**Generic Data Management Plan Template**

# Contact information

* **Name**
* **Department**
* **Email**
* **Funder/funding scheme**

# Study information

* **research question**
* **aims**
* **objectives**

# 1 Collection of data and study materials

* **Are these digital or non-digital data/materials?**
* **Are these new or existing data?**
* **Type(s) of data** (survey/questionnaires, audio-visual files, images, models, physical objects etc.)
* **Data format(s)** (See [Choosing file formats](https://www.ucl.ac.uk/library/research-support/research-data-management/best-practices/how-guides/choosing-file-formats) for more information)
* **Expected volume of data** (is it GBs or TBs?)
* **Methods of data/materials collection** (see [Creating & analysing data](https://www.ucl.ac.uk/library/research-support/research-data-management/best-practices/how-guides/creating-analysing-data) for more information)
* **Approaches to data quality** (file naming conventions, peer review, controlled vocabularies, repeated measurements, data validation/verification rules)

# 2 Storage security and backup

* **Where will you store your data/study materials?** (UCL has four options for data storage – [Filestore@UCL,](https://www.ucl.ac.uk/isd/services/file-storage-sharing/home-n-drive) [Research Data Storage Service](https://www.ucl.ac.uk/isd/services/research-it/research-data-storage-service), [Sharepoint/OneDrive for Business](https://www.ucl.ac.uk/isd/services/communicate-collaborate/sharepoint-and-onedrive-for-business), [Data Safe Haven](https://www.ucl.ac.uk/isd/services/file-storage-sharing/data-safe-haven-dsh))
* **Approaches to securing data and study materials** (How will you mitigate risks? If applicable, consider ways to secure your data/study materials whilst in transit)
* **What is your backup strategy?** (who is responsible for backing up your data, how often, location of backup copies, etc.)
* **Are you using any personal, identifiable or psuedonymised data?** (If so, which data protection legislation apply to your research? See [Handling sensitive, personal & special categories information](https://www.ucl.ac.uk/library/research-support/research-data-management/best-practices/how-guides/handling-sensitive-personal) for more details)

# 3 Archiving, preservation and curation

* **Which archive or repository?** (Where will you archive non-digital materials? Have you considered [digitising](https://www.ucl.ac.uk/library/digital-collections/digitisation) these? What about [software code](https://www.ucl.ac.uk/library/research-support/research-data-management/best-practices/how-guides/software-sustainability), simulated data, databases structures?)
* **How long are the research outputs being preserved for? (**UCL expectation is 10 years, funders’ expectations can be found [here](https://www.ucl.ac.uk/library/research-support/research-data-management/policies/research-funders-research-data-policies))
* **Which unique identifiers have been utilised? (**[ORCID](https://orcid.org/) for researchers, [DOIs](https://blogs.ucl.ac.uk/rdm/2017/02/digital-object-identifier/) for data, publications, metadata records, etc)
* **Have you considered the formats of the material?**
* **How will you curate the materials on a medium to longer-term basis?**
* **If applicable, how will you dispose of any research materials?**

# 4 Discovery, access and sharing

* **Approaches to making your research discoverable** (metadata record in online public facing catalogue, data citation, data publication, data access statement. See [data discovery & reuse](https://www.ucl.ac.uk/library/research-support/research-data-management/best-practices/how-guides/data-discovery-re-use) for more information)
* **Limits of data access and sharing** (any ethical, legal and /or commercial constraints on [data sharing](https://www.ucl.ac.uk/library/research-support/research-data-management/best-practices/how-guides/sharing-data)?)
* **Data access statements/protocols or criteria**,
* **Ethical issues**,
* **Usage licenses**
* **Data sharing statement**

# 5 Metadata

* **Examples of metadata** (data dictionaries, codebooks, readme files, technical descriptions, commentary for coding, audit trails etc.)
* **Formats** (XML, PDF, .csv etc)
* **Types** (administrative, semantic, descriptive)
* **Standards**
* **Catalogues** (where metadata records will be created and indexed)
* **Restrictions** (ethical, legal and/or commercial restrictions on handling the data both during the project and once archived)

# 6 Rights and responsibilities

* **Principal/Lead investigators**,
* **Copyright owners**,
* **Creating and maintaining metadata**
* **Ensuring compliance with relevant applicable data protection laws** (if applicable)