**Data Management Plan (DMP)**

This *DMP template* (<https://doi.org/10.17608/k6.auckland.7268720>) is supported by a companion *DMP guide* (<https://doi.org/10.17608/k6.auckland.7268729>).

**Dates**

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| A |  A. Dates |
| DMP form created | DMP form last updated | Project start | Project end |
| DD/MM/YEAR | DD/MM/YEAR | DD/MM/YEAR | DD/MM/YEAR or Ongoing |
| **Plan & Design** |
|  | B1. Project |
| Title |  |
| Project abstract  |  |
| Field of research [FOR code calculator](https://royalsociety.org.nz/what-we-do/research-practice/field-of-research-calculator)or keywords | See guide |

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|  | B2. Project Contributors |
| Name  | Role | Dept.,Faculty/ Institute | Email | Username | ORCID |
| See guide |  |  |  |  | See guide / Format: http://orcid.org/0000-000x-xxxx-xxxx |
| Use tab to add row |  |  |  |  |  |

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|  | B3. Project Funding |
| Funding agency(s) | See guide |
| Funding ID(s) | See guide |

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|  | B4. Ethics & Privacy |
| Do you have ethics requirements?If yes (human or animal), provide a link(s) to Ethics submission, and ID no. | Yes/No, not applicable. |
| How will you manage ethics issues? * *Do you have consent for data preservation, sharing or publishing?*
* *How will you protect the identity of participants if required?*
* *How will you securely store and transfer sensitive data?*
* *How will Māori data be subject to Māori governance?*
* *If necessary, how will you ensure your data is destroyed appropriately?*
 | See guide |
|  | Consider other data privacy and security issues. * *What are the risks to your data security?*
* *How they will be managed?*
* *How will access be controlled?*
* *Are there formal standards to comply with?*
* *How will Māori data be subject to Māori governance?*
 | See guide |

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|  | B5. Policies & Guidance |
| Check related policies and document actionable points. | See guide |

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|  | B6. Responsibilities & Resources |
| Who will be responsible for data management?* *Who is responsible for implementing, reviewing and revising the DMP?*
* *Will data ownership and responsibilities be part of any consortium agreement or contract agreed between partners?*
* *Who has long-term data stewardship?*
 | See guide |
| Consider the skills, support and resources you may require to deliver your plan?* *Is additional specialist expertise/training required?*
* *Do you require hardware or software in addition to existing institutional provision?*
 | See guide |

**Create & Collect**

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|  | C1. Data Organisation (Collection/Creation, File Management, Storage Locations) |
| What data will you create/collect?* *Give a brief description of your data including existing data or third-party sources.*
* *What is the type, format and volume of the data?*
 | See guide |
| How will the data be collected/created?This includes equipment and processes such as calibration, repeat samples or measurements, standardised data capture or recording, data entry validation, peer review of data or representation with controlled vocabularies. | See guide |
| What non-digital data/physical assets will you create/collect? * *Where will the non-digital data/assets be stored?*
 | See guide |
| How will the data be organised?Consider: file and folder naming conventions; version control; folder structures; creating a structured database – schema, tables and relationships |  |
| How will the data be stored and backed up during the research? * *Do you have sufficient storage?*
* *Will you need to request additional storage services?*
* *Where do you intend to store your data?*
* *How will the data be backed up (how often, how many copies, location of backups, by whom)?*
 | See guide |

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|  | C2. Sharing & Access Control |
| Do you have sensitive data? | See guide |
| How will you manage or control access and security?* *Are you the only person that will have access to the data?*
* *Will it be shared internally and/or outside the University? If so, with whom?*
* *What are the risks to data security?*
* *How will these be managed?*
* *How will you control access to keep the data secure?*
* *How will collaborators access your data securely?*
* *If creating or collecting data in the field how will you ensure its safe transfer into your main secured systems?*
 | See guide |

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| **Discover & Reuse** |
|  | D1. Metadata & Documentation |
|  | What documentation and metadata will accompany the data to support its discovery, use and increase impact?* *What information is needed for the data to be read and interpreted in the future?*
* *How will you create this documentation and metadata?*
* *Where will it be recorded?*
* *What metadata standards will you use and why?*

The actual documentation and metadata will likely reside elsewhere. Provides link(s) to your metadata files. | See guide |
|  | Spatial extent or location of data origin: | See guide |
|  | Temporal extent:If applicable, state the period(s) of time over which your data is associated. | See guide |

**Publish & Report**

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|  | E1. intellectual property rights (Including Copyright) |
| *Copyright and other IP are owned/held by: (select as appropriate)*  |
| The University of Auckland (normal situation for research undertaken by University staff) | Yes / No |
|  | The student (in the normal course of study, which does not fall into the other categories.) | Yes / No |
|  | Joint ownership (copyright and IP ownership are held by more than one person or organization)If yes, state the relationships, agreements and relative rights to use, store, publish and re-use the data. | Yes / No |
|  | Third party data (data owned by third party or generated under UniServices agreements)If yes, state the relationships, agreements and relative rights to use, store, publish and re-use the data. | Yes / No |
|  | I do not know and I need to find out.Document actions and progress. |  |

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|  | E2. Publishing Your Research Data |
|  | Outline how data will be prepared and where it will be published.  | See guide |
|  | Licensing Consider which licence(s) are suitable for your data when you decide to make it publicly available. | See guide |

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|  | E3. Retention & Disposal |
|  | Data must be retained after submission of thesis or publication of results for a minimum of: (select) |
|  | 6 years (standard minimum retention after last publication based on data) | Yes / No |
|  | 10 years (for medical research involving clinical trials from the end of the trial) | Yes / No |
|  | Until patient reaches 26 years of age, and at least 10 after last treatment (for clinical research involving children) | Yes / No |
|  | 21 years from the date of filing a patent related to this research | Yes / No |
|  | Other specified time | DD/MM/YEAR |
|  | Based on the above, data must be kept until at least | DD/MM/YEAR |
|  | Preferred method of data disposal/destruction |  |

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|  | E4. Long-term Archive / Preservation (20+years, if applicable) |
|  | Do you think your data will be of long-term value and/or irreplaceable (to society/culture/ environment)? |  |
|  | What is the long-term preservation plan for the dataset? * *How will your datasets be preserved and curated beyond the project lifetime?*
* *Will you deposit your data / use a data repository?*
* *Are there likely areas of risk (e.g., proprietary formats)?*
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DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation Centre. Available online: <http://www.dcc.ac.uk/resources/data-management-plans>