**Data Management Plan Details Template v 1.0**

**1. Introduction and Context**

**1.1 Basic project information**

* + 1. Name of project:
		2. Funding body (or bodies)
		3. Budget and Duration
		4. Lead PI and organisation
		5. Other partner organisations

**1.2. Short description of the project's fundamental aims and purpose**

 **1.3. Related data plan and sharing policies**

1.3.1. Funding body requirements

1.3.2. Institutional or research group requirements (if different from above)

 1.3.3. Other policy-related dependencies?

**1.4. Basic Data Management Plan information**

1.4.1. Date of creation of plan

1.4.2. Aims and purpose of this plan

1.4.3. Target audience for this plan

**2. Data Collection/generation and standards**

**2.1. Give a short description and estimated size (Gb) of the data being generated or reused**

**2.2. Existing Data**

2.2.1. The existing data, if any, at College or elsewhere that could be used.

**2.3. New Data to be used**

2.3.1. The data that will be captured/created

2.3.2. The process for capturing/creating the new data

2.3.3. The file formats to be used, and why

2.3.4. The criteria to be used for data quality assurance/management**.**

**2.4. Relationship between old and new data**

2.4.1. Describe the relationship, if any, between the new data and existing data.

2.4.2. How, if at all, integration between the new and existing data will be managed

2.4.3. What, if any, added value the new data will provide to existing data.

**2.5. Data Documentation and Metadata**

2.5.1. The method used to make the datasets understandable in isolation.

2.5.2. If not understandable, what metadata will be created and standard used.

2.5.3. How these metadata will be created or captured?

2.5.4. The form the extrinsic descriptive and intrinsic technical metadata will take.

**3. Legal, Ethical and Intellectual Property issues**

**3.1. Ethical and privacy issues**

3.1.1. How any ethical/privacy issues, that may prohibit data sharing, will be resolved.

 3.1.2. How "personal data" in terms of the Data Protection Act (1998) will be protected**.**

**3.2. Intellectual property rights**

3.2.1. Who owns the copyright and other Intellectual Property?

3.2.2. How the dataset will be licensed?

3.2.4. The dispute resolution process/mechanism

**4. Data Sharing and access methods and, embargos.**

 **4.1. Access and Data Sharing**

4.1.1. How the RC’s requirement for sharing all or part of the data will be met and when.

4.1.2. Which groups/organisations are likely to be interested in the data.

4.1.3. How this new data might be reused

4.1.4. The reasons why, if it is proposed to not share the data.

**4.2. Exploitation**

4.2.1. When, and for how long, the data will be made available

4.2.2. Any embargo to be imposed e.g. for political/commercial/patent reasons

**4.3. Publications**

4.3.1. Describe the plan to publish findings which rely on the data and any restrictions publishers(s) place on sharing of data.

**5. Active data management: Short/medium term, storage/back-up and security arrangements.**

**5.1. Quantify Short-Term Storage Requirements**

**5.2. Storage Media**

5.2.1. Where (physically) will the data will be stored during the project's lifetime?

5.2.2 How, if needed, data will be transferred to other sites/collaborators

**5.3. Back-Up**

5.3.1. How the data will be backed up during the project's lifetime.

5.3.2 Plans for off-site storage

**5.4. Security**

5.4.1. The access restrictions and security measures to be used.

5.4.2. Any access permissions, restrictions and embargoes?

5.4.3. Any other security issues

5.4.4. Any issues with transferring this data across an unsecured network

**6. Archive data management. Long-Term storage and Preservation**

**6.1. Describe the long-term strategy for maintaining, curating and archiving the data.**

**6.2. Long-Term Specifics**

6.2.1 The data to be selected for preservation for the long-term?

6.2.3. How long the data should be kept beyond the life of the Project.

6.2.4. How, if the dataset includes sensitive data, it will be managed.

6.2.5. Any transformations necessary to prepare data for preservation/ sharing.

**6.3. Metadata and Documentation for Long-Term Preservation**

6.3.1. The metadata/documentation provided to make the datasets reusable.

6.3.2. The links to published papers and/or outcomes and strategies for maintaining persistent citation e.g. using Digital Object Identifiers DOIs

**6.4. Longer-Term Stewardship**

6.4.1. Who or what will have responsibility over time for decisions about the data once the original personnel have gone

6.4.2. The formal process for transferring responsibility for the data in the event of the long-term place of deposit closing.

 **7. Resourcing**

7.1. The staff/organisational roles/responsibilities for implementing this data management plan

7.2. How data management activities will be funded during the project's lifetime?

 7.3 How longer-term data management will be funded after the project ends.

**8. Adherence and Review**

**8.1. How adherence to this plan will be checked/demonstrated** and by whom

**8.2. Review**

8.2.1. When the data management plan will be reviewed and by whom

8.2.3. Does this version supersede an earlier plan?

**9. Agreement ratification by stakeholders**

**9.1. Statement of agreement (with signatures if required)**

**10. Annexes**

**10.1. Contact details and expertise of nominated data managers/named individuals**

 **10.2. Glossary of terms**

 **10.3. Other annexes as required**

1. Spirling

20th April 2012