**Data Management Plan Template**

# University of Bath requirements for a Data Management Plan

The [University of Bath Research Data Policy](http://www.bath.ac.uk/research/data/policy/)[[1]](#footnote-1) stipulates that all new projects must have a Data Management Plan (DMP).

# Guidance for use of this template.

You can access **example wording** for each section of the DMP on our [Data Management Plan Guidance Wiki](https://wiki.bath.ac.uk/x/Th8pBw) page (this will require a University of Bath single login).

# Training and support for Data Management Plan development

The [Library Research Data Service](https://library.bath.ac.uk/research-data/home) provides guidance through their webpages and individual consultations ([research-data@bath.ac.uk](mailto:research-data@bath.ac.uk)).

**You should delete all guidance (in italics) and this cover page once you have completed your Data Management Plan.**

# Overview

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| Project title |
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| PI name and department |
| Note: the most senior University of Bath member of staff involved in the project is the [Data Steward](https://www.bath.ac.uk/corporate-information/research-data-policy/) for the project. |
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| Project description |
| *Provide a brief (2-3 sentences) summary of the project aims and main research methods being used.* |

# Compliance

Information on additional University of Bath policies and UK/EU legislation that may apply to research can be found in our [Data Management Plan Compliance Wiki page.](https://wiki.bath.ac.uk/x/sh8pBw)

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| University policy requirements | |
| *All projects within the University must comply with the policies provided below. Add any additional relevant policies to the list.* | |
| **University policy or guidance** | |
| [University of Bath Research Data Policy](https://www.bath.ac.uk/corporate-information/research-data-policy/) | |
| [University of Bath Code of Good Practice in Research Integrity](https://www.bath.ac.uk/corporate-information/code-of-good-practice-in-research-integrity/) | |
| [University of Bath Electronic Information Systems Security Policy](https://www.bath.ac.uk/corporate-information/university-of-bath-electronic-information-systems-security-policy/) | |
| [University of Bath Intellectual Property Policy](http://www.bath.ac.uk/ordinances/22.pdf) | |
| [University of Bath Code of Ethics](https://www.bath.ac.uk/corporate-information/code-of-ethics/) | |
| *Other (add other relevant policies here or delete)* | |
| *Other (add other relevant policies here or delete)* | |
| *Other (add other relevant policies here or delete)* | |
| Legal requirements | |
| *Add links to relevant national or international legislation that applies to your project or delete this section from the Data Management Plan if none apply.* | |
| **UK Legislation or framework** | |
| *Insert name of legislation here, or delete line* | |
| *Insert name of legislation here, or delete line* | |
| *Insert name of legislation here, or delete line* | |
| *Insert name of legislation here, or delete line* | |
| Contractual requirements | |
| *Check whether your funder has a Data Policy that has specific requirements on data publication or sharing (*[*UKRI funders*](https://library.bath.ac.uk/research-data/data-management-plans/ukri-requirements)*,* [*other major funders*](https://library.bath.ac.uk/research-data/data-management-plans/funder-requirements)*), or whether your research contracts have any confidentiality or non-disclosure clauses with regards to your research data. If you are using third party data check the terms of the licence with regards to data sharing*. | |
| **Name of funder** | **Data policy URL** |
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# Gathering data

There is guidance and example wording for this section on the [Data Management Plan Guidance Wiki](https://wiki.bath.ac.uk/x/Th8pBw) page

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| Description of the data |
| Types of data *Briefly summarise the types of data that your study will be using (this includes secondary data you are using, new data you are generating and any analysis or software code).* Format and scale of the data *Provide the file formats that you are expecting to be generating (e.g. Excel (.xlsx), Word (.doc)) to be using in your project and ensure that you have considered saving files in a* [*suitable format*](https://www.ukdataservice.ac.uk/manage-data/format) *for long-term preservation and re-use.*  *Estimate the volume of data (MB, GB or TB) that you will be generating. This is important to plan storage needs for large volumes of data.* |
| Data collection methods |
| *Give a brief summary of the main methods used in project. Include information on whether you will use any third party data.* |
| Development of original software |
| *Give a brief description of any scripts, libraries, plug-ins, software tools or applications you plan to develop, the programming language you will use and how you will handle the dependencies in your code. Provide information on whether the software is for use only for the project or whether the purpose is to create a software product with successive version releases.* |

# Working with data

There is guidance and example wording for this section on the [Data Management Plan Guidance Wiki](https://wiki.bath.ac.uk/x/Th8pBw) page. There is also guidance on [data storage](https://library.bath.ac.uk/research-data/working-with-data/data-storage), [documentation](https://library.bath.ac.uk/research-data/working-with-data/data-documentation-metadata) and [sharing with collaborators](https://library.bath.ac.uk/research-data/working-with-data/collaborating) on our webpages.

If you are collecting or processing personal data from **human participants** please ensure that you have read, or are aware of, the guidance regarding the use of encrypted folders for identifiable data.

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| Short- and medium-term data storage arrangements |
| 1. *All research data will be stored on the University managed storage (X: or H:Drive):* ***Yes / No*** |
| 1. ***If No****: provide information on (a) where your data will be stored and (b) file back-up arrangements* |
| Control of access to data and sharing with collaborators |
| *Provide information on who will have access to the data, and methods of sharing data with collaborators.* |
| Documentation that will accompany the data |
| *Describe the documentation that you will keep so that your data are understandable and reusable to yourself and others and how this documentation will be written, for example within the files or as a ‘readme’ file.* |

# Archiving data

There is guidance and example wording for this section on the [Data Management Plan Guidance Wiki](https://wiki.bath.ac.uk/x/Th8pBw) page. There is also guidance on [archiving data](https://library.bath.ac.uk/research-data/archiving-and-sharing/home) on our webpages.

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| Selection of data to be retained and deleted at the end of the project |
| *You will need to retain some of your data (for example those underpinning publications) after the end of your project, but not all of your data. Describe which data you will keep and which will be deleted. If you are collecting personal data describe how you will delete or destroy the data securely. Ensure that you are fulfilling your legal and contractual requirements on data preservation.* |
| Data preservation strategy and retention period |
| *You cannot keep your data on the University managed servers indefinitely therefore we recommend submitting your data to a research data archive and the end of the project. There is guidance on* [*choosing an archive*](https://library.bath.ac.uk/research-data/archiving-and-sharing/choosing-an-archive) *on our webpages and on our [Data Management Plan Guidance Wiki page.](https://wiki.bath.ac.uk/x/Th8pBw)* |
| Maintenance of original software |
| *Provide information on whether you will archive a binary executable, installer or package file alongside your data. Will contribute your code to a language-specific network? Will you share your code through a source code repository service such as GitHub, GitLab, BitBucket or Launchpad?* *Provide information about whether you will continue to develop your code after the end of the project and who will have rights to edit the code.* |

# Sharing data

There is guidance and example wording for this section on the [Data Management Plan Guidance Wiki page.](https://wiki.bath.ac.uk/x/Th8pBw) There is also guidance on [sharing data](https://library.bath.ac.uk/research-data/archiving-and-sharing/home) on our webpages.

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| Justification for any restrictions on data sharing |
| *It is expected that, after publishing your research results, you will share the data underpinning the results as openly as possible. However, there* [*are justifications for not being able to share data openly*](https://library.bath.ac.uk/research-data/archiving-and-sharing/sharing-data)*, or limiting access to datasets. Provide information on any justified reasons for not sharing your data or applying restrictions on sharing.* |
| Arrangements for data sharing |
| *In this section you should provide details of how your data will be shared to other researchers at the end of the project. Whilst some journals allow data to be shared ‘on request from the author’ this approach is not sustainable in the long-term so we recommend sharing data through a suitable research data archive or repository.* |

# Implementation

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| Review of the Data Management Plan |
| *Your Data Management Plan is a living document that should be kept up to date during your project. Provide information about who will keep the plan up to date, and how regularly it will be reviewed. Review dates should be provided where possible.* |

1. University of Bath Research Data Policy: http://www.bath.ac.uk/research/data/policy/ [↑](#footnote-ref-1)