Data Management Plan Guidance

Use the questions in this guidance document to help you fill in the DMP template. If you get stuck, follow the links for tips.

# 1. Data collection

* What types of data will be collected or used? Consider both primary and secondary data. Specify the formats (e.g. \*.xlsx, MS Word) the data will be stored in (if a format is not stated, identify a suitable one), and where possible quantify the amount of each data type that will be collected.
* What instruments and software will be used to collect, process and analyse data?

# 2. Quality control

* What are the risks of introducing errors in the data, or producing poor quality data?
* What actions can be taken to manage these risks and control data quality?

See <https://www.reading.ac.uk/res-quality-control.aspx>

# 3. Storage, backup and security

* Where will the data be stored, and how will they be backed up? Identify all devices/locations that will be used.
* How will data security be managed, e.g. using access controls on storage and/or files, deleting files from temporary storage locations, using secure channels to share with team, etc.?

See <http://www.reading.ac.uk/res-data-storage.aspx>

# 4. Ethics and data protection

* What are the ethical and data protection issues, e.g. securing informed consent, maintaining confidentiality, anonymising data for public sharing?
* How will they be managed?

See <https://www.reading.ac.uk/res-ethics-data-protection.aspx>

# 5. Intellectual property rights

* Who will own the primary data created in the project?
* Who owns the secondary data? Can they be freely used and shared with others? How would you find out?

See <https://www.reading.ac.uk/res-ipr-data-management.aspx>

# 6. Preservation and sharing

* What primary data will be made publicly available at the end of the project? (Include any computer code, e.g. scripts written for analysis of results.)
* If there are data that will not be made publicly available, what are the reasons for this? (e.g. personal data cannot be shared).
* How will data be prepared for preservation and sharing? Describe any activities required, e.g. format conversion, anonymisation, and explain what data documentation will be produced to enable others to understand and use the data.
* What repository/repositories will be used to preserve and share the data?
* When will data be made available?

Data selection: <https://www.reading.ac.uk/res-data-selection.aspx>

Preparing for data archiving: <https://www.reading.ac.uk/res-preparing-data.aspx>

Choosing a data repository: See <http://www.reading.ac.uk/res-archiving-data.aspx>