TEMPLATE FOR DATA MANAGEMENT PLANS (DMP)

at Austrian Research Institutions

Citation suggestion:

Template for Data Management Plans (DMP) at Austrian Research Institutions. V 3.0 (2016). Vienna: e-Infrastructures Austria. Online: http://phaidra.univie.ac.at/o:459216

Information regarding the use of the DMP template:

A DMP can vary in length (between one and several DIN A4 pages) and detail depending on the project, type of data and project-stage. It also depends whether all questions asked are relevant to you. In the end, an individual DMP will form out of the text fields outlined in red. The questions in the blue checklist box should be helpful in answering the individual sections. Please note that the DMP is a living document and must be updated and modified at regular intervals.

Table of Contents

1 Administrative Data

The purpose of the administrative data section is to provide basic information on the research project, in order to identify the project, the people responsible for it and a means of contacting them. This section does NOT repeat any information about the project itself, e.g. project description, which can be found in other documents like the project proposal, description of work, etc.

Required information:
- *Project sponsor or grant:*
- *Project sponsorship number/grant reference number:*
- *Project title (including acronym, if applicable):*
- *PI (principal investigator)/researcher(s) (including name, telephone number, and email address):*
- *ID of PI (principal investigator)/researcher(s) (ORCID, for example):*
- *Contact person for DMP, if other than PI (including name, telephone number, and email address):*
- *Date of the first DMP version:*
- *Date of the last update:*
- *Short project and/or data summary*:*
- *Relevant policies (please include link):*

Note further details here…

2 Data Collection

The purpose of the data collection section is to identify datasets that are used and created during the project. This description is not limited to data which must later be archived and preserved – this is specified later in the selection and preservation section. By identifying data used during the course of the project, researchers can better estimate the requirements for software and hardware infrastructure needed to run the project.

a) What type and amount of data will you generate?

Write your answer here…

b) How will data be collected or generated?

Write your answer here…

3 Documentation

The purpose of the documentation section is to describe practices during the research process that facilitate correct interpretation and provenance collection of data created during research, including processes, contextual framework and contextual interpretation, data structures, relationships to other entities, as well as which changes and procedures are necessary to prepare and analyse data. Good documentation should address the questions Why, Who, What, Where, When and How.

a) How will data be documented?

Write your answer here…

4   Metadata

The more extensive your data are described when you deposit them in a long time archiving system, the easier it will be to find them and reuse them. Standardized vocabularies and classifications (such as ÖFOS, Eurovoc, ACM or Getty) help make data identifiable, visible and reusable.

a) What metadata will accompany the data?

Write your answer here…

Guidance to the question:
✓   How is your metadata structured?
✓   Do you have the necessary information to archive data? (i.e. title, description, author and role, license)
✓   Do you use metadata standards? If so, which?
✓   Do you use metadata generated by other researchers? Do you have the rights to use it?
✓   Who is responsible for the collection and inspection of metadata?

5   Ethics and Legal Compliance

The purpose of the ethics and legal compliance section is to identify any issues affecting the way sensitive data are processed, stored and published.

a) How will you manage any ethical issues?

Write your answer here…

Guidance to the question:
✓   Are all legal issues concerning data protection and ethics accounted for (for example, consent forms, official notices and licenses, handling of personal information, anonymization or pseudonymization, publication, subsequent use in future projects, etc.)?
See also „Guidance - How to complete your ethics self-assessment" from the EC: *http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_ hi_ethics-self-assess_en.pdf*
✓   Are there any limitations regarding image size or resolution for legal reasons?
✓   Should access be limited to a particular target group?
✓   Do you have written permission to publish data? (i.e. audio-visual materials from those depicted, or soundtracks)

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

Write your answer here…

6 Storage and Backup

The purpose of the storage and backup section is to describe how data will be secured during the course of a project. It focuses on actions which ensure that no data is lost and that only authorized users have access to it. Please note that the section selection and preservation describes how data is secured in the long-term, in particular, after the end of a project. This section focuses on how data is managed during the project.

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

Write your answer here…

b) How will you manage access and security?

Write your answer here…

✓ Are there risks associated with loss of or illegal access to personal information and other secure research data?

✓ Which access restrictions are in place in your data system?

✓ 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?

✓ Is password protection provided?

✓ Who is responsible for security and data access? If possible, please include contact information.

✓ Can additional costs due to breaches of contract (sum specified in contract upon breach of trust), damages or reparations be expected?

✓ Will the project make use of in-house or external IT services? In any instance where the use of a central system is available, it is strongly recommended that they be used (for example, LimeSurvey for questionnaires, XYZ for web-hosting etc.).

✓ Will all data be archived long-term?

✓ Once the project has ended, what will happen to data that will not be archived long-term?

7 Selection and Preservation

The purpose of the selection and preservation section is to provide information on data that must be secured in long-term. These will likely be a subset of data specified in the section data collection. Also in this section, researchers should delineate how these actions will be funded and estimate costs. 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?

Write your answer here…

Guidance to the question:

✓ Describe what data should be stored long-term.

✓ In what formats is this data available?

✓ How long should data be stored in the repository?

✓ Do you need a persistent identifier? If so, you need a specific one (e.g., DOI, Handle, URN, and so on)?

  Definition of persistent identifier see:
  http://handbook.dpconline.org/technical-solutions-and-tools/persistent-identifier

✓ Are there any plans to delete the data after a certain time? Is deleteability in your repository under your control?

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

Write your answer here…

- ✓ In which repository or archive will data be held?
- ✓ Please enter the name of the repository and the operator (including address).
- ✓ What are the expected storage costs, if any, of your selected data repository or archive?
- ✓ What are the yearly or total costs of the project? Please take into account the costs and responsibilities after the end of the project.
- ✓ Will the preparation of data for archiving produce any costs (e.g. legal clarifications, technical support for conversions)?
- ✓ Do costs arise for re-use (e.g. visualization) of data?

8 Data Sharing

The purpose of the data sharing section is to describe which, how and in what form data will be shared with other stakeholders or systems (i.e. Europeana). The issues described in the ethics and legal compliance section have impact on the decisions described in this section.

a) How will you share data?

Write your answer here…

- ✓ How should data be found online?
- ✓ Is it necessary to grant restricted/differentiated access rights?
- ✓ Do you want or have to publish your data with Open Access?
- ✓ Which operating licenses (e.g. Creative Commons License, General Public License, GNU and so on) are planned?
- ✓ Must embargo periods be taken into account?
- ✓ Should others be able to cite your data? Do you require additional metadata in order to provide data to other repositories (Europeana, for example)? Are data machine-readable?

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

Write your answer here…

- ✓ How should data be re-used after project completion (e.g. visualized)?
  - *The re-use of data includes: re-use from particular target groups or machines, the*

> *provision of data to other repositories, the linking of data and the visualization of data in different contexts.*

- ✓ For which user groups could your data be interesting?
- ✓ Is there an agreement between the project partners (e.g. in relation to target group-specific representations)?
- ✓ Are you planning follow-up projects?

9 Responsibilities and Resources

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

a) Who will be responsible for data management in your research project?

Write your answer here…

Guidance to the question:

- ✓ Who is responsible for the implementation of defined points in your data management plan?
- ✓ Who will verify and, if necessary, revise this plan?
- ✓ Are there any conditions from the funding agencies to be taken into account?

b) What resources will you require for data management?

Write your answer here…

Guidance to the question:

- ✓ Do you require additional resources (software, legal advice, technical support, etc.) in order to manage the data in your research project from collection/generation to controlled deletion or preparation for long-term archiving?
- ✓ Is additional consulting or education needed for project members (for example, relating to data protection, data security and handling of research data, storage and IT systems, data ownership, etc.)?
- ✓ Please specify your requirements (please include a calculation of personnel costs, if possible).

Authors/Participants

- Version 3.0, July 2016. Version 3.0, Juli 2016. Edited by Susanne Blumesberger, Paolo Budroni, Veronika Gründhammer, Tomasz Miksa, Ralf Pausz, José Luis Preza, Barbara Sánchez Solís
-

Download DMP Templates

- Version 3.0 German: http://phaidra.univie.ac.at/o:459215
- Version 3.0 English: http://phaidra.univie.ac.at/o:459216