RESEARCH DATA MANAGEMENT PLAN (DMP) – *the primary purpose of this document is to help you, the researcher, plan for and articulate your research data management needs, capture and store useful information, mitigate risks, enable collaboration and ultimately, maximise the impact of your research*

|  |  |  |  |
| --- | --- | --- | --- |
| DMP created[dd/mm/year] | Last updated[dd/mm/year] | Project start [dd/mm/year] | Project end [dd/mm/year/Ongoing] |
| 6/21/17 | **10/9/17** |  |  |

|  |
| --- |
| PROJECT (PLAN) |
| Title |  |
| Description Summary of study/studies type(s), the research questions being addressed and the purpose of the data being collected or created. |  |
| Field of research [FOR code calculator](http://www.royalsociety.org.nz/publications/reports/evaluation/field-of-research-calculator/) or keywords |  |

|  |
| --- |
| PROJECT CONTRIBUTORS (PLAN) |
| Role | Name | Affiliation Dept/ Faculty/Institution | Email | Username | ORCiD ([*i*](http://www.library.auckland.ac.nz/services/research-support/orcid)) |
| PI/Lead researcher |  |  |  |  |  |
| Data contact  |  |  |  |  |  |
| Co-Supervisor…. tab to add row |  |  |  |  |  |

|  |
| --- |
| ­­FUNDING - if applicable (PLAN) |
| Funding agency |  | Funding ID |  |

|  |
| --- |
| ETHICS & PRIVACY (PLAN) |
| Do you have ethics requirements? Yes/No, not applicable.If yes (human/ animal), provide details of/link to Ethics submission, and ID no. |  |
| 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?*Ethical issues affect how you store data, who can see/use it, how it can be used and how long it is kept. Managing ethical concerns may include anonymisation of data, referral to departmental or institutional ethics committees, formal consent agreements, etc. Consider any measures that would enable you or others to reuse it in the future e.g. ensure that consent is requested to allow data to be shared and reused in as broad terms as possible |  |
| Are there other privacy and/or security requirements? Yes/No/Not Applicable*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?* Consider any data privacy/ security measures that need to be implemented including de-identifying (data cleansing), encryption on disk, encrypted communication links, disconnected from the internet, secure physical storage, no copies permitted. |   |

|  |
| --- |
| POLICIES & GUIDANCE (PLAN) |
| Be aware of the University [Researcher Code of Conduct](https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/research/conduct/code-of-conduct-policy.html), specifically “4.5 Research Findings: Researchers should share data and findings openly and as promptly as possible, as soon as they have had an opportunity to establish priority and ownership claims and subject to any intellectual property requirements and contractual obligations.” as you produce your DMP. |
| Related policiesConsider relevant funder, institutional (University [Policy Hub](https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration.html), [Research](https://www.auckland.ac.nz/en/about/research.html) [Open Access](http://www.library.auckland.ac.nz/guides/open-access)), departmental or group policies on data management, data sharing and data security. Some of the information you give in the remainder of the DMP will be determined by the content of other policies. Link to them here to help you. |  |

|  |
| --- |
| RESPONSIBILITIES & RESOURCES (PLAN) |
| Who will be responsible for data management?If your project ownership is complicated and has several contributors, consider: *Who is responsible for implementing, reviewing and revising the DMP?* For each research activity (e.g. data capture, metadata, data quality, storage, backup, data archiving and sharing) outline the roles and responsibilities, naming individuals where possible. *Will data ownership and responsibilities be part of any consortium agreement or contract agreed between partners?* |  |
| What resources will you require to deliver your plan?*Is additional specialist expertise/training required? Do you require hardware or software in addition to existing institutional provision? Will charges be applied by data repositories?*Consider contacting the Centre for eResearch. any additional resources needed to deliver the plan. Outline and justify any dedicated resources that may be needed |  |

|  |
| --- |
| DATA ORGANISATION – Collection/creation, file management, storage locations (CREATE/COLLATE) |
| What data will you create/collect?Give a brief description of your data. Include already existing data or third-party sources you may use. For each case, note the type, format and volume of the data. *Do your chosen formats and software enable sharing and long-term access to the data?* (Data format and volumes also have implications for storage and backup.) |  |
| How will the data be collected/created?*What standards or methodologies will you use? What quality assurance processes will you adopt? How will the data be collected/created? Are there community data standards you can adopt?* This includes 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. |  |
| What non-digital data/assets will you create/collect?*Where will the non-digital data/assets be stored? Is there scope to convert non-digital data/assets (original surveys, interviews etc.,) into digital forms or recordings (photographing, transcribing etc.,)?* |  |
| How will the data be organised?Think about:- file and folder naming conventions, - version control, - folder structures, - use of 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)?* The use of robust, managed storage provided by the University is preferable. Consider using automatic backup services. Before choosing any third-party data services, ensure that it complies with any funder, institutional, departmental or group policies. |  |

|  |
| --- |
| SHARING & ACCESS CONTROL (CREATE/COLLATE) |
| Access to the data during the project will be: [Unrestricted / Restricted]If embargoed, provide details and date for release. |  |
| How will you manage 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 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?* If data is confidential (e.g. personal data not already in the public domain, confidential information or has IP issues), you should outline appropriate security measures and note formal standards that you will comply with e.g. ISO 27001.  |  |

|  |
| --- |
| METADATA & DOCUMENTATION (enabling DISCOVERY, REUSE) |
| What documentation and metadata will accompany the data to support its discovery, (re)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.)Describe the types of documentation that will accompany the data to help others to find, understand and reuse it. Include basic details like the title, who created or contributed to the data, date of creation and the conditions for access, and may also include the methodologies, analytical and procedural information, definitions of variables, vocabularies, measurement units, assumptions, and the format & file types.  |   |
| Spatial extent If applicable, state the spatial or geographic extent of your data with places names AND coordinates (N: E: S: W:). |  |
| Temporal extentIf applicable, state the period(s) of time over which your data is associated. |  |
| Links For example, to your DMP, README.txt, geospatial (.kml), etc. to be published as a metadata package to accompany data publication and facilitate data use. |  |

|  |
| --- |
| OWNERSHIP, COPYRIGHT & IP (PUBLISH) |
| *Copyright and other IP is owned/held by: (select as appropriate)* |
| The University of Auckland (normal situation for research undertaken by university staff) |  |
| The student (in the normal course of study, which does not fall into the other categories.) |  |
| Joint ownership (research conducted in collaboration: copyright and IP ownership are documented in an agreement between the organisations)\* |  |
| Third party data (data owned by third party or generated under UniServices agreements)\* |  |
| \*If ownership *is* jointly held, third party, generated under UniServices contract or there are IP issues, state the relationships, agreements and relative rights to use, store, publish and re-use the data. |

|  |
| --- |
| DATA PUBLISHING AND DISCOVERY (PUBLISH) |
| Licencing State licence(s) under which you plan to make the data publically accessible. Be as open as possible. [Creative Commons Aotearoa New Zealand – Licences explained](http://creativecommons.org.nz/licences/licences-explained/) |  |
| Outline how data will be prepared and where it will be published. *How will potential users discover your data? With whom will you share the data and when? Under what conditions? Do you want a persistent identifier (e.g. DOI)? Will you share data via the* [*University Data Publishing and Discovery Service*](https://www.library.auckland.ac.nz/databases/record/index.asp?record=DatPubandDisSer) *or a disciplinary data repository (*[*listing*](http://service.re3data.org/search)*)? Will you publish a metadata only file with the institutional repository? Will you handle requests directly or use another mechanism?* Methods used to share data will depend on a number of factors such as the type, size, complexity and sensitivity of data.  |  |

|  |
| --- |
| 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) |  |
| 10 years (for medical research involving clinical trials from the end of the trial) |  |
| Until patient reaches 26 years of age, and at least 10 after last treatment (for clinical research involving children) |  |
| 21 years from the date of filing a patent related to this research |  |
| Other specified time (e.g. no. of year, or specific date) |  |
| Based on the above, data must be kept until at least | [dd/mm/year] |

|  |
| --- |
| LONG-TERM ARCHIVE / PRESERVATION (20+years, if applicable) |
| What is the long-term preservation plan for the dataset? *Does your data offer something irreplaceable (actually or practically) that is of value to society over decades to come?* *How will your datasets be preserved and curated beyond the project lifetime?* *Will you use data repositories? Are there likely areas of risk (e.g., proprietary formats)?*Document any discussion of long–term archive with academic units or other relevant staff. |  |

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