Research Data Management Plan Template

(v7.1)

**This template can be used to develop a Data Management Plan. Download the document and fill in the details.**

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| 1. Overview |
| 1. **Researcher’s Name (Principal investigator):** |
| 1. **Title and ID of Research Project:** |
| 1. **Length of Project**   **Start Date:**  **End Date:** |
| 1. **A brief statement of the aim(s) of the project:** 2. **Funding body and programme:** 3. **Related policies:** 4. **Version of DMP:** |

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| 1. Data collection and documentation |
| 1. **Briefly describe the data that you will collect for the project** |
| 1. **Frequency of new data (how often will you get new data and over what time period?)** |
| 1. **Quantity of data (Terabytes, other forms of storage)** |
| 1. **What format is the data in?** |
| 1. **Describe the system to name and structure any electronic files and records.** |
| 1. **Could the data be considered high value and/or vulnerable? E.g. is your data likely to attract “hactivists”? How could this be mitigated? What measures will you take to comply with the security requirements and to mitigate the risks?** |
| 1. **What standard will you use to describe your data?** |
| 1. **What data quality control measures will be used?** |
| 1. **What additional information is necessary to understand the data? E.g. abbreviations and supplementary notes.** |
| 1. Data Storage and Backup |
| 1. **What different versions of the data do you create? E.g. versions of data files** |
| 1. **Where will the data be stored?** |
| **Describe the procedure to be used to ensure files can be restored from the backups.** |
| 1. **Will the project generate any non-digital data or outputs? Where will these outputs be stored?** |
| 1. **How will data security and protection of sensitive data be taken care of during the research?** |
| 1. **What are the main risks to data security, and what would happen if the data got lost or unusable?** |
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| 1. Ethics and legal compliance |
| 1. **Who owns the data? (Copyright and intellectual property rights)** |
| 1. **Are there restrictions on who can use the data, and if so, what are they?** |
| 1. **If personal sensitive data are processed, how will compliance with legislation on personal data and security be ensured?** |
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| 1. Archiving (preserving the data for future use) |
| 1. **What data should be kept beyond the end of the project and under what requirements (contractual, legal or regulatory)?** |
| 1. **How long should it be kept?** |
| 1. **Where will the data be archived?** |
| 1. **Who will create and maintain the archival of data?** |
| 1. **Are there restrictions on who can access the archived data?** |
| 1. **If the data can be made openly available, at what point can this happen?**   **How and when will data be shared? Are there possible restrictions to data sharing or embargo reasons?** |
| **g. How will you enable findability and availability for the long term and maximise data’s discoverability?** |
| **h.What are the likely (estimated) costs of preserving the data?** |
| 1. Implementing this Plan |
| 1. **Name the person responsible for implementing this plan.** |
| 1. **Frequency of review and/or updates of this plan.** |
| 1. **Actions required to implement this plan.** |
| 1. **List any further information needed to carry out the actions above.** |

**Updated January 2025**

**This DMP template is based on:**

1. The UoB DMP template v6
2. Leiden University Data Management Plan template, v 4.2-The latest version of the template is available on Zenodo: <http://doi.org/10.5281/zenodo.3903267>
3. Template: 0 (<https://scienceeurope.org/our-priorities/research-data/research-data-management/>)
4. Corti, L., Van den Eynden, V., Bishop, L., & Woollard, M. (2019). *Managing and sharing research data: a guide to good practice*. Sage.
5. <https://mantra.ed.ac.uk/datamanagementplanning/>

**Useful resources:**

* <https://www.birmingham.ac.uk/research/environment-culture/open-research-statement>
* <https://intranet.birmingham.ac.uk/student/libraries/research/rdm/fair-data.aspx>
* [FAIR Data Self-Assessment Tool | ARDC](https://ardc.edu.au/resource/fair-data-self-assessment-tool/)
* <https://reshare.ukdataservice.ac.uk/>