands.

DATA REPOSITORIES



The University of Hong Kong

The HKU Scholars Hub 香港大學學術庫



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Discovery - Top 10

Department

centre for genomic sciences	2
centre on behavioral health with...	1
clinical trials centre	2
department of anaesthesiology	1
department of chemistry	8
department of civil engineering	3
department of clinical oncology	34

Faculty

faculty of architecture	5
faculty of arts	1
faculty of dentistry	13
faculty of engineering	61
faculty of law	1
faculty of science	81
faculty of social sciences	14

Keyword

0.2	1
0.5 m distance	1
1 january 2009	1
1 unit increase	1
1.2	1
101e	1
103n	1

