 **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 to[lib-researchsupport@ucl.ac.uk](mailto:lib-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 information  Name:  Department/Faculty: |
| Study information   * Funder/Funding scheme (if applicable): * Brief aims and objectives |
| 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)* |
| 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)* |
| 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? |
| 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 |
| 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)* |
| Rights and Responsibilities   * Principal/Lead investigators, * Copyright owners, * Creating and maintaining metadata * Ensuring compliance with relevant applicable laws |

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