 **UCL Data Management Plan Template**

**LONDON’S GLOBAL UNIVERSITY**

You should aim to use the questions and headings provided as guidance. If you would like for the RDM team to provide feedback where possible, please send your plan as a MS Word document tolib-researchsupport@ucl.ac.uk.

For more information on managing research outputs, see here: <https://www.ucl.ac.uk/library/research-support/research-data-management>

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| Contact informationName: Department/Faculty:  |
| Study information* Funder/Funding scheme (if applicable):
* Brief aims and objectives
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| Collection of data and study materials* Are these digital or non-digital data/materials?
* Are these new or existing data/materials?
* Type(s)*(survey/questionnaires, audio-visual files, images, models, physical objects etc.)*
* Format(s) *(See* [*Choosing formats*](https://www.ucl.ac.uk/library/research-support/research-data-management/best-practices/how-guides/choosing-file-formats) *for more information)*
* Expected volume *(e.g. approximately 1TB)*
* 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 ensuring quality *(file naming conventions, peer review, controlled vocabularies, repeated measurements, data validation/verification rules)*

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| Storage, security and backup* Where will you store your data/study materials? *(*[*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)*
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| Archiving, preservation and curation* Which archive or repository? *(Where will you archive digital and/or 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 for will you preserve the data/output? *(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 data/material?
* How will you curate the data/materials on a medium to longer-term basis?
* If applicable, how will you dispose of any research materials?
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| 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
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| 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)*
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| Rights and Responsibilities* Principal/Lead investigators,
* Copyright owners,
* Creating and maintaining metadata
* Ensuring compliance with relevant applicable laws
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