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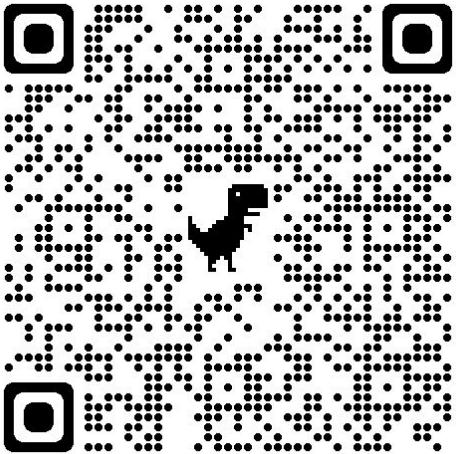


Data Management Plan

Q1. What is Data management plan?
Q2. Why is it important for research?
Q3. What are elements of a DMP?
Q4. Which tools can make my work easier?

https://www.vecteezy.com/vector-art/20403824-statistical-and-data-analysis-for-business-finance-investment-chart-to-analyzing-growth-site-stats-data-inform-statistics-monitoring-financial-reports-and-investments-concept-illustration

Q1. What is Data management plan?

Data Management Plan is a document specifying how research data will be handled both during and after a research project.

DMP is a living document

Mandatory

Q2. Why is DMP important for research?

Helps researchers organise & preserve their data

It encourages the reuse of data

Funders require researchers to write a DMP

Contributes to the transparency and reproducibility of research.

Q3. What are elements of a DMP?

A typical DMP address the following topics:

- Data summary & Description
- Metadata & Documentation
- Storage, Backup & Security
- Ethics & Legal Compliance
- Data sharing & Reuse
- Responsibilities & Resources
- Costs

Templates

https://doi.org/10.5281/zenodo.4041557
https://doi.org/10.5281/zenodo.4915862

Checklists

https://www.dcc.ac.uk/sites/default/files/documents/resource/DMP/DMP_Checklist_2013.pdf

Tools

DMPTool (https://dmptool.org/)
RDMO (http://rdmorganiser.github.io)
DMPonline (https://dmponline.dcc.ac.uk/)
Data Stewardship Wizard (https://ds-wizard.org/)
OpenDMP/Argos (https://argos.openaire.eu)

Q4. Which tools can make my work easier?

DCC Checklist

Documentation and Metadata	
What documentation and metadata will accompany the data?	**Questions to consider:** - What information is needed for the data to be to be read and interpreted in the future? - How will you capture / create this documentation and metadata? - What metadata standards will you use and why? **Guidance:** Describe the types of documentation that will accompany the data to help secondary users to understand and reuse it. This should at least include basic details that will help people to find the data, including who created or contributed to the data, its title, date of creation and under what conditions it can be accessed. Documentation may also include details on the methodology used, analytical and procedural information, definitions of variables, vocabularies, units of measurement, any assumptions made, and the format and file type of the data. Consider how you will capture this information and where it will be recorded. Wherever possible you should identify and use existing community standards.
Ethics and Legal Compliance	
How will you manage any ethical issues?	**Questions to consider:** - Have you gained consent for data preservation and sharing? - How will you protect the identity of participants if required? e.g. via anonymisation - How will sensitive data be handled to ensure it is stored and transferred securely? **Guidance:** Ethical issues affect how you store data, who can see/use it and how long it is kept. Managing ethical concerns may include: anonymisation of data; referral to departmental or institutional ethics committees; and formal consent agreements. You should show that you are aware of any issues and have planned accordingly. If you are carrying out research involving human participants, you must also ensure that consent is requested to allow data to be shared and reused.
How will you manage copyright and Intellectual Property Rights (IPR) issues?	**Questions to consider:** - Who owns the data? - How will the data be licensed for reuse? - Are there any restrictions on the reuse of third-party data? - Will data sharing be postponed / restricted e.g. to publish or seek patents? **Guidance:** State who will own the copyright and IPR of any data that you will collect or create, along with the licence(s) for its use and reuse. For multi-partner projects, IPR ownership may be worth covering in a consortium agreement. Consider any relevant funder, institutional, departmental or group policies on copyright or IPR. Also consider permissions to reuse third-party data and any restrictions needed on data sharing.
Storage and Backup	
How will the data be stored and backed up during the research?	**Questions to consider:** - Do you have sufficient storage or will you need to include charges for additional services? - How will the data be backed up? - Who will be responsible for backup and recovery? - How will the data be recovered in the event of an incident? **Guidance:** State how often the data will be backed up and to which locations. How many copies are being made? Storing data on laptops, computer hard drives or external storage devices alone is very risky. The use of robust, managed storage provided by university IT teams is preferable. Similarly, it is normally better to use automatic backup services provided by IT Services than rely on manual processes. If you choose to use a third-party service, you

DCC

Checklist for a Data Management Plan, v4.0

Please cite as: DCC. (2013). *Checklist for a Data Management Plan.* v.4.0. Edinburgh: Digital Curation Centre. Available online: http://www.dcc.ac.uk/resources/data-management-plans

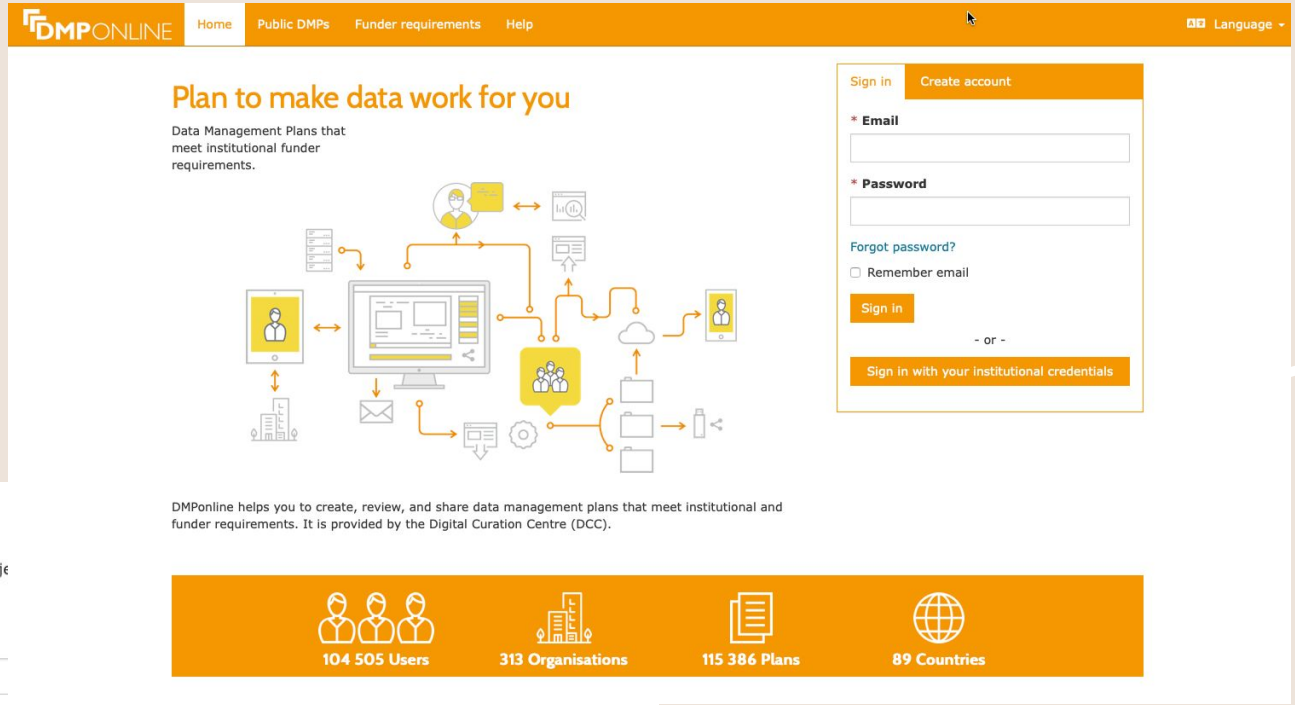
DCC Checklist	DCC Guidance and questions to consider
Administrative Data	
ID	A pertinent ID as determined by the funder and/or institution.
Funder	State research funder if relevant
Grant Reference Number	Enter grant reference number if applicable [POST-AWARD DMPs ONLY]
Project Name	If applying for funding, state the name exactly as in the grant proposal.
Project Description	**Questions to consider:** - What is the nature of your research project? - What research questions are you addressing? - For what purpose are the data being collected or created? **Guidance:** Briefly summarise the type of study (or studies) to help others understand the purposes for which the data are being collected or created.
PI / Researcher	Name of Principal Investigator(s) or main researcher(s) on the project.
PI / Researcher ID	E.g ORCID http://orcid.org/
Project Data Contact	Name (if different to above), telephone and email contact details
Date of First Version	Date the first version of the DMP was completed
Date of Last Update	Date the DMP was last changed
Related Policies	**Questions to consider:** - Are there any existing procedures that you will base your approach on? - Does your department/group have data management guidelines? - Does your institution have a data protection or security policy that you will follow? - Does your institution have a Research Data Management (RDM) policy? - Does your funder have a Research Data Management policy? - Are there any formal standards that you will adopt? **Guidance:** List any other relevant funder, institutional, departmental or group policies on data management, data sharing and data security. Some of the information you give in the remainder of the DMP will be determined by the content of other policies. If so, point/link to them here.
Data Collection	
What data will you collect or create?	**Questions to consider:** - What type, format and volume of data? - Do your chosen formats and software enable sharing and long-term access to the data? - Are there any existing data that you can reuse? **Guidance:** Give a brief description of the data, including any existing data or third-party sources that will be used, in each case noting its content, type and coverage. Outline and justify your choice of format and consider the implications of data format and data volumes in terms of storage, backup and access.
How will the data be collected or created?	**Questions to Consider:** - What standards or methodologies will you use? - How will you structure and name your folders and files? - How will you handle versioning? - What quality assurance processes will you adopt? **Guidance:** Outline how the data will be collected/created and which community data standards (if any) will be used. Consider how the data will be organised during the project, mentioning

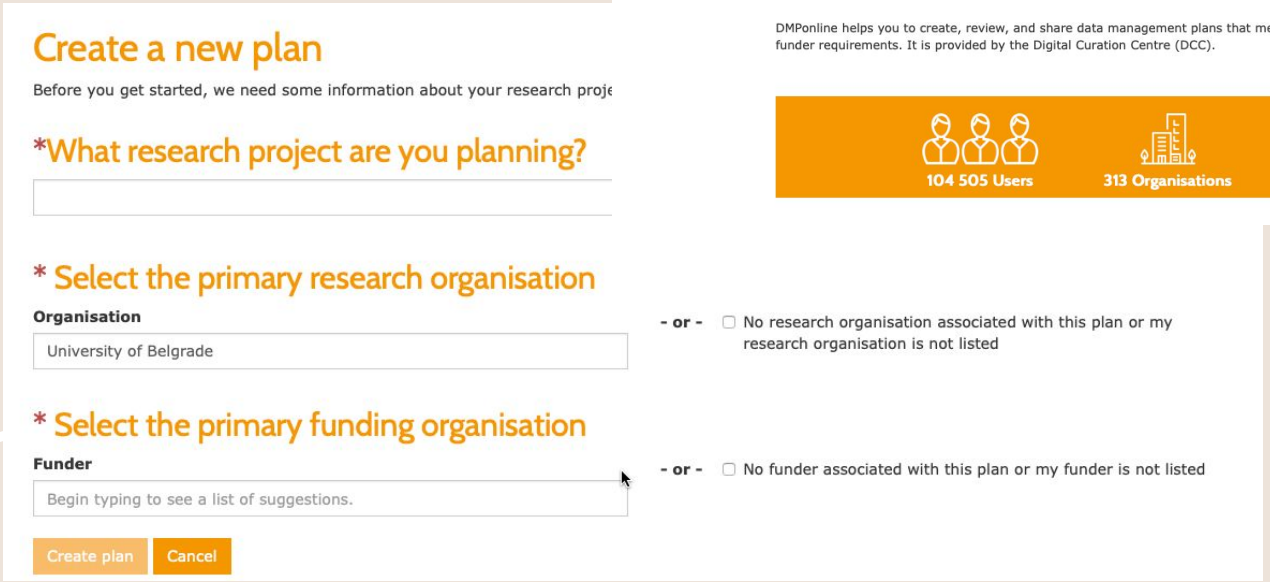
DMP Online

DCC - Digital curation centre

Free

Templates





Argos

OpenAIRE

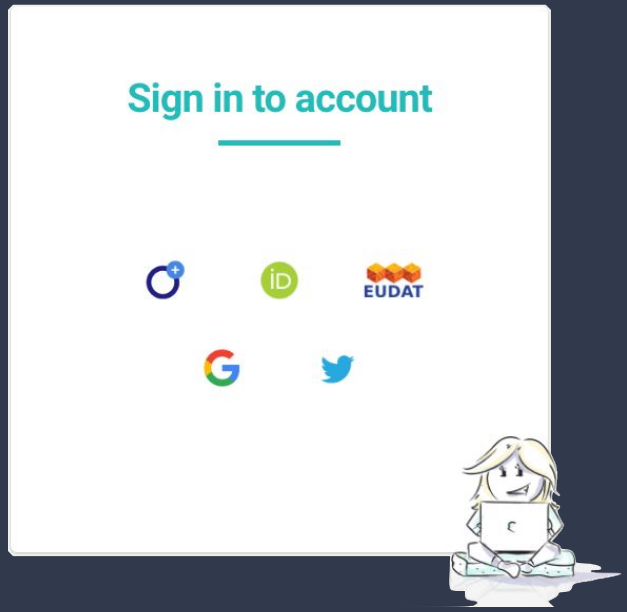
Public DMPs

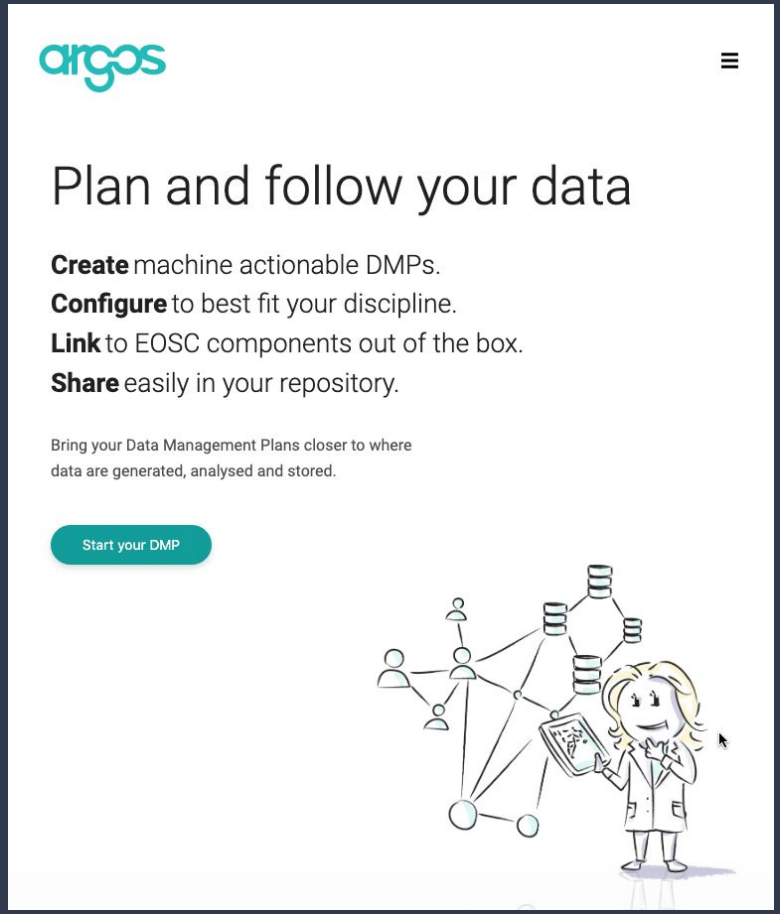
Templates

Export

Free for researchers

Zenodo





Thank you