

**Adapt your Data Management Plan**

A list of Data Management Questions based on the

Expert Tour Guide on Data Management

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The CESSDA Expert Tour Guide on Data Management is available at h[ttps://w](http://www.cessda.eu/DMGuide)ww.c[essda.eu/DMEG](http://www.cessda.eu/DMGuide)



Costs and Resources

* Are there costs you need to consider to buy specific software or hardware?
* Are there costs you need to consider for storage and backup?
* Are potential expenses and resources for (preparing the data for) archiving covered?
* What resources will be dedicated to data management ensuring that data will be FAIR?

Project data contact

* Who can be contacted about the project during and after it has finished?

Funder (if applicable)

* If funding is granted, what is the reference number of the funding granted?
* What is the project’s title in the funding contract?

Data producer

* Which organisation has the administrative responsibility for the data?

Title of the project/study

**PLAN**

Date of this plan

Description of the project

* What is the nature of the project?
* What is the research question?
* What is the project time line?

Origin of Data

* What kind of data will be used during the project?
* If you are reusing existing data: What is the scope, volume and format? How are

different data sources integrated?

* If you are collecting new data can you clarify why this is necessary?

Principal researchers

* Who are the main researchers involved?
* What are their contact details?

Collaborating researchers (if applicable)

* What are their contact details and their roles in the project?

Data owner(s)

* Which organisation(s) own(s) the data?
* If several organisations are involved, which organisation owns what data?

Roles

* Who is responsible for updating the DMP and making sure that it’s followed?
* Do project participants have any specific roles?
* What is the project time line?

**Overview**



**ORGANISE & DOCUMENT**

Data collection

* How will the data be collected?
* Is specific software or hardware or staff required?
* Who will be responsible for the data collection?
* During which period will the data be collected?
* Where will the data be collected?

Data organisation

* How will you organise your data?
* Will the data be organised in simple files or more complex databases?
* How will the data quality during the project be ensured?
* If data consists of many different file types (e.g. videos, text, photos), is it possible to structure the data in a logical way?

Data type and size

* What type(s) of data will be collected?
* What is the scope, quantity and format of the material?
* After the project: What is the total amount of data collected (in MB/GB)?

File format

* In what format will your data be?
* Does the format change from the original to the processed/final data?
* Will your (final) data be available in an open format?

Folder structure and names

* How will you structure and name your folders?

File structure and names

* How will you structure and name your files?

Documentation

* What documentation will be created during the different phases of the project?
* How will the documentation be structured?

Metadata

* What metadata will be provided with the collected/ generated/ reused data?
* How will metadata for each object be created?
* Is there any program that can be used to document the data?
* Can metadata be added directly into the files or will the metadata be produced in another

program or document?

Metadata standard (if applicable)

* What metadata standard(s) will you use?

**Organising and documenting your data**



Security

* How will sensitive (meta)data be protected? (if applicable)
* How will (meta)data access be managed?

Backup

* How, where and at what intervals will the (meta)data be backed-up?
* How will data be recovered in the case of a (meta)data loss incident?

Storage

* How and where will the (meta)data be stored during the project?
* For how long will the (meta)data be stored?

 **Storing your data and metadata**

**STORE**

Data Quality

* How will data quality be evaluated?
* What data quality control measures will be used?

**PROCESS**

Versioning

* What is your strategy concerning versioning your data files (and scripts) during the project?
* Will you create and/or follow a convention for versioning your data?
* Who will be responsible for securing that a “Masterfile” will be maintained, documented and versioned according to the project guidelines?
* How can different versions of a data file be distinguished?

Interoperability

* Will you make use of established software and hardware? If not, how does the software and hardware you use relate to other research?

If applicable:

* Will you make use of established terminologies/ontologies (i.e. structured controlled vocabularies) in the project? If not, how do your terminologies relate to established ones?
* Which coding is used (if any)? Will you build on established coding schemes? If not, how does your coding relate to other research?

**Processing your data**



Ethical review (if applicable)

* Does your project require approval by a local ethics committee?
* How will possible ethical issues be taken into account, and codes of conduct followed?

**PROTECT**

**Protecting your data**

Informed consent (if applicable)

* Do you require informed consent for your project?
* If so, how will permission be obtained?
* How are consent files organised and stored?

(sensitive) Personal data /confidential information (if applicable)

* How will access to (sensitive) personal data during the project be controlled?
* How will collaborators be granted access to the data in a secure way?
* If the research project is going to have data that includes confidential information or information that requires informed consent, is there a requirement to notify a privacy officer?
* Is there any confidential information within the material that requires special treatment and/or limits the access to it during/after the project?
* How will the material be protected during/after the project?
* How will permissions and restrictions be enforced?

Intellectual property rights (IPR)/Copyrights

* Are there IPR or copyright issues to consider?
* Will permission be needed to collect/reuse the data?
* Will these rights be transferred to another organisation for data distribution and archiving?

Agreements (if applicable)

* What are the agreements with other stakeholders?

Restrictions (if applicable)

* Are there any other restrictions that need to be considered?



**PUBLISH**

Archiving

* How and where will the data be stored after the project’s completion?
* Will you archive your data in a trusted data repository?
* Will the application of a persistent identifier to your data be ensured?
* ?

Data formats

* What formats will you provide your data in for archiving (and sharing)?
* Will specific software be required to process your data? Can this software be deposited with the data?

Access (if applicable)

* Will your data be available (Open Access)?
* Will all data or only parts of it be published?
* What licenses do you need for your data?
* How should your data be cited when reused?
* Will there be an embargo period for (all or some of) the data?
* Are there other agreements or restrictions (see above) that need to be considered?
* Are there any legal/ethical restrictions that prevents the publication of all the material?
* Will these restrictions mean that action must be taken before the material can be made available?
* Is there a risk of delayed publication/making data available (all or parts of)?

If so what might be needed to do to avoid this?

**DISCOVER**

Identification of needs

* Do you plan to use existing data for your research?
* What is the purpose for which you need the data?
* What do you want to learn from the data?
* What type of data do you need?

Search for data

* Do you know where the data may be located?
* How do you plan to search for the data?

Evaluation of data quality

* What is the minimal required quality of the data (in terms of origin, contents, scope, size, methods, etc.)?
* How do you plan to evaluate data quality (evaluation of metadata, tests, analysis,

comparisons)?

Gaining access to data

* What are the (expected) terms and conditions for data access and use?
* What is the (expected) process for gaining access to the data?
* What is the (expected) time-span of the process for gaining access to the data?
* What are the (expected) costs for data access and use?

**Discovering data**

**Archiving and publishing your data**