# DMP: The First Phase of the DCC Default Template

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## What Data Will You Collect or Create?

### DCC Guidance

Questions to consider:

- What type, format and volume of data?
- Do your chosen formats and software enable sharing and long-term access to the data?
- Are there any existing data that you can reuse?

Guidance:

Give a brief description of the data, including any existing data or third-party sources that will be used, in each case noting its content, type and coverage. Outline and justify your choice of format and consider the implications of data format and data volumes in terms of storage, backup and access.

### DCC Guidance on Existing Data

- Are there any existing data or methods that you can reuse?
• Do you need to pay to reuse existing data?
• Are there any restrictions on the reuse of third-party data?
• Can the data that you create - which may be derived from third-party data - be shared?

Guidance:

Check to see if there are any existing data that you can reuse, for examples by consulting relevant repositories. When creating new data sources, explain why existing data sources cannot be reused. If purchasing or reusing existing data sources, explain how issues such as copyright and IPR have been addressed. A list of repositories is provided by Databib or Re3data.

DCC GUIDANCE ON DATA VOLUMES
Questions to consider:
• Do you have sufficient storage?
• Do you need to include costs for additional managed storage?
• Will the scale of the data pose challenges when sharing or transferring data between sites?

Guidance:

Consider the implications of data volumes in terms of storage, backup and access. Estimate the volume of data in MB/GB/TB and how this will grow to make sure any additional storage and technical support required can be provided.

DCC GUIDANCE ON DATA TYPE
Questions to consider:
• What types of data will you create?
• Which types of data will have long-term value?

Guidance:

Outline the types of data that are expected to be produced from the project e.g. quantitative, qualitative, survey data, experimental measurements, models, images, audiovisual data, samples etc. Include the raw data arising directly from the research, the reduced data derived from it, and published data.

DCC GUIDANCE ON DATA FORMAT
Questions to consider:
• What format will your data be in?
• Why have you chosen to use particular formats?
• Do the chosen formats and software enable sharing and long-term validity of data?

Guidance:

Outline and justify your choice of format e.g. SPSS, Open Document Format, tab-delimited format, MS Excel. Decisions may be based on staff expertise, a preference for open formats, the standards accepted by data centres or widespread usage within a given community. Using standardised and interchangeable or open lossless data formats ensures the long-term usability of data.
HOW WILL THE DATA BE COLLECTED OR CREATED?

DCC GUIDANCE

Questions to consider:

- What standards or methodologies will you use?
- How will you structure and name your folders and files?
- How will you handle versioning?
- What quality assurance processes will you adopt?

Guidance:

Outline how the data will be collected/created and which community data standards (if any) will be used. Consider how the data will be organised during the project, mentioning for example naming conventions, version control and folder structures. Explain how the consistency and quality of data collection will be controlled and documented. This may include processes such as calibration, repeat samples or measurements, standardised data capture or recording, data entry validation, peer review of data or representation with controlled vocabularies.

DCC GUIDANCE ON DATA CAPTURE METHODS

Questions to consider:

- How will the data be created?
- What standards or methodologies will you use?
- How will you structure and name your folders and files?
- How will you ensure that different versions of a dataset are easily identifiable?

Guidance:

Outline how the data will be collected/generated and which community data standards (if any) will be used at this stage. Indicate how the data will be organised during the project, mentioning for example naming conventions, version control and folder structures. Consistent, well-ordered research data will be easier for the research team to find, understand and reuse.

DCC GUIDANCE ON DATA QUALITY

Questions to consider:

- How will you control data capture to ensure data quality?
- What quality assurance processes will you adopt?

Guidance:

Explain how the consistency and quality of data collection will be controlled and documented. This may include processes such as calibration, repeat samples or measurements, standardised data capture or recording, data entry validation, peer review of data or representation with controlled vocabularies.
WHAT DOCUMENTATION AND METADATA WILL ACCOMPANY THE DATA?

**DCC GUIDANCE**

Questions to consider:

- What information is needed for the data to be read and interpreted in the future?
- How will you capture / create this documentation and metadata?
- What metadata standards will you use and why?

Guidance:

Describe the types of documentation that will accompany the data to help secondary users to understand and reuse it. This should at least include basic details that will help people to find the data, including who created or contributed to the data, its title, date of creation and under what conditions it can be accessed.

Documentation may also include details on the methodology used, analytical and procedural information, definitions of variables, vocabularies, units of measurement, any assumptions made, and the format and file type of the data. Consider how you will capture this information and where it will be recorded. Wherever possible you should identify and use existing community standards.

**DCC GUIDANCE ON METADATA**

Questions to consider:

- How will you capture / create the metadata?
- Can any of this information be created automatically?
- What metadata standards will you use and why?

Guidance:

Metadata should be created to describe the data and aid discovery. Consider how you will capture this information and where it will be recorded e.g. in a database with links to each item, in a ‘readme’ text file, in file headers etc.

Researchers are strongly encouraged to use community standards to describe and structure data, where these are in place. The DCC offers a [catalogue of disciplinary metadata standards](#).

**DCC GUIDANCE ON DOCUMENTATION**

Questions to consider:

- What metadata, documentation or other supporting material should accompany the data for it to be interpreted correctly?
- What information needs to be retained to enable the data to be read and interpreted in the future?

Guidance:

Describe the types of documentation that will accompany the data to provide secondary users with any necessary details to prevent misuse, misinterpretation or confusion. This may include information on the methodology used to collect the data, analytical and procedural information, definitions of variables, units of measurement, any assumptions made, the format and file type of the data.
HOW WILL YOU MANAGE ETHICAL ISSUES?

DCC GUIDANCE
Questions to consider:

- Have you gained consent for data preservation and sharing?
- How will you protect the identity of participants if required? e.g. via anonymisation
- How will sensitive data be handled to ensure it is stored and transferred securely?

Guidance:
Ethical issues affect how you store data, who can see/use it and how long it is kept. Managing ethical concerns may include: anonymisation of data; referral to departmental or institutional ethics committees; and formal consent agreements. You should show that you are aware of any issues and have planned accordingly. If you are carrying out research involving human participants, you must also ensure that consent is requested to allow data to be shared and reused.

DCC GUIDANCE ON ETHICAL ISSUES
Questions to consider:

- Have you gained consent for data preservation and sharing?
- How will sensitive data be handled to ensure it is stored and transferred securely?
- How will you protect the identity of participants? e.g. via anonymisation or using managed access procedures

Guidance:
Investigators carrying out research involving human participants must ensure that consent is obtained to share data. Managing ethical concerns may include: anonymisation of data; referral to departmental or institutional ethics committees; and formal consent agreements. Ethical issues may affect how you store data, who can see/use it and how long it is kept. You should show that you’re aware of this and have planned accordingly.

See UKDS guidance on consent for data sharing

HOW WILL YOU MANAGE COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS (IPR) ISSUES?

DCC GUIDANCE
Questions to consider:

- Who owns the data?
- How will the data be licensed for reuse?
- Are there any restrictions on the reuse of third-party data?
- Will data sharing be postponed / restricted e.g. to publish or seek patents?

Guidance:
State who will own the copyright and IPR of any data that you will collect or create, along with the licence(s) for its use and reuse. For multi-partner projects, IPR ownership may be worth covering in a consortium agreement. Consider any relevant funder, institutional, departmental or group policies on copyright or IPR. Also consider permissions to reuse third-party data and any restrictions needed on data sharing.
DCC GUIDANCE ON IPR OWNERSHIP AND LICENCING

Questions to consider:

- Who owns the data?
- How will the data be licensed for reuse?
- If you are using third-party data, how do the permissions you have been granted affect licensing?
- Will data sharing be postponed / restricted e.g. to seek patents?

Guidance:

State who will own the copyright and IPR of any new data that you will generate. For multi-partner projects, IPR ownership may be worth covering in a consortium agreement. If purchasing or reusing existing data sources, consider how the permissions granted to you affect licensing decisions. Outline any restrictions needed on data sharing e.g. to protect proprietary or patentable data.

See the DCC guide: How to license research data.

HOW WILL THE DATA BE STORED AND BACKED UP DURING THE RESEARCH?

DCC GUIDANCE

Questions to consider:

- Do you have sufficient storage or will you need to include charges for additional services?
- How will the data be backed up?
- Who will be responsible for backup and recovery?
- How will the data be recovered in the event of an incident?

Guidance:

State how often the data will be backed up and to which locations. How many copies are being made? Storing data on laptops, computer hard drives or external storage devices alone is very risky. The use of robust, managed storage provided by university IT teams is preferable. Similarly, it is normally better to use automatic backup services provided by IT Services than rely on manual processes. If you choose to use a third-party service, you should ensure that this does not conflict with any funder, institutional, departmental or group policies, for example in terms of the legal jurisdiction in which data are held or the protection of sensitive data.

DCC GUIDANCE ON STORAGE AND BACKUP

Questions to consider:

- Where will the data be stored?
- How will the data be backed up? i.e. how often, to where, how many copies, is this automated...
- Who will be responsible for storage and backup?
- Do you have access to enough storage or will you need to include charges for additional services?

Guidance:

Describe how the data will be stored and backed-up to ensure the data and metadata are securely stored during the lifetime of the project. Storing data on laptops, computer hard drives or external storage devices alone is very risky.
The use of robust, managed storage with automatic backup, for example that provided by university IT teams, is preferable.

See UKDA guidance on data storage and backup.

How will you manage access and security?

**DCC GUIDANCE**

Questions to consider:

- What are the risks to data security and how will these be managed?
- How will you control access to keep the data secure?
- How will you ensure that collaborators can access your data securely?
- If creating or collecting data in the field how will you ensure its safe transfer into your main secured systems?

Guidance:

If your data is confidential (e.g. personal data not already in the public domain, confidential information or trade secrets), you should outline any appropriate security measures and note any formal standards that you will comply with e.g. ISO 27001.

**DCC GUIDANCE ON DATA SECURITY**

Questions to consider:

- What are the risks to data security and how will these be managed?
- Will you follow any formal standards?

Guidance:

If your data is sensitive (e.g. detailed personal data, politically sensitive information or trade secrets) you should discuss any appropriate security measures that you will be taking. Note the main risks and how these will be managed. Identify any formal standards that you will comply with e.g. ISO 27001.


See UKDS guidance on data security.

**WHICH DATA ARE OF LONG TERM VALUE AND SHOULD BE RETAINED, SHARED, AND/OR PRESERVED?**

**DCC GUIDANCE**

Questions to consider:

- What data must be retained/destroyed for contractual, legal, or regulatory purposes?
- How will you decide what other data to keep?
- What are the foreseeable research uses for the data?
- How long will the data be retained and preserved?

Guidance:
Consider how the data may be reused e.g. to validate your research findings, conduct new studies, or for teaching. Decide which data to keep and for how long. This could be based on any obligations to retain certain data, the potential reuse value, what is economically viable to keep, and any additional effort required to prepare the data for data sharing and preservation. Remember to consider any additional effort required to prepare the data for sharing and preservation, such as changing file formats.

**DCC GUIDANCE ON DATA SELECTION**

Questions to consider:

- Which data are of long-term value and should be shared and/or preserved?
- How will you decide what to keep?

Guidance:

Indicate which data you intend to preserve beyond the period of funding. This should be based on what has long-term value and is economically viable to keep. Consider how long you wish to keep the data and what will happen to it e.g. deposit in a data repository to enable reuse.

See the DCC guide: How to appraise and select research data for curation.

**WHAT IS THE LONG-TERM PRESERVATION PLAN FOR THE DATASET?**

**DCC GUIDANCE ON PRESERVATION PLAN**

Questions to consider:

- What is the long-term preservation plan for the dataset? e.g. deposit in a data repository
- Will additional resources be needed to prepare data for deposit or meet charges from data repositories?

Guidance:

Researchers should consider how datasets that have long-term value will be preserved and curated beyond the lifetime of the grant. Also outline the plans for preparing and documenting data for sharing and archiving. If you do not propose to use an established repository, the data management plan should demonstrate that resources and systems will be in place to enable the data to be curated effectively beyond the lifetime of the grant.

**DCC GUIDANCE ON DATA REPOSITORY**

Questions to consider:
• Where (i.e. in which repository) will the data be deposited?

Guidance:

Most research funders recommend the use of established data repositories, community databases and related initiatives to aid data preservation, sharing and reuse.

An international list of data repositories is available via Databib or Re3data.

**HOW WILL YOU SHARE THE DATA?**

**DCC GUIDANCE**

Questions to consider:

• How will potential users find out about your data?
• With whom will you share the data, and under what conditions?
• Will you share data via a repository, handle requests directly or use another mechanism?
• When will you make the data available?
• Will you pursue getting a persistent identifier for your data?

Guidance:

Consider where, how, and to whom data with acknowledged long-term value should be made available. The methods used to share data will be dependent on a number of factors such as the type, size, complexity and sensitivity of data. If possible, mention earlier examples to show a track record of effective data sharing. Consider how people might acknowledge the reuse of your data.

**DCC GUIDANCE ON METHOD FOR DATA SHARING**

Questions to consider:

• How will you make the data available to others?
• With whom will you share the data, and under what conditions?

Guidance:

Consider where, how, and to whom the data should be made available. Will you share data via a data repository, handle data requests directly or use another mechanism?

The methods used to share data will be dependent on a number of factors such as the type, size, complexity and sensitivity of data. Mention earlier examples to show a track record of effective data sharing.

**ARE THERE ANY RESTRICTIONS ON DATA SHARING REQUIRED?**

**DCC GUIDANCE**

Questions to consider:

• What action will you take to overcome or minimise restrictions?
• For how long do you need exclusive use of the data and why?
• Will a data sharing agreement (or equivalent) be required?

Guidance:
Outline any expected difficulties in sharing data with acknowledged long-term value, along with causes and possible measures to overcome these. Restrictions may be due to confidentiality, lack of consent agreements or IPR, for example. Consider whether a non-disclosure agreement would give sufficient protection for confidential data.

**DCC GUIDANCE ON RESTRICTIONS ON SHARING**

Questions to consider:

- Are any restrictions on data sharing required? e.g. limits on who can use the data, when and for what purpose.
- What restrictions are needed and why?
- What action will you take to overcome or minimise restrictions?

Guidance:

Outline any expected difficulties in data sharing, along with causes and possible measures to overcome these. Restrictions to data sharing may be due to participant confidentiality, consent agreements or IPR. Strategies to limit restrictions may include: anonymising or aggregating data; gaining participant consent for data sharing; gaining copyright permissions; and agreeing a limited embargo period.

**WHO WILL BE RESPONSIBLE FOR DATA MANAGEMENT?**

**DCC GUIDANCE**

Questions to consider:

- Who is responsible for implementing the DMP, and ensuring it is reviewed and revised?
- Who will be responsible for each data management activity?
- How will responsibilities be split across partner sites in collaborative research projects?
- Will data ownership and responsibilities for RDM be part of any consortium agreement or contract agreed between partners?

Guidance:

Outline the roles and responsibilities for all activities e.g. data capture, metadata production, data quality, storage and backup, data archiving & data sharing. Consider who will be responsible for ensuring relevant policies will be respected. Individuals should be named where possible.

**DCC GUIDANCE ON RESPONSIBILITIES**

Questions to consider:

- Who is responsible for each data management activity?
- How are responsibilities split across partner sites in collaborative research projects?

Guidance:

Outline the roles and responsibilities for all activities e.g. data capture, metadata production, data quality, storage and backup, data archiving & data sharing. Individuals should be named where possible. For collaborative projects you should explain the co-ordination of data management responsibilities across partners.

See UKDS guidance on data management [roles and responsibilities](#).
WHAT RESOURCES WILL YOU REQUIRE TO DELIVER YOUR PLAN?

DCC GUIDANCE
Questions to consider:

- Is additional specialist expertise (or training for existing staff) required?
- Do you require hardware or software which is additional or exceptional to existing institutional provision?
- Will charges be applied by data repositories?

Guidance:
Carefully consider any resources needed to deliver the plan, e.g. software, hardware, technical expertise, etc. Where dedicated resources are needed, these should be outlined and justified.

DCC GUIDANCE ON RESOURCING
Questions to consider:

- What additional resources are needed to deliver your plan?
- Is additional specialist expertise (or training for existing staff) required?
- Do you have sufficient storage and equipment or do you need to cost in more?
- Will charges be applied by data repositories?
- Have you costed in time and effort to prepare the data for sharing / preservation?

Guidance:
Carefully consider any resources needed to deliver the plan. Where dedicated resources are needed, these should be outlined and justified. Outline any relevant technical expertise, support and training that is likely to be required and how it will be acquired. Provide details and justification for any hardware or software which will be purchased or additional storage and backup costs that may be charged by IT services.

Funding should be included to cover any charges applied by data repositories, for example to handle data of exceptional size or complexity. Also remember to cost in time and effort to prepare data for deposit and ensure it is adequately documented to enable reuse. If you are not depositing in a data repository, ensure you have appropriate resources and systems in place to share and preserve the data.

See UKDS guidance on costing data management.