**Data Management Plan**

## DMP Details

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| Title of the Project |  |
| Author of the DMP | *Name, affiliation, contact information* |
| DMP Version Number |  |
| Date |  |

## Project Overview

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| Funding Body | *If applicable* |
| Grant Number / Project Acronym | *If applicable* |
| Workzone Case Number | *If applicable* |
| Principal Investigator | *Name, affiliation* |
| Project Members (including collaborators) | *Names, affiliations (if applicable)* |
| Project Summary | *Preferably max. 10 lines (can be copied from the grant proposal, project description or similar, if available).* |
| Other Project Documentation | *Optional (e.g. references to grant proposals, project descriptions, work plans, protocols and publications).* |

## 1. Data description

1.1 Describe what material and data will be collected, observed, generated, created or reused in the project. For the different types of research data, address their:

* Origin / Source
* Estimated size / Volume
* Expected format(s)

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1.2 Describe any material and data that contain sensitive information, including:

* Personal data
* Human biological material, including biobanks
* Classified information
* Confidential (business) information
* Any other material or data that must be protected to safeguard the security of individuals, organisms, communities, organisations, etc.

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## 2. Right to research data

2.1 Address whether there are any access restrictions to material and data during the project. If so, describe who can have access to the material and data during the project, under which conditions, and in what timeframe.

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2.2 Describe any material and data in the project that are subject to intellectual property rights.

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2.3 List any agreements or contracts set up in the project that contain provisions on rights to material and data, such as research collaboration agreements, non-disclosure agreements, material transfer agreements or license agreements.

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2.4 Describe any legislation, policies, guidelines or requirements that govern research data management in the project.

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2.5 Describe whether, when and how research data may be used for other purposes (e.g. other research projects) and what arrangements will be made if a project member leaves the project and/or UCPH before the end of the project.

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## 3. Ethical and legal approvals

3.1 Describe any ethical considerations and approvals necessary for the collection, processing or use of material and data in the project. Ethical considerations might concern human rights and protection of human beings, animal protection and welfare, data protection and privacy, health and safety, environmental protection or artificial intelligence, for example.

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3.2 Describe any legal agreements or approvals necessary for the collection and use of material and data in the project.

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## 4. Collection, processing and documentation

4.1 Indicate what methods will be employed in the project to ensure the consistency and quality of the material and data.

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4.2 Describe how the material and data will be organized and structured.

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4.3 Describe how the collection, processing and analysis of the material and data will be documented.

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4.4 Describe what the approach will be for naming and versioning of data files and material.

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4.5 Indicate what metadata will be associated with the material and data.

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## 5. Storage and information security

5.1 Describe where and how the material and data will be stored and backed up during the project.

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5.2 Describe how the material and data will be shared with collaborators during the project (if any).

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5.3 For projects in which personal data are processed (including biobanks), please indicate whether a GDPR risk assessment and Data Protection Impact Assessment (DPIA) have been carried out.

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5.4 For all research data types, describe what security measures will be established to prevent breaches of confidentiality. How will unauthorized access be prevented?

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5.5 For all research data types, describe what security measures will be established to prevent loss of integrity. How will data and material be safeguarded against loss or modifications?

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5.6 For all research data types, describe what security measures will be established to prevent reduced data availability. How will the continued accessibility of data and material to the relevant project members be assured?

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## 6. Data sharing

6.1 Describe which material and data will be made openly available for reuse.

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6.2 Are there any material or data that cannot be shared openly? Explain why.

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6.3 Describe any agreements required for sharing material and data (e.g. data processing agreements and material transfer agreements, if applicable).

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**Making research data FAIR**

6.4 *Findable*: What metadata will be created to allow the discovery of the material and data? How will others be able to discover the metadata?

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6.5 *Findable*: Will the material and data receive persistent identifiers?

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6.6 *Accessible*: Where will the material and data be deposited (e.g. in which repository)? How will others be able to access and retrieve the material and data?

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6.7 *Accessible*: Will there be any conditions or restrictions for access to the material and data?

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6.8 *Interoperable*: Will digital data be shared in file formats that others can easily open and reuse? Will information be provided on how files can be read and processed?

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6.9 *Interoperable*: Will standards for metadata (including vocabularies and ontologies) be applied?

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6.10 *Reusable*: What documentation is required for others to understand the material and data? How is this documentation provided?

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6.11 *Reusable*: Are there any conditions for the reuse of the material and data by others? How are these conditions communicated? Will you apply standard usage licenses?

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## 7. Long term preservation

* 1. Describe which material and data will be preserved after project end. Note that:
* Unless regulated otherwise, research data underlying published results must be retained for at least five years.
* Research projects that fall within the scope of the *Executive Order No.514 (20/04/2020) on the Reporting of Digital Research Data Generated by State Authorities* must register information about the project and/or data with the Danish National Archives. Data from these projects may not be discarded or destroyed, and must therefore be preserved, unless or until the Danish National Archives issue a disposal provision.

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7.2 Describe how the material and data will be preserved after project end:

Where will the material and data be stored? In which formats? For how long? What documentation and metadata will be associated?

As a minimum, describe how (a copy of) the digital data and corresponding documentation will be made available to research managers and/or supervisors at UCPH.

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7.3 Indicate who will have access to the material and data after project end.

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## 8. Resources and Responsibilities

8.1 Describe what costs are associated with the management of material data during the project. How will these costs be covered?

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8.2 Describe what costs are associated with the preservation of material and data after the project (according to the preservation plan and retention period outlined in question 7.2)?? How will these costs be covered?

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 8.3 Indicate who will carry out the different tasks for managing the material and data during the project, and for long term preservation.

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8.4 Indicate who will be the main person(s) responsible during and after the project for:

* Allocating costs and resources.
* Obtaining approvals and ethical assessments.
* Meeting legal and contractual obligations.
* Controlling access to material and data.
* Maintaining the integrity and availability of published and preserved material and data.

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