**UCL Data Management Plan Template**

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| **Project information** | |
| **Contact information** | Name:  Department/Faculty:  Email: |
| **Title of project** |  |
| **Funder/Funding scheme** *(if applicable)* |  |

**Note:** You should aim to use the bullet points to guide your writing; guidance is linked to where possible. 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/open-science-research-support/research-data-management>

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| **Section A: Collecting data and study materials** | |
| **Questions** | **Details** |
| * **Are these new or existing data/materials?** * **Type(s)** E.*g. 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** *e.g. file naming conventions, peer review, controlled vocabularies, repeated measurements, data validation/verification rules* |  |

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| **Section B: Storage, security and back up** | |
| **Questions** | **Details** |
| * **Where will you store your data/study materials?** *See a* [*table comparing storage platforms at UCL*](https://www.ucl.ac.uk/isd/sites/isd/files/ucl_data_storage_options.pdf) *table for more information* * **Approaches to securing data and study materials** *Consider how will you mitigate risks? If applicable, consider ways to secure your data/study materials whilst in transit* * **What is your backup strategy?** *Think about 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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| **Section C: Archiving, preservation and curation** | |
| **Questions** | **Details** |
| * **What data / physical items do you plan on archiving and preserving?** * **How and where will you store these items?** *Have you considered the formats of these items? Have you considered* [*digitising*](https://www.ucl.ac.uk/library/digital-collections/digitisation) *physical items? 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, etc.?* * **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 do you plan on using?** [*ORCID*](https://orcid.org/) *for researchers,* [*DOIs*](https://blogs.ucl.ac.uk/rdm/2017/02/digital-object-identifier/) *for data, publications, metadata records, study protocols, posters, presentations, etc.)* * **How will you curate the data/research materials on a medium to longer-term basis?** * **If applicable, how will you dispose of any research materials?** |  |

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| **Section D: Discovery, access and sharing** | |
| **Questions** | **Details** |
| * **How do you plan on making your research discoverable?** *E.g. metadata record in online public facing catalogue, data citation, data publication, data access or sharing 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* * **Are there any (potential) limits on data access and sharing** *e.g. 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)*?* * **Which usage license(s) do you plan on applying to items you plan on archiving?** See [licenses for data sharing](https://www.ucl.ac.uk/library/research-support/research-data-management/licenses-data-sharing-creative-commons) for more information |  |

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| **Section E: Metadata** | |
| **Questions** | **Details** |
| * **What kinds of metadata do you plan on providing?** E.g. *data dictionaries, codebooks, readme files, technical descriptions, commentary for coding, audit trails etc.* * **In which formats will metadata be available?** e.g. *XML, PDF, .csv etc* * **What types of metadata will you provide?** E.g. *administrative – refers to what is needed to open, read and use the data, software etc.; descriptive - refers to what is needed to understand and reuse the items, etc.* * **Will you apply a metadata standard?** *A list of metadata standards (and other research-related standards and policies) can be found here:*[*https://fairsharing.org/*](https://fairsharing.org/) * **Will there be any restrictions on the availability of the metadata?** E.g. embargo? |  |

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| **Section F: Rights and responsibilities** | |
| **Questions** | **Details** |
| *Job title will suffice in this section*   * **Who is/are the Principal/Lead investigator(s)?,** * **Who is/are the copyright owner(s)?** * **Who will create and maintain the metadata?** * **Who will manage the research data/study materials: a) during the project; b) once the project is complete?** * **Who will oversee compliance with relevant applicable laws?** |  |