UoB basic DMP template - assessment rubric

# Purpose

This rubric is intended to assist in the assessment of data management plans created using the UoB basic template in DMPOnline. It can be used by supervisors to provide feedback on DMPs created by PGRs in their first year.

This document exists of an assessment rubric and a scoring card that can be used to take notes when carrying out the assessment.

# Assessment rubric

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| --- | --- | --- | --- |
| DMP Question | Detailed answer provided | Addressed, but incomplete/unsatisfactory answer | Not addressed |
| What types of data will be used or created? | *Data types clearly defined. E.g. experimental measurements, models, recordings, video, images, …*  *Clear estimate of dataset size given for each data type.* | *Data types mentioned for some of the datasets but not all.*  *Dataset size given but not broken down by data type. Size is not given for all data types or seems unrealistic.* | *No details included.No indication of data volume is given.* |
| How will the data be structured and documented? | *Data management methodology is clearly stated or referenced. E.g. file naming conventions, file architecture etc.* | *Methodology is described, but lacks detail or only covers a subset of the data to be collected.* | *No methodology is mentioned.* |
| How will your data be stored and backed up? | *Clear description of data storage systems. E.g. data stored on managed storage provided by IT services; data stored on local machine and portable drive.*  *Clear description of data backup routines / protocols, e.g. automatic backup every night; weekly backup of equipment to server.* | *Mention of data storage systems, but lacking detail.*  *Some mention of data backup routines / protocols but detail lacking.* | *No mention of data storage systems.*  *No mention of data backup systems.* |
| Is any of the data of (ethically or commercially) sensitive nature? If so, how do you ensure the data are protected accordingly? | *Clear assessment of any ethical or IP issues related to the project or a statement that there are no ethical issues to consider in the project.*  *Clear methodology for managing ethical or IP issues identified in relation to the project.* | *Some mention of ethical or IP issues, but no details.*  *Some mention of managing ethical or IP issues, but methodology is not clear or is inadequate / inappropriate.* | *No mention of ethical or IP issues related to project and no statement that there are no issues to consider.*  *No mention of how identified issues will be dealt with.* |
| Where will your data be archived in the long term? | *Clear assessment of which data will be retained for the long term.*  *Clear strategy for archiving of dataset and appropriate retention schedule. E.g. deposit in an appropriate repository. Clear statement that dataset won't be archived / is not suitable for preservation.* | *Data archiving and preservation is mentioned but detail is lacking.* | *No mention of data archiving or long-term preservation.* |
| Which data will you share, and under which conditions? How will you make the data available to others? | *Clear consideration of where, how and to whom the data will be made available, e.g. through research portals or repositories or via journals which promote data sharing.*  *Furthermore, a clear timescale is indicated.* | *Some mention made of how the data will be shared but lacking details or strategy only covers a subset of the data to be shared.*  *Timescale is mentioned but this is not clear, or not clear for all datasets.* | *No mention of how dataset will be shared.*  *Timescale for release of data is not mentioned.* |

# Scoring card

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| --- | --- | --- | --- |
| DMP Question | Detailed answer provided | Addressed, but incomplete/unsatisfactory answer | Not addressed |
| What types of data will be used or created? |  |  |  |
| How will the data be structured and documented? |  |  |  |
| How will your data be stored and backed up? |  |  |  |
| Is any of the data of (ethically or commercially) sensitive nature? If so, how do you ensure the data are protected accordingly? |  |  |  |
| Where will your data be archived in the long term? |  |  |  |
| Which data will you share, and under which conditions? How will you make the data available to others? |  |  |  |

# Sources

This rubric has been adapted using

Donaldson, M., Teperek, M. & Hoyle, D. (2017). BBSRC DMP assessment rubric v2.0. Zenodo. <http://doi.org/10.5281/zenodo.247085>

Donaldson, M., Schwamm, H. & Campbell, F. (2017). EPSRC DMP Assessment Rubric v2.0. Zenodo. <http://doi.org/10.5281/zenodo.247087>

Whitmire, A. L., Carlson, J., Westra, B., Hswe, P., & Parham, S. (2017). Rubric & related files. OSF. <http://doi.org/10.17605/OSF.IO/QH6AD>

Science Europe. (2021). Practical Guide to the International Alignment of Research Data Management - Extended Edition. <https://doi.org/10.5281/zenodo.4915862>