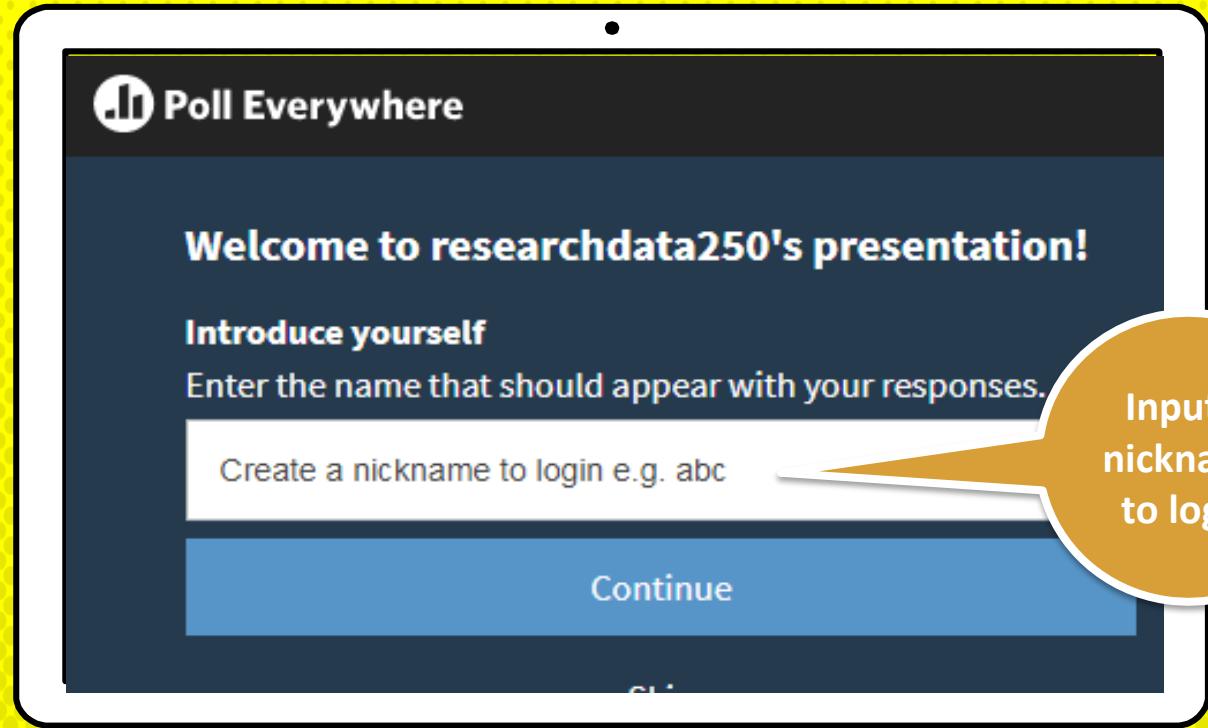


**Prepare a
Data
Management
Plan (DMP)**

Today's agenda:

- What is a Data Management Plan (DMP)
- Major components of a DMP
- Evaluate a DMP
- Prepare a DMP with DMPTool

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Poll Everywhere

Responding as abc

Describe Data Management Plan (DMP) in one word

You have not responded

Enter a response

Submit

1.

What is a Data
Management
Plan (DMP)



Data management plan (DMP)

A document in which you describe

what data you will collect during your research project,

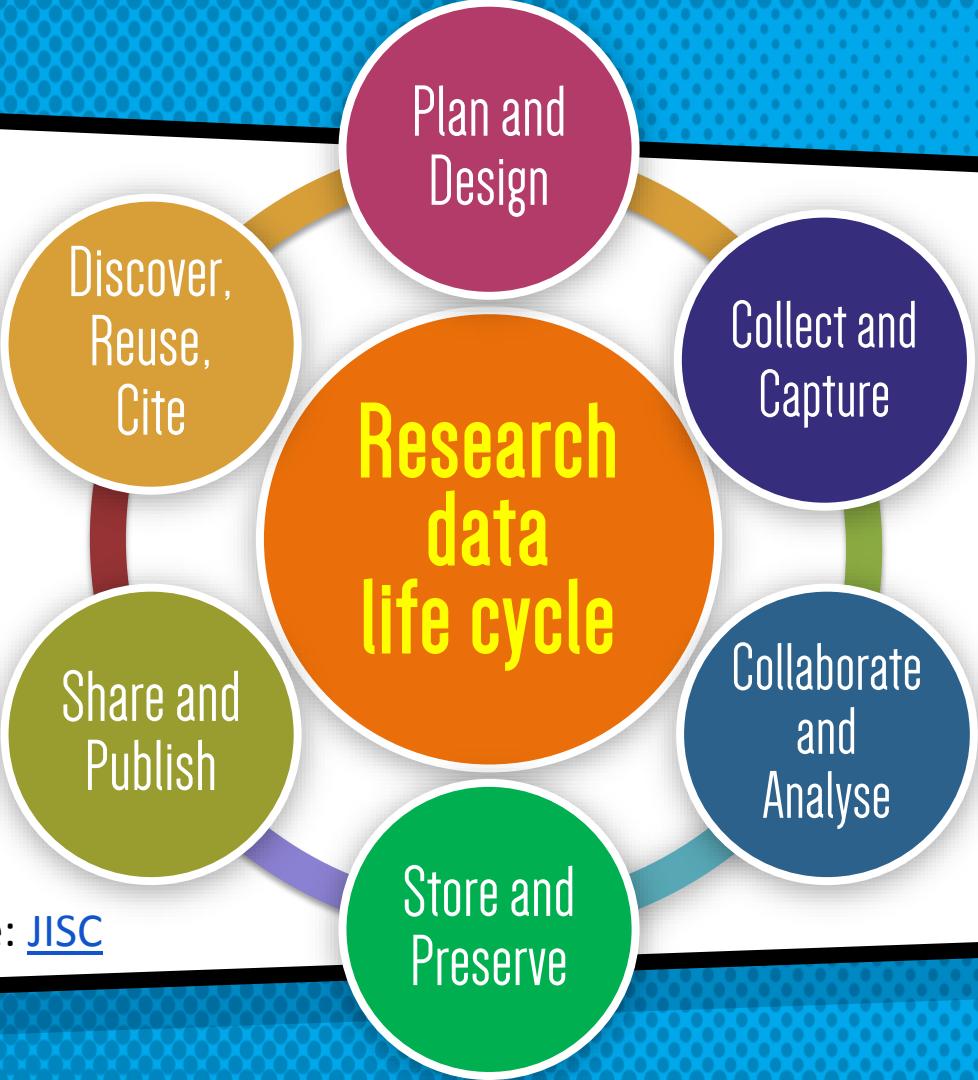
format, types, volume, ownership...

how you are going to store and manage the data during the project,

File organization, metadata, access...

And **what will happen** to the data after the project is finished.

Preservation and sharing...



Source: [JISC](#)

Example DMP

THE LIBRARY

UC San Diego

Research & Collections

Borrow & Request

Computing & Technology

Visit

Ask Us

About

Hours

 [Search](#)

[HOME](#) / [Research & Collections](#) / [Data Curation](#) / UC San Diego Sample NSF Data Management Plans



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.

Data Curation

Data Management Best Practices

NIH Policy on Rigor and Reproducibility

Sample Data Management Plans

Obtain identifiers

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.

Example_DMP_1.doc

<https://libraries.ucsd.edu/research-and-collections/data-curation/dmp-samples.html>

Example DMP

 WAGENINGEN
UNIVERSITY & RESEARCH

 100 years
1913 - 2013

About Wageningen Career Contact Login en|English ▾

Education & Programmes Research & Results Expertise & Services

Home > What is a Data Management Plan?

What is a Data Management Plan?

Research data exist in numerous forms, varying from logbooks with observations and protocols, to experimental and model data. A data management plan is a project document which tells the story of your research data. It outlines what research data were collected, how they were collected and what you will do with your data during and after your research.

To guide you in completing your DMP, Wageningen University provides you with a [template](#) with 10 questions about expected data formats, ownership, documentation, archiving and reuse. A [presentation](#) illustrates the template's questions in more detail. You can also have a look at some completed Plans.

> Example DMP 1
> Example DMP 2

Example_DMP_2.pdf, Example_DMP_3.pdf



Contact
Servicedesk Library
[Contact form](#)



<https://www.wur.nl/en/show/What-is-a-Data-Management-Plan.htm>

Example DMP



Examples of DMP questions and answers

Expert Tour Guide on Data Management

1. Plan

Benefits of data management

Research data

Data in social sciences

FAIR data

European diversity

Adapt your DMP: Part 1

Sources and further reading

2. Organise & Document

3. Process

4. Store

5. Protect

6. Archive & Publish

For inspiration of filled in DMPs look at some example DMPs we prepared. Both DMPs are based on a fictional research project with a basis in reality. For each topic of the DMP, there are example questions and answers where applicable. The examples are not country specific. Some of the information is generic.

Qualitative data



During this project, in-depth interviews with teachers in primary school will be held. The project has just started.

Click the link to view and download the DMP:

[DMPQuestionsQualitativeData.pdf](#) (165 KB)

Quantitative data



The project concerns a survey which is conducted in order to identify how the evolution of society affects attitudes and behaviour. The project is still running.

Click the link to view and download the DMP:

[DMPQuestionsQuantitativeData.pdf](#) (205 KB)

Example_DMP_4.pdf, Example_DMP_5.pdf

<https://www.cessda.eu/Research-Infrastructure/Training/Expert-Tour-Guide-on-Data-Management/1.-Plan/Adapt-your-DMP-Part-1>

To prepare a DMP

- Precise
- Realistic and workable
- Address major issues
- Revisit and revise

2.

Who has
to submit a
DMP

Who has to submit a DMP

- A. data is freely available on the internet or in libraries, or
- B. license forbids deposit.
- C. **no data** was used in the research project for the creation of the thesis
- D. **data** was used in the research project**

Who has to submit a DMP

The image shows a screenshot of the HKUL Research Data Services website. At the top, there is a navigation bar with the HKU logo, the text "HKUL RESEARCH DATA SERVICES", and links for "RPG STUDENTS", "RPG SUPERVISOR", and "RDM". There is also a search icon and a menu icon. Below the navigation bar, there is a logo of a building with a flag on top, followed by the text "RESEARCH DATA SERVICES" and "THE UNIVERSITY OF HONG KONG LIBRARIES". A large green button labeled "RPG LOGIN" is overlaid on the bottom left of the page. On the right side, there is a section for "RPG STUDENTS" with a green user icon.

HKUL RESEARCH DATA SERVICES

RPG STUDENTS | RPG SUPERVISOR | RDM

RESEARCH DATA SERVICES

THE UNIVERSITY OF HONG KONG LIBRARIES

RPG STUDENTS

RPG LOGIN

Who has to submit a DMP

YOU HAVE SELECTED OPTION A:

- 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.

Please give URL of your dataset retrieved online :

http://dx.doi.org/10.5353/ds_dataset95133

Please give citation, including address of library or archive used (if not online) :

Bacon-Shone, J, Bolton, K, Luke, KK. (2016). Data from LANGUAGE USE, PROFICIENCY AND ATTITUDES IN HONG KONG. (Dataset) The University of Hong Kong, Pokfulam, Hong Kong SAR. http://dx.doi.org/10.5353/ds_dataset95133

Who has to submit a DMP

Option A - Data citation

Creator. (Publication year). **Title.** Publisher. Identifier

Bacon-Shone, J, Bolton, K, Luke, KK. (2016). Data from LANGUAGE USE, PROFICIENCY AND ATTITUDES IN HONG KONG. (Dataset) The University of Hong Kong, Pokfulam, Hong Kong SAR.

http://dx.doi.org/10.5353/ds_dataset95133

- Community standard only. If applicable, also include version and resource type.

pollev.com/researchdata250

Poll Everywhere

Responding as abc

What kind of data do you have?

You have not responded

Enter a response

Submit

3. Major components of a DMP

Administrative Data

- Your Name
- University ID
- Email
- Degree
- Department/Faculty
- Field of Study
- Supervisor(s)
- Project Title and Description
- Date and Version

1. Data Collection

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

Type, format, volume of data

Expected rate of increase

How will you structure and name your folders and files?

What standards or methodologies will you use?

1. Data Collection

Data stage	Specification of type of research data	Data size/growth
Raw data		
Processed data		

1. Data Collection

File Formats

It is important to plan for software obsolescence.

Formats more likely to be accessible in the future are:

- Non-proprietary
- Open, documented standard
- Standard representation (ASCII, Unicode)
- Unencrypted
- Uncompressed

Examples of preferred file format choices include:

TXT, or PDF/A,

not Word

CSV,

not Excel

MPEG-4,

not Quicktime

WAV,

not MP3

TIFF or JPEG2000,

not GIF or JPG

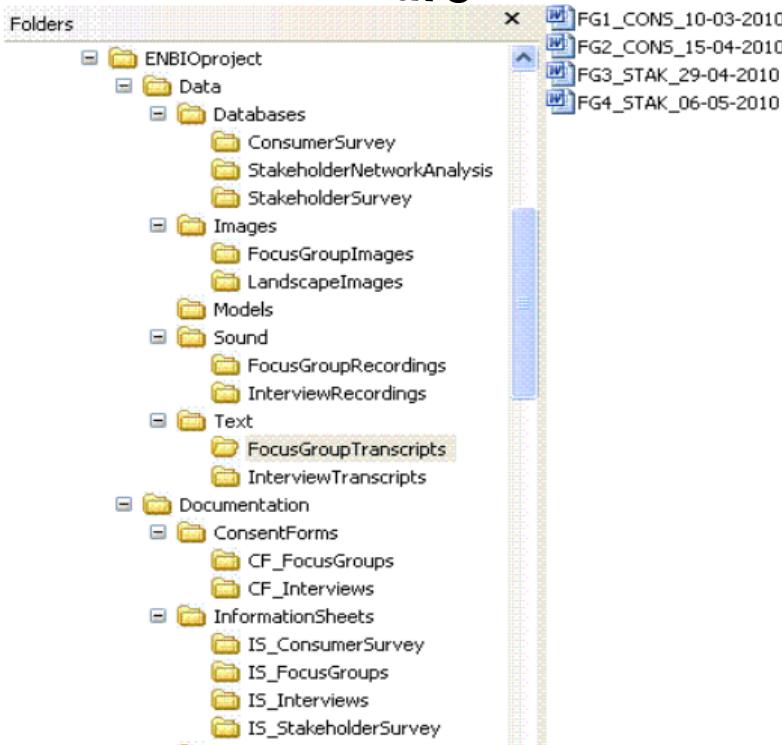
1. Data Collection

Recommended formats

Type of data	Recommended formats	Acceptable formats
Tabular data with minimal metadata column headings, variable names	comma-separated values (.csv) tab-delimited file (.tab) delimited text with SQL data definition statements	delimited text (.txt) with characters not present in data used as delimiters widely-used formats: MS Excel (.xls/.xlsx), MS Access (.mdb/.accdb), dBase (.dbf), OpenDocument Spreadsheet (.ods)
Textual data	Rich Text Format (.rtf) plain text, ASCII (.txt) eXtensible Mark-up Language (.xml) text according to an appropriate Document Type Definition (DTD) or schema	Hypertext Mark-up Language (.html) widely-used formats: MS Word (.doc/.docx) some software-specific formats: NUD*IST, NVivo and ATLAS.ti
Image data	TIFF 6.0 uncompressed (.tif)	JPEG (.jpeg, .jpg, .jp2) if original created in this format. GIF (.gif). TIFF other versions (.tif, .tiff) RAW image format (.raw). Photoshop files (.psd) BMP (.bmp). PNG (.png) Adobe Portable Document Format (PDF/A, PDF) (.pdf)
Audio data	Free Lossless Audio Codec (FLAC) (.flac)	MPEG-1 Audio Layer 3 (.mp3) if original created in this format Audio Interchange File Format (.aif) Waveform Audio Format (.wav)
Video data	MPEG-4 (.mp4) OGG video (.ogv, .ogg) motion JPEG 2000 (.mj2)	AVCHD video (.avchd)

1. Data Collection

Example folder structure



1. Data Collection

Best practice is to:

File names

- create meaningful but brief names
- use file names to classify types of files
- avoid using spaces, dots and special characters (& or ? or !)
- use hyphens (-) or underscores (_) to separate elements in a file name
- avoid very long file names
- reserve the 3-letter file extension for application-specific codes of file format (e.g. .doc, .xls, .mov, .tif)
- include versioning within file names where appropriate

2. Documentation and Metadata

- What documentation and metadata will accompany the data?

What information is needed for the data to be read and interpreted in the future?

How will you capture/create the documentation and metadata?

What metadata standards will you use?

pollev.com/researchdata250

Poll Everywhere

Responding as abc

What is DATA1 about? Any other information you need in order to reuse this dataset?

You have not responded

Enter a response

Submit

Dataset

File(s) held in the Hub



Title of Dataset	Data from: Benchmarking construction waste management performance using big data Data from: Analysis of the construction waste management performance in Hong Kong: the public and private sectors compared using big data Data from: The S-curve for forecasting waste generation in construction projects Data from: Identifying factors influencing demolition waste generation in Hong Kong
Author of Dataset	Lu, W 1
Contact	Lu, W 1
Date of Dataset Creation	2013-01-04
Description	Construction project and waste management performance
Citation	Lu, W. (2013). Data from: Benchmarking construction waste management performance using big data. (Dataset) The University of Hong Kong, Pokfulam, Hong Kong SAR. http://dx.doi.org/10.5353/ds_dataset103740
Publisher	The University of Hong Kong, Pokfulam Road, Hong Kong SAR
Subject (RGC Codes)	E1 — Civil Engineering, Surveying, Building & Construction — 土木工程, 測量, 建造及施工 └ 2101 — Building & Construction — 建造及施工
Subject (ANZSRC)	05 — ENVIRONMENTAL SCIENCES — 環境科學 └ 0502 — ENVIRONMENTAL SCIENCE AND MANAGEMENT — 環境科學與管理 └ 050205 — Environmental Management — 環境管理
Keyword	Construction waste management (CWM) Key performance indicator (KPI) Waste generation rate (WGR) Benchmarking Borda Data mining Hong Kong

<http://hub.hku.hk/cris/dataset/dataset103740>

2. Documentation and Metadata

Metadata Standards

Metadata (data about data) standards help to describe data in a consistent manner. Metadata can include descriptive information, provenance, quality and access/use of data.

2. Documentation and Metadata



because good research needs good data

Search

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[Home](#) > [Resources](#) > [Metadata Standards](#) > List

List of Metadata Standards

ABCD - Access to Biological Collection Data

The Access to Biological Collections Data (ABCD) Schema[®] is an evolving comprehensive standard for the access to and exchange of data about specimens and observations (a.k.a. primary biodiversity data). The ABCD Schema attempts to be comprehensive and highly structured, supporting data from a wide variety of databases. It is compatible with several existing data standards. Parallel structures exist so that either (or both) atomised data and free-text can be accommodated.

Sponsored by Biodiversity Information Standards TDWG - the Taxonomic Databases Working Group, the current specification was last modified in 2007.

AgMES - Agricultural Metadata Element Set

A semantic standard developed by the Food and Agriculture Organization (FAO) of the United Nations, AgMES enables description, resource discovery, interoperability and data exchange of different types of information resources in all areas relevant to food production, nutrition and rural development.

Sponsored by the UN AIMS - Agricultural Information Management Standards, the current standard was issued in November 2010.

AVM - Astronomy Visualization Metadata

The AVM[®] scheme supports the cross-searching of collections of print-ready and screen-ready astronomical imagery rendered from telescopic observations (also known as 'pretty pictures'). The scheme is compatible with the Adobe XMP[®] specification, so the metadata can be embedded within common image formats such as JPEG, TIFF and PNG.

<http://www.dcc.ac.uk/resources/metadata-standards/list>

2. Documentation and Metadata



Dublin Core Metadata Initiative

[Home](#) [News](#) [DCMI Specifications](#) [LRMI](#) [Community and Events](#) [Join / Support](#) [About](#)

quick search....

DCMI Specifications

- [Recommendations](#)
- [Proposed](#)
- [Working Drafts](#)
- [Superseded](#)
- [Community Specifications](#)
- [Recommended Resources](#)
- [Approval Processes](#)
- [Translations](#)

As part of its mission, the Dublin Core Metadata Initiative develops and maintains specifications in support of resource description. Specifications developed and reviewed in the context of DCMI's [formal approval process](#) are assigned a status (in ascending order of maturity and stability) of "DCMI Working Draft", "DCMI Proposed Recommendation", or "DCMI Recommendation". DCMI also provides pointers to guidelines and services developed outside of this formal review context ("Recommended Resources").

This selection highlights the specifications that currently attract the most attention in the Dublin Core community. Links to additional specifications (including superseded specifications) may be found at <http://dublincore.org/documents/>. Some of the specifications have been [translated](#) into one of twenty-five languages.

2. Documentation and Metadata

Dublin Core Metadata Element Set (DCMES)

1. Title
2. Creator
3. Subject
4. Description
5. Publisher
6. Contributor
7. Date
8. Type
9. Format
10. Identifier
11. Source
12. Language
13. Relation
14. Coverage
15. Rights Management

2. Documentation and Metadata

Dublin Core Metadata Element Set (DCMES)

1. Title
2. Creator – Investigator, Photographer, Author, Composer
3. Subject
4. Description
5. Publisher
6. Contributor
7. Date – Collecting Date, Analysing Date, Create date
8. Type
9. Format
10. Identifier – HKID, Patient ID
11. Source
12. Language
13. Relation
14. Coverage
15. Rights Management

2. Documentation and Metadata

Metadata

RDA | Metadata Directory

[View the standards](#)

[View the extensions](#)

[View the tools](#)

[View the use cases](#)

[Browse by subject areas](#)

[Contribute](#)

[Add standards](#)

[Add extensions](#)

[Add tools](#)

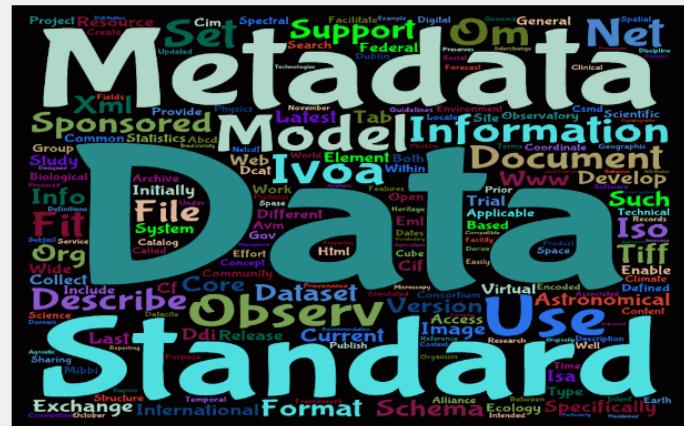
[Add use cases](#)

[github](#)

[@twitter](#)

[linkedin](#)

[facebook](#)



Metadata Standards Directory Working Group

The RDA Metadata Standards Directory Working Group is supported by individuals and organizations involved in the development, implementation, and use of metadata for scientific data. The overriding goal is to develop a collaborative, open directory of metadata standards applicable to scientific data can help address infrastructure challenges.

The RDA Metadata Standards Directory is maintained by

Alex Ball.

The theme is maintained by Dustin Allen.

This page was generated by [GitHub Pages](#).



3. Ethics and Legal Compliance

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

Have you gained consent for data preservation and sharing?

Who owns the data?

How will the data be licensed for reuse?

Any privacy or security issues? How are you dealing with them?

3. Ethics and Legal Compliance

The Licenses



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3. Ethics and Legal Compliance

<https://creativecommons.org/choose/>



Share your work

Use & remix

What we do

Blog

Help us build a vibrant, collaborative global commons



Donate Now

Creative Commons has updated its [Master Terms of Service](#) and [Master Privacy Policy](#), effective November 7, 2017.
Before continuing on our websites or using our services, please review.

New to Creative Commons? [[Considerations before licensing](#)] [[How the licenses work](#)]
Explore the Creative Commons licenses. [[Want public domain instead?](#)]

[[Looking for earlier license versions, including ports?](#)]

License Features

Your choices on this panel will update the other panels on this page.

Allow adaptations of your work to be shared?



Yes

No

Yes, as long as others share alike

4. Storage and Backup

- How will the data be stored and backed up during the research?
- How will you manage access and security?

How much storage?

How fast will the data grow?

Need to include costs for storage?

Who will be able to access or use your data?

How will you protect the confidentiality of your subjects?

4. Storage and Backup

Data stage	Storage location	Backup procedures (storage medium and location/ how often?)
Raw data		
Processed data		

4. Storage and Backup

3-2-1

Rule

3 copies

2 media

1 offsite



Personal
computer



External
hard drive



Networked
drives



CD/DVD



4. Storage and Backup

Storage solutions	Advantages	Disadvantages	Suitable for
Personal computer & Laptop	Always available Portable	Drive may fail Laptop may be stolen	Temporary storage
Networked drives File servers managed by your research group, university or facilities like a NAS-server	Regularly backed up Stored securely in a single place. Centralized storage makes it easier to maintain, backup.	Costs	Master copy of your data (if enough storage space is provided ...)
External storage devices USB flash drive, DVD/CD, external hard drive	Low cost Portability	Easily damaged or lost	Temporary storage
Cloud services Like Dropbox, SkyDrive, etc.	Automatic synchronization between files online and folder on PC Easy to use and access	Not sure whether data security is taken care of You don't have direct influence on how often backups take place and by whom	Data sharing

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?

What data must be retained/destroyed for contractual, legal, or regulatory purposes?

Where or in which repository or data archive will the data be preserved (e.g. institution repository)?

6. Data Sharing

- How will you share the data?
- Are any restrictions on data sharing required?

How will potential users find out about your data?

Access conditions, restrictions, embargoes etc.

Not a requirement that you share all of your data with anyone who asks

Indicate the criteria for deciding who can receive your data and whether or not you will place any conditions on their use

6. Data Sharing

“Data should be made as widely and freely available as possible while safeguarding the privacy of participants, and protecting confidential and proprietary data.”

— *Final NIH Statement on Sharing Research Data February 26, 2003*

6. Data Sharing



The University of Hong Kong

Research Services

Support and information for HKU researchers

A+ A -

[Sitemap](#) [Contact Us](#)

Quick Links

Search this site



[Home](#) > [Research Integrity](#) > [Research Data and Records Management](#)

Research Data and Records Management

4. Research data and records should be:

kept in a manner that is compliant with legal obligations and, where applicable, the requirements of funding bodies and project-specific protocols **approved by the Institutional Review Board (IRB) and Human Research Ethics Committee (HREC); and**

able to be made available to others in line **with appropriate ethical, data sharing and open access principles (3).**

6. Data Sharing

List of 18 HIPAA Identifiers

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 specifies a number of elements in health data that are considered identifiers. If any are present, the health information cannot be released without patient authorization. Such data can be released for research purposes with approval of a waiver of patient authorization from an Institutional Review Board (IRB).

6. Data Sharing

List of 18 HIPAA Identifiers

1. Names;
2. Address,
3. All elements of dates (except year) including birth date, admission date, discharge date, date of death;
4. Phone numbers;
5. Fax numbers;
6. Electronic mail addresses;
7. Social Security numbers;
8. Medical record numbers;
9. Health plan beneficiary numbers;
10. Account numbers;
11. Certificate/license numbers;
12. Vehicle identifiers and serial numbers, including license plate numbers;
13. Device identifiers and serial numbers;
14. Web Universal Resource Locators (URLs);
15. Internet Protocol (IP) address numbers;
16. Biometric identifiers, including finger and voice prints;
17. Full face photographic images; and
18. Any other unique identifying number, characteristic, or code (note this does not mean the unique code assigned by the investigator to code the data)

6. Data Sharing

HHS.gov  U.S. Department of Health & Human Services

Health Information Privacy

I'm looking for... 

[HHS A-Z Index](#)

 HIPAA for Individuals  Filing a Complaint  HIPAA for Professionals  Newsroom

[HHS](#) > [HIPAA Home](#) > [For Professionals](#) > [Privacy](#) > [Special Topics](#) > Methods for De-identification of PHI

HIPAA for Professionals

Text Resize **AAA** Print  Share   

Privacy 

[Summary of the Privacy Rule](#)
[Guidance](#)
[Combined Text of All Rules](#)

Security 

Breach Notification 

Compliance & Enforcement 

Guidance Regarding Methods for De-identification of Protected Health Information in Accordance with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule

This page provides guidance about methods and approaches to achieve de-identification in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule. The guidance explains and answers questions regarding the two methods that can be used to satisfy the Privacy Rule's de-identification standard: Expert Determination and Safe Harbor¹. This guidance is intended to assist covered entities to understand what is de-identification, the general process by which de-identified information is created, and the options available for performing de-identification.

<https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html>

6. Data Sharing



U.S. National Library
of Medicine



Search

NLM Customer Support



Databases

Find, Read, Learn

Explore NLM

Research at NLM

NLM for You

Trans-NIH BioMedical Informatics Coordinating Committee (BMIC) BMIC Home | CDE Resource Portal

Home

NIH Data Sharing Policies

This table lists data sharing policies in effect at NIH. It includes policies at the NIH, IC, division, and program levels that apply to broad sets of investigators and data. Individual requests for applications (RFAs) and program announcements (PA) may specify other requirements or expectations for data sharing that apply to specific projects.

IC	Data Sharing Policy Name	Description of Data Sharing Policy	Repositories
NIH	NIH Data Sharing Policy	Expects investigators seeking more than \$500K in direct support in any given year to submit a data sharing plan with their application or to indicate why data sharing is not possible.	No specific repository listed
NIH	NIH Policy on Deposit of Atomic Coordinates into Structural Databases	NIH policy requires that atomic coordinates from X-ray crystallographic and nuclear magnetic resonance experiments that were supported by NIH grants be deposited into the appropriate structural database at the time of submission of a research article drawing conclusions from these data.	Protein Data Bank
NHGRI	ENCODE Consortia Data Release, Data Use, and Publication Policies	Requires resource producers to release primary data along with an initial interpretation, in the form of genome features, to the appropriate public databases as soon as the data is verified. Consortia members will also identify validation standards that will be applied in subsequent analyses of the data or with additional experimentation where appropriate. All data will	ENCODE

https://www.nlm.nih.gov/NIHBMIC/nih_data_sharing_policies.html

6. Data Sharing

Options

- Institutional repository
- Interdisciplinary repository
- Domain/Subject specific repository
- Self-dissemination through website



MENDELEY DATA



figshare

zenodo

The
Dataverse
Project

R^G

6. Data Sharing

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 the **Technology Transfer Office**.

<http://www.tto.hku.hk/>



7. Responsibilities and Resources

- Who will be responsible for data management?
- What resources will you require to deliver your plan?

Who is collecting the data? analysing the data?

Who is responsible for implementing the DMP, and ensuring it is reviewed and revised?

Who will be the contact person for questions regarding the research data?

Who can be contacted about the project after it has finished?

Project costs for data storage and costs for making the data accessible.

Supervisor's Endorsement

RESPONSIBILITIES AND RESOURCES

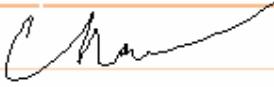
Who will be responsible for data management?

I will be responsible

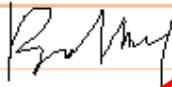
What resources will you require to deliver your plan?

Cost for acquiring external hard disks for off-site copy

Prepared by:

	Postgraduate student
Name:	
Date:	6-11-2017

Approved by:

	Supervisor
Name:	
Date:	6-11-2017

pollev.com/researchdata250

Poll Everywhere

Responding as abc

What components and issues have been addressed in Example_DMP_1?

You have not responded

Enter a response

Submit

4.

Develop a
DMP with
DMPTool@
HKUL



Build your Data Management Plan

Welcome to DMPTool@HKU Libraries

Create data management plans that meet institutional and funder requirements.



DMPTool by the Numbers



3
Users



6
Plans



HKU
Participating Institution

Contact Us

For any questions, please send email to HKUL Research Data Services at researchdata@hku.hk

5. Tools and other Resources

Tools



because good research needs good data

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Managing Active Research Data



Resources to help researchers manage data from its point of creation, facilitating its productive use in the present and future, as well as establishing the support structures necessary to ensure its future survival.

[Active Data Storage \(4\)](#)

Flexible storage for evolving data.

[Data Management Planning \(2\)](#)

Help in meeting funder requirements for data management plans.

[Metadata Annotation \(1\)](#)

[Persistent ID Assignment \(4\)](#)

Creating unique identifiers for digital objects.

[Workflow and Lab Notebook Management \(8\)](#)

Digitising the traditional lab notebook and automating scientific workflows.

Tools



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Software Tools

CyberTracker



CyberTracker

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CALIFORNIATags: [collaboration](#), [data storage](#), [preservation](#)

<https://www.dataone.org/all-software-tools?page=1>

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Five Things You Need to Know About RDM and the Law

License Research Data

Track Data Impact with Metrics

Using RISE

Where to keep research data

How to Develop a Data Management and Sharing Plan

This guide outlines the process of developing a data management and sharing plan. Planning for the effective creation, management and sharing of your data enables you to get the most out of your research. The guide outlines UK funder expectations for data management and sharing plans and provides practical guidance on how to meet these. It should be of relevance to researchers and those supporting them within higher education.

By Sarah Jones, Digital Curation Centre

Published: 8 September, 2011

Browse the guide below or [download the pdf](#).

**** This publication is available in print and can be ordered from our online store  ****

Please cite as: Jones, S. (2011). 'How to Develop a Data Management and Sharing Plan'. DCC How-to Guides. Edinburgh: Digital Curation Centre.
Available online: <http://www.dcc.ac.uk/resources/how-guides>



The Collaborative Assessment of Research Data Infrastructure and Objectives (CARDIO) toolkit helps HEIs assess and plan to improve their data management activity, infrastructure and support.

[Read more](#)

Resources

FIND DATA ▾ START SHARING DATA ▾ MEMBERSHIP ▾ SUMMER PROGRAM ▾ TEACHING & LEARNING ▾ DATA MANAGEMENT & CURATION ▾ 

ICPSR

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Data Management & Curation

 QUALITY PRESERVATION ACCESS CONFIDENTIALITY CITATION TOOLS & SERVICES

Guidelines for Effective Data Management Plans

Many federal funding agencies, including NIH and most recently NSF, are requiring that grant applications contain data management plans for projects involving data collection. To support researchers in meeting this requirement, ICPSR is providing guidance on creating such plans.

These guidelines can also be [downloaded as a single PDF](#).

Creating a Data Management Plan

- [Elements of a plan](#)
- [Framework for creating a plan](#)

Depositing Data with ICPSR

- [Sample plan](#)
- [How to deposit](#)

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Expert Tour Guide on Data Management



About this expert tour guide

This tour guide by CESSDA ERIC (the Consortium of European Social Science Data Archives European Infrastructure Consortium) aims to put social scientists like yourself at the heart of making their research data findable, understandable, sustainably accessible and reusable.

You will be guided by European experts who are - on a daily basis - busy ensuring long-term access to valuable social science datasets, available for discovery and reuse at one of the [17 CESSDA social science data archives](#). With this guide and the training events being held across Europe, we want to accompany and inspire you in your journey through the research data life cycle.

<https://www.cessda.eu/Research-Infrastructure/Training/Expert-Tour-Guide-on-Data-Management>

THANKS!

Any questions?

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