

Template for Data Management Plan

Version 1.0 (pilot version)

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1. Administrative Data

The purpose of Administrative Data section is to provide basic information on the research project allowing identifying the project, people responsible for it and means of contacting them. This section is NOT repeating any information about the project itself, e.g. project description that can be found in other documents like project proposal, description of work, etc.

Title of the project:

Author of this document:

Version and Date:

Contact Person:

2. Data Collection

The purpose of Data Collection section is to identify datasets that are used and created during the project. This description is not limited to the data that needs to be later archived and preserved – this is specified later in the Selection and Preservation section. By identifying data used in the course of the project the researchers will better estimate they requirements for software and hardware infrastructure needed to run the project.

a) What data will you create?

put your answer here...

Guidance to the question

Below you can find a list of auxiliary questions that can help you in answering the question above. You do not have to consider all of these questions. It all depends on the kind of the project you are running.

In what formats do you produce your data?

What is your approximate amount of data (in order of gigabytes, megabytes, terabytes or petabytes)?

How big are the largest files?

b) How will the data be collected or created?

put your answer here...

Guidance to the question

Below you can find a list of auxiliary questions that can help you in answering the question above. You do not have to consider all of these questions. It all depends on the kind of the project you are running.

How is your data collected or produced (description of processes)?
What software is used?
What hardware do you use it?
Reuse of the data: Is the choice of technology, the formats and the metadata suitable to ensure subsequent use?

3. Documentation and Metadata

The purpose of Documentation and Metadata section is to describe practices that will be taken during the research process that facilitate correct interpretation and provenance collection of data created during the research.

What documentation and metadata will accompany the data?

put your answer here...

Guidance to the question

Below you can find a list of auxiliary questions that can help you in answering the question above. You do not have to consider all of these questions. It all depends on the kind of the project you are running.

In which form do you document your data (eg, laboratory notebooks, field notes, audio files, and so on)?
In which format do you document?
Do you use metadata standards? If so, which?

4. Ethics and Legal Compliance

The purpose of Ethics and Legal Compliance section is to identify any issues affecting the way the data can be processed, stored and published.

a) How will you manage any ethical issues?

put your answer here...

Guidance to the question

Below you can find a list of auxiliary questions that can help you in answering the question above. You do not have to consider all of these questions. It all depends on the kind of the project you are running.

Is ethically questionable material included?

Are personal data are included?

If so, is anonymization provided?

Do you have permission to publish audiovisual materials from the people set to music or depicted?

b) How will you manage copyright and Intellectual Property Rights (IPR) issues?

put your answer here...

Guidance to the question

Below you can find a list of auxiliary questions that can help you in answering the question above. You do not have to consider all of these questions. It all depends on the kind of the project you are running.

Is the legal situation concerning copyright and exploitation clarified?

May your digital objects be displayed on the internet?

Are there any embargo periods?

May the project managers store the data in a repository?

Terms of Licenses: What licenses are provided (e.g. creative commons license, general public license, and so on)?

5. Storage and Backup

The purpose of Storage and Backup section is to describe how the data will be secured during the course of the project. It focuses on actions ensuring that no data is lost and that only authorised users have access to it. Please note: section Selection and Preservation describes how the data is secured in the long-term, especially after the end of the project. This section focuses on how data is managed during the project.

a) How will the data be stored and backed up during the research?

put your answer here...

Guidance to the question

Below you can find a list of auxiliary questions that can help you in answering the question above. You do not have to consider all of these questions. It all depends on the kind of the project you are running.

Do you have sufficient storage at your disposal?
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?

b) How will you manage access and security?

put your answer here...

Guidance to the question

Below you can find a list of auxiliary questions that can help you in answering the question above. You do not have to consider all of these questions. It all depends on the kind of the project you are running.

What are the risks to data security and how will these be managed?
How sensitive is your data?
Is there a risk that the data is procured illegal and manipulated?
How will you control access to keep the data secure?
How will you ensure that collaborators can access your data securely?
If creating or collecting data in the field how will you ensure its safe transfer into your main secured systems?
Accessibility: Who will have access to the data?
Is password protection provided?

6. Selection and Preservation

The purpose of Selection and Preservation section is to provide information on data that needs to be secured in a long term. These will be likely a subset of data specified in section Data Collection. Also in this section the researchers should estimate how these actions can be funded and how much it will cost. They should receive estimations from the repositories in which they decide to deposit their data.

a) Which data should be retained, shared and/or preserved?

put your answer here...

Guidance to the question

Below you can find a list of auxiliary questions that can help you in answering the question above. You do not have to consider all of these questions. It all depends on the kind of the project you are running.

Describe what data should be stored long term.
In what formats are these data available?
How long should the data be stored in the repository?
Do you need a persistent identifier? If so, you need a specific one (eg, DOI, Handle, URN, and so on)?
Are there any plans to delete the data after a certain time?

b) What is the long-term preservation plan for the dataset?

put your answer here...

Guidance to the question

Below you can find a list of auxiliary questions that can help you in answering the question above. You do not have to consider all of these questions. It all depends on the kind of the project you are running.

Where e.g. in which repository or archive will the data be held?
Please enter the name of the repository and the operator (incl. address)
What costs if any will your selected data repository or archive charge?
Please indicate the cost per year

Do costs arise for the preparation of the data for archiving (eg legal questions for clarification of the rights or technical solutions for conversion)?
Do costs arise for re-use (e.g. visualization) of data?

7. Data Sharing

The purpose of Data Sharing section is to describe which data, how and in what form will be shared with others. The issues described in Ethics and Legal Compliance section have impact on decisions described in this section.

a) How will you share the data?

put your answer here...

Guidance to the question

Below you can find a list of auxiliary questions that can help you in answering the question above. You do not have to consider all of these questions. It all depends on the kind of the project you are running.

How should the data be found?

Is it necessary to grant restricted/differentiated access rights?

Do you want to publish your data with open access?

Which operating licenses (eg Creative Commons License, General Public License, and so on) are planned?

Must embargo periods be taken into account?

b) How will the data be used after completion of the project?

put your answer here...

Guidance to the question

Below you can find a list of auxiliary questions that can help you in answering the question above. You do not have to consider all of these questions. It all depends on the kind of the project you are running.

How should the data after project completion be used (eg visualized)?

Is there an agreement between the project partners (e.g. in relation to target group-specific

representations)?

8. Responsibilities and Resources

The purpose of Responsibilities and Resources section is to identify people responsible for implementing this data management plan. Furthermore, it summarizes additional resources required to deliver this plan, e.g. resources needed to ingest the data into a selected repository (personnel, infrastructure, money, time).

a) Who will be responsible for data management?

put your answer here...

Guidance to the question

Below you can find a list of auxiliary questions that can help you in answering the question above. You do not have to consider all of these questions. It all depends on the kind of the project you are running.

Who is responsible for implementing the DMP, and ensuring it is reviewed and revised?
Contact person for communication (please specify name, telephone number and e-mail address)
Project management at your facility (please specify name, telephone number and e-mail address)

b) What resources will you require to deliver your plan?

put your answer here...

Guidance to the question

Below you can find a list of auxiliary questions that can help you in answering the question above. You do not have to consider all of these questions. It all depends on the kind of the project you are running.

Do you need additional resources (software, legal consulting, technical consulting, and so on) to manage your data and to prepare for long-term archiving?
If yes, please specify your requirements.