

## DMP Details

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

## Project Overview

| Funding Body | *If any* |
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| Grant Number / Project Acronym | *If any* |
| Workzone Case Number | *If any* |
| Principal Investigator | *Name, affiliation* |
| Project Members (including collaborators) | *If any. List names and affiliations.* |
| Project Summary | *It can be copied from funding applications and project descriptions, if any. Suggestion: max. ten lines* |
| Other Project Documentation | *Optional. References to work plans, project descriptions, project proposals, protocols, etc.* |

## 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 them:

* 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 must be protected to safeguard the security of individuals, organisms, communities, organizations, etc.

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## 2. Right to research data

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

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2.2 Describe any data or material in the project 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 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 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 collecting, processing, or using research data and materials in the project. This could, for example, relate to human rights and protection of human beings, animal protection and welfare, data protection and privacy, health and safety, environmental protection, or artificial intelligence.

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3.2 Describe any legal agreements or approvals necessary for collecting and using research data and materials 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 data and material.

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

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

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5.3 For projects where 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 data types, describe what security measures will be established to prevent breaches of confidentiality. How will unauthorized access be controlled?

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5.5 For all 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 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 data/material that cannot be shared openly? Explain why.

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6.3 Describe any agreements to be set up before research data or material are shared (if applicable), for example, data processing agreements or material transfer agreements.

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**Making research data FAIR**

6.4 *Findable*: What metadata will be created to allow the discovery of the associated data set? How can this metadata be found?

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6.5 *Findable*: Will a persistent identifier identify the dataset?

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6.6 *Accessible*: Will the data be deposited in a data repository? If so, which one, and how will this repository facilitate data discovery and access?

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

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6.8 *Interoperable*: Will the data be shared in formats others can open, e.g., open data formats? Will information be provided on how the data can be opened, e.g., with what software?

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6.9 *Interoperable*: Will standards for metadata, vocabularies, ontologies, methodologies, etc., be followed to make the data interoperable?

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

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6.11 *Reusable*: Are there any conditions for others to reuse the data? How are these conditions communicated? Will you make use of a clear and accessible data reuse license?

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## 7. Long-term preservation

* 1. Describe which material and data will be preserved after the project ends. Please note that:
* Unless legislation and agreements state otherwise, as a minimum, data sets underlying research publications must be preserved.
* Projects under *Executive Order No.514 (20/04/2020) on the Reporting of Digital Research Data Generated by State Authorities* must report to the Danish National Archives when data sets are finalized. Data sets in these projects cannot be destroyed and must, therefore, be preserved unless or until the National Archives issues a disposal provision.

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7.2 Describe how the material and data will be preserved after the project ends.

Address the following:

* Data format
* Storage location
* Preservation period
* Associated metadata and documentation

At a minimum, describe how (a copy of) the dataset will be made available to research managers and supervisors (if any) at the University of Copenhagen after the project ends.

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7.3 Indicate who should have access to the preserved materials and data after the project ends.

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## 8. Resources and Responsibilities

8.1 Describe the costs of managing the research data and material during the project. How will these costs be covered?

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8.2 Describe the costs of preserving the research data and material after the project during the preservation period specified in 7.2. How will these costs be covered?

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 8.3 Indicate who will carry out the different data management activities during the project and preserve the data and material after the project.

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8.4 Indicate who will be responsible for the data during and after the project (if different from 8.3). What will these responsibilities entail? Consider:

* Who will be the contact person for the data during and after the project?
* Who will control access to the data?
* Who ensures that legal and contractual obligations are met and ethical assessments are carried out?
* Who is responsible for ensuring that the integrity of datasets is maintained during the preservation period?
* Who ensures that the costs outlined in 8.2 are covered?

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