­Postgraduate Researcher Data Management Plan

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| **Name** |  |
| **Email** |  |
| **Project title** |  |
| **Supervisor(s)** |  |
| **Version** |  |
| **Date of last update** |  |
| **Changes from previous version** |  |

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| 1 Project information |
| 1.1 Project information |
| * What is your research question? |
| 1.2 Organisations |
| * What organisations in addition to the University are directly involved in your research, either as funders, or as research partners or collaborators, and what is their role? |
| 1.3 Contracts |
| * Is your research subject to any contract, such as a CASE/industrial sponsorship agreement or IP assignment? * If so, where is your copy of any the contract held? * How do clauses on intellectual property and publication affect ownership and sharing of any datasets you create? |
| 2 Data collection |
| 2.1 Secondary data sources |
| * Are there any secondary data sources you will use as inputs into your research? * If so, where can they be accessed? * What are their terms of use? If you will use your source(s) to derive a new dataset, or will compile substantial parts of the source(s) in a new dataset, would you be permitted to publish the result? |
| 2.2 Primary data collection |
| * What are the types, formats and quantities of data that you will collect or create? * Why have the specified data formats been chosen? |
| 2.3 Instruments and methods |
| * What methods will you use to collect the data? * What instruments and software will you use to collect and process the data? * Will you create any software or write any code to process or analyse data? |
| 2.4 Quality control |
| * What quality controls will you use to reduce the likelihood and impact of errors in your data? |
| 3 Storage and organisation |
| 3.1 Storage and security |
| * Where will you store and back up your data? * How will the data be recovered in the event of an incident? * What volume of data storage will you need? Are there any costs for this? * If you will be collecting data in the field, how will you back it up locally and manage safe transfer to your main secure storage location? * What access controls or security techniques (e.g. encryption) will you use to keep data secure and protect any sensitive/confidential data? * How will you ensure your Supervisor and any collaborators can access your data securely? |
| 3.2 Organisation |
| * How will you organise your files in a folder structure? * What file naming conventions will you use? * How will you handle file versioning? |
| 4 Documentation and metadata |
| * What information will you need to record to ensure that your data can be read and interpreted in the future? * How will this information be captured and recorded in your metadata and documentation files? * Are there any community metadata standards you can use to create standard representations of the data and enable machine readability? |
| 5 Ethics and Data Protection |
| * Will you collect personal/confidential data from research participants? * Will you gain consent for data preservation and sharing? * How will you ensure that any processing of personal data is in compliance with the Data Protection Act? * How will you protect the identity of participants if required, e.g. by anonymisation? * How will confidential data be handled to ensure it is stored and transferred securely? |
| 6 Intellectual Property Rights |
| * Who will own any dataset you create? * Are there any restrictions on the re-use of third-party data? * Will data sharing be delayed or restricted, e.g. until IP protection is secured? |
| 7 Preservation and sharing |
| 7.1 Data selection |
| * What data will you preserve and share at the end of your project? * What will be the format(s) of the final dataset? * What are the foreseeable future uses of the data? * Will there be any restrictions on access to the data? * How will the data be licensed for re-use? |
| 7.2 Data repositories |
| * What repository or repositories will you use to preserve and share your data? * Are there any repository-specific requirements to be aware of, e.g. required data formats? |
| 7.3 Code and research software |
| * Will you create any software source code or analysis scripts that you will need to preserve? * What code platform and/or repository service will you use to preserve and share the code? * How will the code be licensed for re-use? |
| 7.4 Timeframe for data sharing |
| * When will you make the data available? |
| 8 Implementation |
| 8.1 Responsibilities |
| * Who will be responsible for data management activities? |
| 8.2 Resource requirements |
| * Will you need any hardware or software which is additional to existing institutional provision? * Will you need any specialist expertise or technical support? * Will there be any costs for additional resources or support? How will these be met? |
| 8.3 Training and information requirements |
| * What training will you need to enable you to deliver the plan? * What information will you need to find out? |