

**TEMPLATE FOR**

**DATA MANAGEMENT PLANS (DMP)**

 at the UoC

V 1.0 engl.• 02/2019



**Based on:** *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*](http://phaidra.univie.ac.at/o%3A459216)

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**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.

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# 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/grand 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 updates*:
* *Short project and/or data summary\*:*
* *Relevant policies (please include link):*

*Note further details here…* |

|  |
| --- |
| Checklist that you might find useful: |
| * \*You may include a short description of the following: a) type of research, b) research goals, c) purpose of data collection or generation? (No detailed project description please!)
 |
| * Are there policies that must be followed? Does your research group have data management guidelines? Does your institution have its own data protection and security policy? Does your institution have its own research data management policy? Does your sponsor or grant have an RDM policy?
 |
| * Does the project sponsor or grant have guidelines as to when and how often a new version of a data management plan must be delivered?
 |

# 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…* |

|  |
| --- |
| Checklist that you might find useful: |
| * Which formats do you use to produce your data?

*Examples: text documents (i.e. DOC, ODF, PDF, TXT etc.), structured text (i.e. HTML, JSON, TEX, XML etc.), tables (i.e. CSV, ODS, XLS, SAS, Stata, SPSS etc.), databases (i.e. MS Access, MySql, Oracle etc.), images (i.e. JPEG, SVG, PNG, GIF, TIFF etc.), audio (i.e. MP3, WAV, AIFF, OGG etc.), video/film (i.e. MPEG, AVI, WMV, MP4 etc.), source code (i.e. CSS, JavaScript, Java etc.), configuration data (i.e. INI, CONF etc.), software applications* |
| * How much data will you collect approximately (provide amount in giga-, mega, tera-, or petabytes)?
 |
| * How big are the largest individual files?
 |

## b) How will data be collected or generated?

|  |
| --- |
| *Write your answer here…* |

|  |
| --- |
| Checklist that you might find useful: |
| * Do you use a specific kind of software?
 |
| * Do you use a specific kind of hardware?
 |
| * Reuse of data: Is the choice of technology, format, licenses and metadata (descriptive, contextual, provenance, technical, or other metadata) suitable to ensure subsequent use?
 |

# Documentation

*Documentation is the explanation of how the data was collected during a research process, where it came from, how it was created, what it means, how its structure looks like, how it is related (relations) and what changes and processing steps have been made to prepare and analyze the data. Good documentation should address the questions Why, Who, What, Where, When and How.*

## a) How will data be documented?

|  |
| --- |
| *Write your answer here…* |

|  |
| --- |
| Checklist that you might find useful: |
| * In which format do you document your data (e.g. laboratory notebooks, field notes, audio files, etc.)?
 |
| * Do you document your data in a specific format?
 |
| * Will the documentation also be archived long-term?
 |

# Descriptive Metadata

*The more extensive your data is described before being deposited in a long-term archiving system (i.e. the more metadata is added) the easier it will be to find and reuse them. Standardized vocabularies and classifications (such as ÖFOS, Eurovoc, ACM or Getty) help to identify your data and make them reusable.*

## a) What metadata will accompany the data?

|  |
| --- |
| *Write your answer here…* |

|  |
| --- |
| Checklist that you might find useful: |
| * 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?
 |

# Ethics and Legal Compliance

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

## a) How will you manage any ethical issues?

|  |
| --- |
| *Write your answer here…* |

|  |
| --- |
| Checklist that you might find useful: |
| * Are all legal issues concerning data protection and ethics accounted for (for example, consent forms, official notices and licenses, handling and personal information, anonymization or pseudonymization, publication, subsequent use in future projects, etc.)?

*See also „Guidance - How to complete your ethics self-assessment” der EC:*[*http://ec.europa.eu/research/participants/data/ref/h2020/grants\_manual/hi/ethics/h2020\_hi\_ethics-self-assess\_en.pdf*](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 to particular data be limited to a particular target group?
 |
| * Do you have written permission to publish data by those depicted or by copyright holders (i.e. audio-visual materials, postcards, images, etc.)?
 |

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

|  |
| --- |
| *Write your answer here…* |

|  |
| --- |
| Checklist that you might find useful: |
| * Is the legal situation concerning copyright, exploitation and individual rights clarified?
 |
| * Please note: Storing data in repositories also requires adherence to the terms of use.
 |
| * Do those responsible have the necessary permissions to store project data in a repository?
 |
| * May your digital objects be displayed online? May the metadata be displayed online?
 |
| * Are there any embargo periods?
 |
| * Terms of licenses: What licenses are available (e.g. Creative Commons License, General Public License, GNU-licenses etc.)?

*For information on CC licenses see:* [*https://creativecommons.org/*](https://creativecommons.org/) |

# Storage und Backup

*The purpose of the storage and backup section is to describe how data will be secured during the course of a project. It focusses on data storage, actions which ensure that no data is lost and that only authorized users have access to it. Please note that this section does not focus on long-term preservation of your research data (see section 7 on selection and preservation).*

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

|  |
| --- |
| *Write your answer here…* |

|  |
| --- |
| Checklist that you might find useful: |
| * Do you have sufficient storage at your disposal?
 |
| * Will you need to include charges for additional services (technical advice, implementation of a website for the project, implementation of a CMS, etc.)?
 |
| * How will data be backed up?
 |
| * Who will be responsible for backup and recovery?
 |
| * How will data be recovered in the event of an incident? Do you have emergency plans?
 |

## b) How will you address questions of access and security?

|  |
| --- |
| *Write your answer here…* |

|  |
| --- |
| Checklist that you might find useful: |
| * Are there risks associated with loss of or illegal access to personal information or other secure research data?
 |
| * Which access restrictions does your data system provide?
 |
| * How will you ensure that collaborators can access your data securely?
 |
| * In case of creating or collecting data in the field, how will you ensure its safe transfer into your main secured system?
 |
| * Is password protection provided?
 |
| * Who is responsible for security and data access? Please include contact information if possible.
 |
| * Can additional cost 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, making use of it is strongly recommended (e.g. LimeSurvey for questionaires, 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?
 |

# Selection and Preservation

*The focus of this section is to provide information on data that is to be secured in long-term. These will likely be a subset of data specified in section 2 on data collection. Researchers should also 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…* |

|  |
| --- |
| Checklist that you might find useful: |
| * Describe which data should be stored long-term.
 |
| * In which formats is this data available?
 |
| * How long should data be stored in the repository?
 |
| * Do you need a persistent identifier? If so, do you need a specific one (e.g. DOI, Handle, URN etc.)?

*Definition of persistent identifier see:* [*https://www.dpconline.org/handbook/technical-solutions-and-tools/persistent-identifiers*](https://www.dpconline.org/handbook/technical-solutions-and-tools/persistent-identifiers) |
| * Are there any plans to delete the data after a certain time? Is deletion of your data in the repository of choice under your control?
 |

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

|  |
| --- |
| *Write your answer here…* |

|  |
| --- |
| Checklist that you might find useful: |
| * In which repository or archvie will data be held?
 |
| * Please enter the name of the repository and the operator (including address).
 |
| * What are the expected storage costs of your selected data repository or archive, if there are any?
 |
| * What are the annual and total costs of the project?
 |
| * Please take into account the sequential costs and responsibilities after the end of the project.
 |
| * Will the preparation of data archiving produce any costs (e.g. legal clarifications, technical support for conversions)?
 |

# Data Sharing

*The purpose of this section is to describe which, how and in which form data will be shared with other stakeholders or systems (i.e. Europeana). The issues described in section 5 („ethics and legal compliance“) can have impact on the decisions in this section.*

## a) How will you share data?

|  |
| --- |
| *Write your answer here…* |

|  |
| --- |
| Checklist that you might find useful: |
| * How should your data be found online?
 |
| * Is it necessary to grant restricted/differentiated access rights?
 |
| * Do you want or have to publish your data open access?
 |
| * Which operating licenses (e.g. Creative Commons License, General Public License, GNU, etc.) are planned?
 |
| * Do embargo periods have to be taken into account?
 |
| * Should your data be citable? Do you require additional metadata in order to provide data to other repositories (i.e. Europeana)? Is your data machine-readable?
 |

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

|  |
| --- |
| *Write your answer here…* |

|  |
| --- |
| Checklist that you might find useful: |
| * How should data be used after project completion (e.g. visualized)?

*The re-use of data includes: re-use by particular target groups or machines, the provision of data to other repositories, the linking of data and its visualization in different contexts.* |
| * Which user groups could be interested in your data?
 |
| * Is there an agreement between the project partners (e.g. concerning target group-specific representations)?
 |
| * Are you planning follow-up projects?
 |

# Responsibilities and Resources

*The purpose of this section is to identify the person or department responsible for the efficient implementation of a data management plan. Furthermore, it summarizes additional resources required to deliver this plan, e.g. resources needed to ingest data into a selected repository (personal, infrastructure, financial means, time).*

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

|  |
| --- |
| *Write your answer here…* |

|  |
| --- |
| Checklist that you might find useful: |
| * Who is responsible for the implementation of defined points in your data management plan?
 |
| * Who will verify and, if necessary, revise the plan?
 |
| * Are specific guidelines or requirements of funding organizations to be taken into account?
 |

## b) What resources will you require for data management?

|  |
| --- |
| *Write your answer here…* |

|  |
| --- |
| Checklist that you might find useful: |
| * 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 training needed for project members (e.g. 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/persons involved**

* Version 1.0, February 2018. Edited by Jens Dierkes
* Version 1.0 Englisch, February 2019. Edited by Jasmin Schenk

**Download DMP Templates**

* Version 1.0 Deutsch: tbd
* Version 1.0 Englisch: tbd

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