# 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 and in section I.1. EXAMPLE 2: README file level in section III.1 - choose one and delete the other options.

**Fill gaps**: Fill in missing information. EXAMPLE: Fill in gaps in tables.

**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.

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 [provide the DOI of the DMP here].  [If you do not publish this DMP, remove the CC BY icon and change the text above accordingly.] |

**FWF Data Management Plan (DMP)**

This DMP follows the official FWF template. When revising this DMP, please check the guidance from FWF for more details: [FWF DMP - Guidance and Template](https://www.fwf.ac.at/fileadmin/Website/Dokumente/Ueber_uns/Aufgaben_und_Aktivitaeten/Open_Science/fwf_dmp_guidelines_template.docx)

|  |  |
| --- | --- |
| **I General Information** | |
| **I.1 Administrative information** | **PI:** [coordinator]  **FWF project number:** [grantid]  **Internal Project ID:** [projectid]  **DMP version:** [Nr.], [dd.mm.yyyy]  **Contributors:**  [contributors] |
| **I.2 Data management responsibilities and resources** | **Person responsible for data management and DMP:** [contact]  **Co-ordination of data management responsibilities across partners:**  **Resources costed in for RDM:** [costs]   |  |  |  |  |  | | --- | --- | --- | --- | --- | | cost name | cost type | description | unit | value | | [costTable] | [costTable] |  |  |  | | [cost1title] | [cost1type] | [cost1desc] | [cost1currency] | [cost1value] | | **Estimated total costs** |  |  | **[costcurrency]** | **[costtotal]** |   [costsDescriptions][costCoverage] |
| **II Data Characteristics** | |
| **II.1 Data description and collection or re-use of existing data** | **Produced datasets:**   | dataset ID | title | type | format | estimated volume | contains sensitive data | description | | --- | --- | --- | --- | --- | --- | --- | | P1 | [datasetTable] | … | … | … | … | … | | ID | [dataset1name] | [dataset1type] | [dataset1format] | [dataset1vol] | [dataset1sensitive] | [dataset1description] |   [datasetTechnicalResources]  **Reused datasets:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | dataset ID | title | source | rights (e.g. license) | contains sensitive data | description | | R1 | [reusedDatasetTable] | … | ... | yes/no | … | | ID | [reusedDatasetTable] | … | ... | yes/no | … |   **Methods and software used for data generation and reuse**  [datageneration] |
| **III Documentation and Data Quality** | |
| **III.1 Metadata and documentation** | **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.  As far as possible, we will use controlled vocabularies for our data to allow inter-disciplinary interoperability and machine-actionability.  [documentation] |
| **III.2 Data quality control** | **Data quality control**:  [dataqualitycontrol] |
| **IV Data Storage, Sharing, and Long-Term Preservation** | |
| **IV.1 Data storage and backup during the research process** | **Storage and backup facilities:** [storageintro] [storage]  **Data security and protection of sensitive data:**  We pay strict attention to compliance with the relevant institutional and national data protection policies. [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. |
| **IV.2 Data sharing and long-term preservation** | **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] **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] | |
| **V Legal and Ethical Aspects** | |
| **V.1 Legal aspects** | **Personal data:** [personaldata] **Intellectual property rights and rights of use:** [legalrestriction] |
| **V.2 Ethical aspects** | **Ethical issues:**  [ethicalissues] |