University of Glasgow

Data Management Plan template for staff

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| 1. Overview |
| Project name |  |
| PI Name |  |
| Project staff |  |
| Funder & award number |  |
| Project Summary |  |

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| 2. Data |
| What types of data will be collected or created? |
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| What formats will you use? |
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| How much data will you collect? |
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| 3. Documentation |
| How will the data be documented and described? |
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| Are there any standards for this in your field of research? |
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| 4. Ethics and Intellectual Property |
| Who owns the data in your project? |
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| Detail any ethical, legal or commercial considerations relating to your research data |
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| How will these concerns be dealt with? |
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| 5. Storage and organisation |
| How will the data be named, organised and structured? |
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| How will the data be stored for the duration of the project? |
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| How will the data be backed up during the project? |
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| Does access to the data need to be controlled for the duration of the project? |
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| Who has the right to access the data during the project? |
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| 6. Deposit and long-term preservation |
| Which data should be retained long-term? |
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| How long will data be retained for? |
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| Where will the data be archived at the end of the project? |
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| What formats will the data be archived in? |
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| 7. Data sharing |
| Is any of the data suitable for sharing? |
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| How will the data be shared? |
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| Who should be able to access and use the shared data? |
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| 8. Implementation |
| Who is responsible for implementing this plan? |
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| How will this plan be kept up-to-date? |
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| What actions are necessary to implement this plan? |
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| What training or further information are needed to implement this plan? |
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