

Data Management Plan Template

Project: _____

Version: _____

Prepared by: _____

Date: _____

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Introduction

Include a short introduction about the project that sets the context for the data management.

Data

Include a description of the data. Use the following questions as a guide:

- *Are you generating the data or sourcing it from somewhere else under certain terms and conditions?*
- *Is the data digital or non-digital, or both?*
- *How will the data be output or collected? What instruments or tools will be used to produce the data?*
- *What transformations will the data undergo? What software or file formats will you use as you work with the data?*
- *Will the data be updated or become redundant as you make revisions and produce subsequent versions?*
- *Is the data sensitive or confidential?*
- *Is the data from a clinical trial?*
- *Does the data have community or heritage value?*
- *Is there ethics approval, or is ethics approval required?*

Don't have all the answers? Include any actions and responsibilities, for example:

- *I need to incorporate data sharing into my ethics application.*

Metadata

<p><i>Include details about descriptive information and metadata. Use the following questions as a guide:</i></p> <ul style="list-style-type: none"> <i>How will the data be organised or formatted so that everyone working on it now and in the future knows the origins of the data?</i> <i>Is there a data dictionary?</i> <i>Are there file naming conventions?</i> <i>Is there adequate metadata within the dataset (e.g. field labels or column headings) or is additional information required to interpret the data?</i> <i>How will you identify different versions?</i> 	<p><i>Don't have all the answers? Include any actions and responsibilities, for example:</i></p> <ul style="list-style-type: none"> <i>I need to discuss file names and protocols with my collaborators.</i>
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Ownership

<p><i>Include details about the intellectual property (IP). Use the following questions as a guide:</i></p> <ul style="list-style-type: none"> <i>Is the data for your own individual project or for a collaborative effort?</i> <i>Are you a student or a staff member?</i> <i>Have you signed an agreement about the IP ownership?</i> <i>Is there industry involvement in the project or commercialisation considerations?</i> <i>How is the project funded? Does the funding body have requirements for how the data is managed?</i> 	<p><i>Don't have all the answers?</i></p> <p><i>Generally speaking, the University owns all IP created by staff members in the course of their employment and students own IP created in the course of their studies. However, consult the University's IP policy and any relevant agreements.</i></p> <p><i>Include any actions and responsibilities, for example:</i></p> <ul style="list-style-type: none"> <i>I need to organise a Student Project Participation Agreement with Adelaide Research and Innovation.</i> <i>I need to talk to my collaborators about the agreement for data ownership.</i>
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Storage and access

<p><i>Record how the data will be stored and accessed. Use the following questions as a guide:</i></p> <ul style="list-style-type: none"> • <i>Who is working with the data? Are collaborators internal or external?</i> • <i>Where will you be when you are working with the data?</i> • <i>Are there security considerations? Is access to the data restricted?</i> • <i>What will be the impact if you lose some data? If you cannot afford to lose it, how will you protect it?</i> • <i>If you use a cloud-based service, do the terms and conditions of use meet your requirements?</i> • <i>Are your file formats durable and accessible or do you need to account for specific software?</i> 	<p><i>Don't have all the answers? Check http://libguides.adelaide.edu.au/researchdata for useful information and links to Technology Services and eResearch SA.</i></p> <p><i>Include any actions and responsibilities, for example:</i></p> <ul style="list-style-type: none"> • <i>I need to contact Technology Services.</i> • <i>I need to check the terms and conditions of the service I use.</i>
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Retention and sharing

Describe how long the data will be archived for and how it might be shared. Use the following questions as a guide:

- *How will the data be published or shared?*
- *Do you need to de-identify the data?*
- *Did you get ethics approval for publishing or sharing the data?*
- *If you have an article accepted by a journal, does the publisher have requirements for how you archive the data?*
- *Are there discipline specific repositories for archiving the data?*
- *Is the data citable? Does it have a digital object identifier or another type of identifier?*
- *Have you cited the data in your article?*
- *Will the data be published under a license to allow reuse?*
- *If you are a staff member, have you registered the data in DataConnect?*

Don't have all the answers? Check <http://libguides.adelaide.edu.au/researchdata> for useful information and links to repositories and the University's data registry, DataConnect. Include any actions and responsibilities, for example:

- *I need to register my data in DataConnect.*
- *I need to check how data is archived in my discipline and by particular journals.*

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.