### You are almost there!

Here are some suggestions for you to finalise the DMP.

**Check**: Read everything carefully and adjust automatically generated text if necessary.

**Replace**: Content in green font and in […] needs extra attention. Check and add missing information. Delete the square brackets and change the font colour to black. EXAMPLE 1: DMP version number and date on the cover page. EXAMPLE 2: README file level in section 2 - choose one and delete the other options.

**Fill gaps**: Fill in missing information. EXAMPLE: Add specific acronyms used in the DMP to the List of Acronyms on page 2.

**Delete (1):** If you do not want to publish the DMP, delete the CC BY logo on the cover page and replace the text next to it with a statement like “For internal use only”.

**Delete (2):** Delete this instruction page.

**Update:** Update the table of contents.

Data management plan (DMP)

**[projectname]**

[acronym]

|  |  |  |
| --- | --- | --- |
| Version | Effective date | Description of document/changes |
| 1.0 | dd/mm/yyyy | First version of the DMP – created for the start of the project |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Level of distribution |  | This DMP is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/legalcode) (CC BY 4.0).  It is publicly available under [fill DOI here].  [If you do not publish this DMP, remove the CC BY icon and change the text above accordingly.] |

**Project details**

|  |  |
| --- | --- |
| Project Coordinator Principal Investigator | [coordinator] |
| Contact person (responsible for data management and DMP) | [contact] |
| Contributors | [contributors] |
| Start date | [startdate] |
| End date | [enddate] |
| Funder | [funderid] |
| Funding programme, grant number | [grantid] |
| Internal project number | [projectid] |

**List of acronyms**

|  |  |
| --- | --- |
| DMP | data management plan |
| RDM | research data management |
| … | … |
| … | … |
| … | … |
| … | … |
| … | … |
| … | … |

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# Introduction

### Science Europe practical guide, FAIR data

A DMP is a structured document that keeps record of what research data is created and what happens to that data during and after a project. It helps with planning the research process and defining responsibilities in a research project involving several researchers or institutions.

For writing this DMP, we followed [the recommendations of Science Europe](https://zenodo.org/record/4915862#.YMsvHvJxdV0) as they reflect the guidelines agreed upon by the major funders in Europe.

To make our data FAIR, they generally will be treated according to the following criteria:

* We will make our data findable, by uploading it to a data repository that provides a persistent identifier and adding relevant metadata.
* We will make our data accessible by providing open access to data, wherever possible. In cases, where open access is not possible, we will provide meaningful metadata plus contact information for access requests.
* We will make our data interoperable by providing and describing data in a way that is common within our domain by using the same file formats, schemas and vocabularies. We will provide good documentation for all our datasets.
* We will make our data reusable by adding metadata and comprehensive Readme files to all published datasets. The descriptions include details on the methodology used, analytical and procedural information. In case of publication, licenses for code and data will always be assigned and clearly marked.

### Relevant Policies and Guidelines

* European Commission’s document on Ethics and Data Protection: <https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/ethics-and-data-protection_he_en.pdf>
* Other (e.g. from a project partner)

# Data description

### 1a Lists of datasets that will be reused or produced

Produced datasets

| dataset ID | title | type | format | estimated volume | contains sensitive data |
| --- | --- | --- | --- | --- | --- |
| P1 | [datasetTable] | … | … | … | … |
| ID | [dataset1name] | [dataset1type] | [dataset1format] | [dataset1vol] | [dataset1sensitive] |

[produceddatadescription]

[datasetTechnicalResources]

Reused datasets

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| dataset ID | title | source | rights (e.g. license) | contains sensitive data |
| R1 | [reusedDatasetTable] | … | ... | yes/no |
| ID | [reusedDatasetTable] | … | ... | yes/no |

[reuseddatadescription]

### 1b Data generation and reuse

***Methods and software used for data generation and reuse***

[datageneration]

# Documentation and data quality

### 2a Data organisation, metadata and documentation

[dataorganisation]

[metadata]

Additionally, we will provide common metadata such as title, description or keywords when publishing data in open access repositories. In such a case, we will follow the default template provided by the repository, such as Data Cite Metadata or Dublin Core.

A far as possible, we will use controlled vocabularies for our data to allow inter-disciplinary interoperability and machine-actionability.

[documentation]

### 2b Data quality control

[dataqualitycontrol]

# Storage and backup during research process

### 3a Storage and backup facilities

[storageintro]

[storage]

### 3b Data security and protection of sensitive data

We pay strict attention to compliance with the relevant institutional and national data protection policies listed in the introduction of this document. [sensitivedata]

Access to data during research:

| dataset ID | selected project members | all other project members | the public |
| --- | --- | --- | --- |
| P1 | [datasetAccessTable] | [dataset1allaccess] | [dataset1publicaccess] |
| ID | [dataset1selectedaccess] | [dataset1allaccess] | [dataset1publicaccess] |

All incidents will be handled individually by an incident response team that is maintaining the affected service.

# Legal and ethical requirements

### 4a Personal data

[personaldata]

### 4b Intellectual property rights and rights of use

[legalrestriction]

### 4c Ethical issues

[ethicalissues]

# Data sharing and long-term preservation

### 5a Data publication and access conditions

As far as possible, obtained datasets will be published in repositories. Details on access conditions, reuse licenses, reasons for restrictions, etc. are collected in the table below.

| dataset ID | access conditions | estimated publication date | location for publication (repository) | PID | license |
| --- | --- | --- | --- | --- | --- |
| P1 | [datasetPublicationTable] |  |  |  |  |
| ID | [dataset1access] | [dataset1pubdate] | [dataset1repo] | [dataset1pid] | [dataset1license] |

[closedrestricteddatasetreasons]

[repoinformation]

[tools]

[restrictedAccessInfo]

### 5b Long-term preservation and deletion of data

| dataset ID | location for long-term storage | minimum retention period (≥ 10 years) | foreseeable research uses and/or users |
| --- | --- | --- | --- |
| P1 | [datasetRepositoryTable] |  |  |
| ID | [dataset1repo] | [dataset1period] | [targetaudience] |

Overview of (unpublished) data that will be deleted:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| dataset ID | kind/name of data | date of deletion | reason for deletion | responsible person |
| P1 | [datasetDeleteTable] | [datasetDeleteTable] |  |  |
| ID | [dataset1delete] | [delete1date] | [delete1reason] | [delete1person] |

# RDM responsibilities and resources

### 6a RDM-roles and responsibilities

The [PI / data officer XY] will direct the data management process overall, with the research assistants responsible for ensuring metadata production, day-to-day cross-checks, back-up and other quality control activities are maintained.

### 6b Resources

[costs]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| cost name | cost type | description | unit | value |
| [costTable] | [costTable] |  |  |  |
| [cost1title] | [cost1type] | [cost1desc] | [cost1currency] | [cost1value] |
| **Estimated total costs** |  |  | **[costcurrency]** | **[costtotal]** |

[costsDescriptions][costCoverage]