DATA MANAGEMENT PLANS

NeDICC Workshop on The role of the information professional in relation to RDM, 10 June 2016, CSIR, South Africa

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Research Data Life Cycle

Based on UK Data Archive Lifecycle
What is a Data Management Plan?

• A Data Management Plan is “a formal document that outlines what you will do with your data during and after you complete your research” (The University of Virginia Library, 2014).

• A Data Management Plan “outlines your practices for collecting, organizing, backing up, and storing the data you will be generating” (University of Minnesota)
Why do researchers need to complete a Data Management Plan (DMP)?

- Meet funding body grant requirements, e.g. NSF, NIH;
- Meet publisher requirements
- It helps you ensure your research data are accurate, complete, reliable, and secure both during and after you complete your research (University of Edinburgh)
- It saves time in the long run because there is no need to re-organise, re-format, or try to remember details about data (Wikipedia)
- It allows you to critically review your project and develop a suitable plan of action to overcome any issues.(University of Nottingham)
- DMPs outline the practices for collecting, organising, backing up, and storing the data that will be generated
## DMP Elements

<table>
<thead>
<tr>
<th>Element</th>
<th>Typical Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Collection</td>
<td>What type(s) of data will you create, collect or generate?</td>
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<td></td>
<td>How will the data be collected or created?</td>
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<td>What data formats will you create?</td>
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<td>Responsible persons</td>
<td>Who will be responsible for managing the data? Who will take responsibility for verifying that the Data Management Plan is adhered to?</td>
</tr>
<tr>
<td>Resources</td>
<td>What resources will you require to deliver your Plan?</td>
</tr>
<tr>
<td>Metadata</td>
<td>What information is needed for the data to be read and interpreted in the future? (e.g. Bibliographic - or Subject Specific Metadata) How will you create or capture the metadata?</td>
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</tbody>
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DCC Checklist for a Data Management Plan
## DMP Elements

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<tr>
<td>Access, sharing and privacy</td>
<td>Which data can be shared, or given access to? How will you share the data? Are there any restrictions on data sharing required? (e.g. Creative Commons License)</td>
</tr>
<tr>
<td>Ethics and Legal Compliance</td>
<td>How will you manage ethical issues? (e.g. protection of identity of participants, Anonymisation, Sensitive data etc.) How will you manage copyright and Intellectual Property Rights (IPR) issues?</td>
</tr>
<tr>
<td>Data storage and back-up</td>
<td>How will data be stored and backed up during the research? How will you manage access and security?</td>
</tr>
<tr>
<td>Selection and Preservation</td>
<td>Which data should be retained, shared, and/or preserved? How will data be archived/preserved for long-term? Where will the data be held? (e.g. archive, repository)</td>
</tr>
</tbody>
</table>
Things to remember about DMPs

• Every project is unique so there is no one data management plan that fits all projects (University of Edinburgh)

• DMPs are live documents. They must be continuously maintained and kept up-to-date throughout the course of your research (University of Edinburgh)
Creating a Data Management Plan

• Review your funding agency guidelines/requirements that need to be addressed:
  o University of Minnesota Libraries.
    https://www.lib.umn.edu/datamanagement/funding
  o SPARC's Data Sharing Requirements by Federal Agency
    http://datasharing.sparcopen.org/compare?ids=

• Examples of Data Management Plans
  • https://dmptool.org/public_dmps
  • http://www.dcc.ac.uk/resources/data-management-plans/guidance-examples

• Data Management Planning Tools
Data Management Planning Tools

**Data Management Planning Tool**
(DMPTool) [https://dmptool.org/](https://dmptool.org/)
(University of California Curation Center of the California Digital Library)

**DMPOnline Tool**
[https://dmponline.dcc.ac.uk](https://dmponline.dcc.ac.uk)
(Digital Curation Centre, UK)

**DIRISA Tool**
[http://pilot.meraka.csir.co.za](http://pilot.meraka.csir.co.za)
Useful Resources


• **Funding Agency Guidelines (USA).** University of Minnesota Libraries. [https://www.lib.umn.edu/datamanagement/funding](https://www.lib.umn.edu/datamanagement/funding) (Accessed 2 December 2015)
Useful Resources

Happy Planning