**Data Management Plan (DMP)**

This *DMP template* (<https://doi.org/10.17608/k6.auckland.7268720>) is supported by a companion *DMP guide* (<https://doi.org/10.17608/k6.auckland.7268729>).

**Dates**

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| A | A. Dates | | | |
| DMP form created | DMP form last updated | Project start | Project end |
| DD/MM/YEAR | DD/MM/YEAR | DD/MM/YEAR | DD/MM/YEAR or Ongoing |
| **Plan & Design** | | | | |
|  | B1. Project | | | |
| Title |  | | |
| Project abstract |  | | |
| Field of research  [FOR code calculator](https://royalsociety.org.nz/what-we-do/research-practice/field-of-research-calculator) or keywords | See guide | | |

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|  | B2. Project Contributors | | | | | |
| Name | Role | Dept.,Faculty/ Institute | Email | Username | ORCID |
| See guide |  |  |  |  | See guide /  Format: http://orcid.org/0000-000x-xxxx-xxxx |
| Use tab to add row |  |  |  |  |  |

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|  | B3. Project Funding | |
| Funding agency(s) | See guide |
| Funding ID(s) | See guide |

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|  | B4. Ethics & Privacy | |
| Do you have ethics requirements?  If yes (human or animal), provide a link(s) to Ethics submission, and ID no. | Yes/No, not applicable. |
| How will you manage ethics issues?   * *Do you have consent for data preservation, sharing or publishing?* * *How will you protect the identity of participants if required?* * *How will you securely store and transfer sensitive data?* * *How will Māori data be subject to Māori governance?* * *If necessary, how will you ensure your data is destroyed appropriately?* | See guide |
|  | Consider other data privacy and security issues.   * *What are the risks to your data security?* * *How they will be managed?* * *How will access be controlled?* * *Are there formal standards to comply with?* * *How will Māori data be subject to Māori governance?* | See guide |

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|  | B5. Policies & Guidance | |
| Check related policies and document actionable points. | See guide |

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|  | B6. Responsibilities & Resources | |
| Who will be responsible for data management?   * *Who is responsible for implementing, reviewing and revising the DMP?* * *Will data ownership and responsibilities be part of any consortium agreement or contract agreed between partners?* * *Who has long-term data stewardship?* | See guide |
| Consider the skills, support and resources you may require to deliver your plan?   * *Is additional specialist expertise/training required?* * *Do you require hardware or software in addition to existing institutional provision?* | See guide |

**Create & Collect**

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|  | C1. Data Organisation (Collection/Creation, File Management, Storage Locations) | |
| What data will you create/collect?   * *Give a brief description of your data including existing data or third-party sources.* * *What is the type, format and volume of the data?* | See guide |
| How will the data be collected/created?  This includes equipment and processes such as calibration, repeat samples or measurements, standardised data capture or recording, data entry validation, peer review of data or representation with controlled vocabularies. | See guide |
| What non-digital data/physical assets will you create/collect?   * *Where will the non-digital data/assets be stored?* | See guide |
| How will the data be organised?  Consider: file and folder naming conventions; version control; folder structures; creating a structured database – schema, tables and relationships |  |
| How will the data be stored and backed up during the research?   * *Do you have sufficient storage?* * *Will you need to request additional storage services?* * *Where do you intend to store your data?* * *How will the data be backed up (how often, how many copies, location of backups, by whom)?* | See guide |

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|  | C2. Sharing & Access Control | |
| Do you have sensitive data? | See guide |
| How will you manage or control access and security?   * *Are you the only person that will have access to the data?* * *Will it be shared internally and/or outside the University? If so, with whom?* * *What are the risks to data security?* * *How will these be managed?* * *How will you control access to keep the data secure?* * *How will collaborators access your data securely?* * *If creating or collecting data in the field how will you ensure its safe transfer into your main secured systems?* | See guide |

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| **Discover & Reuse** | | |
|  | D1. Metadata & Documentation | |
|  | What documentation and metadata will accompany the data to support its discovery, use and increase impact?   * *What information is needed for the data to be read and interpreted in the future?* * *How will you create this documentation and metadata?* * *Where will it be recorded?* * *What metadata standards will you use and why?*   The actual documentation and metadata will likely reside elsewhere. Provides link(s) to your metadata files. | See guide |
|  | Spatial extent or location of data origin: | See guide |
|  | Temporal extent:  If applicable, state the period(s) of time over which your data is associated. | See guide |

**Publish & Report**

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|  | E1. intellectual property rights (Including Copyright) | |
| *Copyright and other IP are owned/held by: (select as appropriate)* | |
| The University of Auckland (normal situation for research undertaken by University staff) | Yes / No |
|  | The student  (in the normal course of study, which does not fall into the other categories.) | Yes / No |
|  | Joint ownership  (copyright and IP ownership are held by more than one person or organization)  If yes, state the relationships, agreements and relative rights to use, store, publish and re-use the data. | Yes / No |
|  | Third party data  (data owned by third party or generated under UniServices agreements)  If yes, state the relationships, agreements and relative rights to use, store, publish and re-use the data. | Yes / No |
|  | I do not know and I need to find out.  Document actions and progress. |  |

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|  | E2. Publishing Your Research Data | |
|  | Outline how data will be prepared and where it will be published. | See guide |
|  | Licensing  Consider which licence(s) are suitable for your data when you decide to make it publicly available. | See guide |

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|  | E3. Retention & Disposal | |
|  | Data must be retained after submission of thesis or publication of results for a minimum of: (select) | |
|  | 6 years  (standard minimum retention after last publication based on data) | Yes / No |
|  | 10 years  (for medical research involving clinical trials from the end of the trial) | Yes / No |
|  | Until patient reaches 26 years of age, and at least 10 after last treatment  (for clinical research involving children) | Yes / No |
|  | 21 years from the date of filing a patent related to this research | Yes / No |
|  | Other specified time | DD/MM/YEAR |
|  | Based on the above, data must be kept until at least | DD/MM/YEAR |
|  | Preferred method of data disposal/destruction |  |

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|  | E4. Long-term Archive / Preservation (20+years, if applicable) | |
|  | Do you think your data will be of long-term value and/or irreplaceable (to society/culture/ environment)? |  |
|  | What is the long-term preservation plan for the dataset?   * *How will your datasets be preserved and curated beyond the project lifetime?* * *Will you deposit your data / use a data repository?* * *Are there likely areas of risk (e.g., proprietary formats)?* |  |

DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation Centre. Available online: <http://www.dcc.ac.uk/resources/data-management-plans>