

**UCL LIBRARY SERVICES**

**Data Management Plan**

**for UCL Post-Graduate Projects**

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| **Date and version of Plan:**  Today’s date and version (if more than one during your project) |
| **Researcher:**  Your name |
| **Project Title:**  Provisional dissertation / thesis title |
| **Project Context:**  In which department or unit is your research being carried out, and what are you studying?  Is your research individually based or part of a larger project? Is it being carried out in agreement with another institution or department/unit? |

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| **1. What data will you be working with?**  What digital and non-digital data will you create and/or analyse (images, physical samples, interviews, manuscripts, databases, etc.)? What file formats and software will you use?  Consider how many individual files you expect to make, anticipated file sizes, and storage volume.  Describe the methods/standards for data creation/capture. |
| **2. How will you organise and describe your data?**  What method will you use to structure and name your files?  Think about what contextual information is required to make the data understandable to others and to your future self: what information on the data collection methods, standards, and context (metadata) will be recorded for each data type/set? |
| **3. How will you store and back-up your data during the project?**  What sort of storage media will you use?  How often will you back-up the data and where will you keep the back-up copies?  How will you handle version control? |

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| **4. Legal, security, ethical and/or commercial questions to consider during your project**  Are any of your data identifiable or sensitive? How will you protect them?  Will you require permission to use and/or share the data? Will there be any restrictions to share the data?  What safeguards can you use to ensure these obligations are met? |
| **5. What data will you keep after the project? How long and where will they be archived?**  What data should be kept or destroyed at the end of the project?  What arrangements are available to archive your data to preserve them for the long-term? |
| **6. How will others learn that your final datasets exist? How will they be able to access them?**  Who are the anticipated future users of data/resources created as part of your research?  How will they discover your final research outputs? Under what conditions could they access the data?  Are there any funding body / institutional requirements regarding data sharing? |