DATA MANAGEMENT PLAN SUPPORT

Do not hesitate to contact the Libraries should you have any questions about writing your data management plan. We are happy to schedule a workshop for your research groups, department, or PIs. In addition the Libraries can send someone to conduct a 1-on-1 session with you in your office. All inquiries should be sent to: datamanagement@uni.edu

DATA MANAGEMENT PLAN TEMPLATE

Depending on the discipline, the nature of a project, and the funding agency, every data management plan is unique. Here are the 5 basic categories that we recommend you to use as you craft your plan.

1. Overall
   - Title of plan, Author, Date, Revision
   - Project name, Award information, Funding Agencies, reference to main proposal

2. Expected Data
   2.1. Data
      - What data gets created by the project and in what form?
      - What data (raw or processed) are generated?
      - What data are expected to be managed by the project for sharing and archiving?
   2.2 Data Formats
      - What data formats will be used for data generated?
      - What tools will be required to read the data?
   2.3 Data Generation & Acquisition
      - How are the data generated and how is it acquisitioned?
      - What quality control standards are applied to data generation, acquisition, and storage?
      - When are data generated and how often?
   2.4 Software
      - What software does the project create and will it be archived
      - What will be managed and what data won’t be managed?
      - Will software be made available for sharing and will there be any licensing of it?
   2.5 Documentation and Metadata
      - What data and metadata standards will be used?
      - How will metadata be generated (automatically or manually, or both)?
      - Do you have a Data Dictionary and/or controlled vocabulary that should be shared?

3. Data Storage and Preservation
   3.1 Storage and Backup During the Project
      - **Who is responsible for the stored data and backups?**
      - **What digital and analog data will be stored?**
      - **Where will the data be stored and backed up, what policies will be in place?**
   3.2 Data Capacity & Volume
      - **Volumes of data and rates of creation and ingestion?**
   3.3 Security.
• Are there any data with specific security issues?
• How will security be enforced in the system?

3.4 Operation Storage Post-Project Completion
• How will data be stored after the project has been completed?
• What policies and agreements will be used to manage data after the project has been completed?

3.5 Long Term Archiving and Preservation
• What data will be archived and where?
• Who will manage and administer the archive?
• What metadata will be required?

3.6 Roles and Responsibilities
• Who makes decisions regarding the overall and day-to-day data management
• Who and what is responsible for preserving the data?

4. Data Retention
4.1 Operational Data
• Who will be responsible for the data in the near-term following project completion?

4.2 Archival data
• Who will be responsible for the data for long-term archiving
• What is the lifecycle and retention policy for the archived data?
• How long will each type of data be kept? And why?

5. Data Sharing and Dissemination
5.1 Stakeholders
• What data will be made available to what stakeholders?

5.2 Privacy and Confidentiality
• Are there any data with privacy issues?
• Are there data relating to human subjects and what policies need to be adhered to?
• How will privacy requirements been enforced?

5.3 Ownership, Copyright and IP
• Is any of your data copyrightable? If so, who holds that copyright

5.4 Third Party Data
• Is there any of the data owned by someone else?
• What are the conditions of use, sharing and dissemination?

5.5 Legal and Regulatory
• Describe legal and/or regulatory constraints on sharing and dissemination of data.

5.6 Re-use
• What is the policy on re-use of the data, citations, and production of derivatives?

5.7 Ethical Requirements
• Does this work involve human subjects, and if so what policies and procedures must be adhered to?
• What other ethical requirements are in place for the data generated?

5.8 Metadata
• What metadata will be generated to ensure the data are accessible?

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