Data Management Plan for Post-Graduate Research Projects

Researcher:
Project Title:
Project Duration:
Project Context:
1. What data will be produced?
2. How will the data be documented and described?

3. How will the data be stored and backed up during the lifetime of the project?
4. Legal and ethical issues
5. What are the plans for long-term archiving and data sharing after submission of the thesis?

Signed:	**Version:**
Date Created:	**Date Amended:**

Data Management Plan for Post-Graduate Research Projects:
Prompt Sheet

Researcher: Name
Project title: Provisional dissertation / thesis title
Project duration: Dates of post-graduate research project
Project context: Where is the research being carried out, and what is under study? Is the research individually based, or part of a larger project? Is it based in a particular department, research group, laboratory, or other unit?
1. What data will be produced? What data will be created in the course of the project? What methods/standards will be used for data creation? If pre-existing datasets are being used, where will these come from? How will they be used? What file formats and software will you use? Consider how many individual files you expect to make, anticipated file sizes, and total storage volume.
2. How will the data be documented and described? Think about what contextual information is required to make the data understandable to others: What standards will be used to record the data? What information on the data collection methods, standards, and context ('metadata') will be recorded for each data type/set? Where will the metadata for each data type/set be located? (e.g. within the data file and/or as separate metadata text document, and/or in method chapter/appendices in the thesis)
3. How will the data be stored and backed up during the lifetime of the project? Where will data be stored? What sort of storage media will be used? How many copies will be made? How will version control be handled? How often will the data be backed up? Who is responsible for doing this? Where will back-up copies be stored?
4. Legal and ethical issues Is any of the data sensitive – does it involve personal data from living human subjects, or other confidential material? Are there security requirements for data storage? Who owns the data? Does permission need to be obtained for further re-use or sharing? Are there any other restrictions on how the data may be used? What safeguards are in place to ensure legal and ethical obligations are met?
5. What are the plans for long-term archiving and data sharing after submission of the thesis? What plans are there for long-term archiving and preservation of the data? Will any of the digital data supporting the thesis be made available to others on request or open access? If so, how will this be facilitated? Who, if any, are the anticipated future users of any digital data / resources from the research? Are there any funding body / institutional requirements regarding re-use of, or open-access to, data? Do any legal or ethical issues mentioned above restrict the extent to which data may be shared?

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