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Data Management Plans



Workshop on Data Management Plans. Presented to Researchers,
University of Pretoria, South Africa

<https://www.e-educator.psu.edu/etm/pl/node/528>

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Make today matter

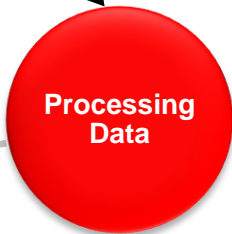
25 August 2017

Research Data Life Cycle

- Data Repurposing/Re-use
- Data Citation



- Designing Data Management Plans
- Data Capture
- Data Storage
- Metadata creation



- Data Storage
- Metadata Creation
- Data Cleansing
- Data Verification
- Data Validation
- Data Anonymisation



- Data Storage
- Metadata Creation
- Data Cleansing
- Data Verification
- Data Validation
- Data Anonymisation
- Data Interpretation & Analysis
- Data Visualisation



- Data Archiving
- Data Preservation
- Metadata Creation
- Link data to outputs



- Data Sharing
- Data Publishing
- Link Data to Outputs



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).



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 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

Element	Typical Questions
Data Collection	What type(s) of data will you create, collect or generate?
	How will the data be collected or created?
	What data formats will you create?
Responsible persons	Who will be responsible for managing the data? Who will take responsibility for verifying that the Data Management Plan is adhered to?

DMP Elements

Element	Typical Questions
Resources	What resources will you require to deliver your Plan?
Metadata	What information is needed for the data to be to be read and interpreted in the future? (e.g. Bibliographic - or Subject Specific Metadata) How will you create or capture the metadata?

DMP Elements

Element	Typical Questions
Access, sharing and privacy	<p>Which data can be shared, or given access to?</p> <p>How will you share the data?</p> <p>Are there any restrictions on data sharing required? (e.g. Creative Commons License)</p>
Ethics and Legal Compliance	<p>How will you manage ethical issues? (e.g. protection of identity of participants, Anonymisation, Sensitive data etc.)</p> <p>How will you manage copyright and Intellectual Property Rights (IPR) issues?</p>

DMP Elements

Element	Typical Questions
Data storage and back-up	How will data be stored and backed up during the research? How will you manage access and security?
Selection and Preservation	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)

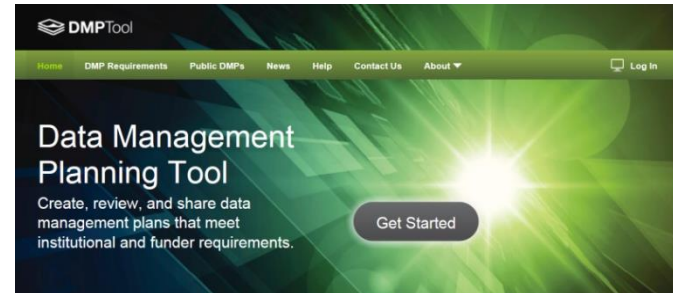
Things to remember about DMPs

- 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)



Data Management Planning Tools

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



DMPOnline Tool
<https://dmponline.dcc.ac.uk>
(Digital Curation Centre, UK)



DIRISA Tool (for South Africa)
<https://www.dirisa.ac.za/>



Examples of Research Data Management Plans

<https://library.ucsd.edu/research-and-collections/data-curation/data-management/dmp-samples.html>

The screenshot shows a web browser window displaying the UC San Diego Library website. The page title is "UC San Diego Sample NSF Data Management Plans". The navigation bar includes "THE LIBRARY" and "UC San Diego". The main content area features a sidebar with links to "Data Management", "Follow Best Practices", "Write an Effective Data Management Plan", "Sample NSF Data Management Plans", and "NIH Policy on Rigor and Reproducibility". The main text area is titled "UC San Diego Sample NSF Data Management Plans" and contains a paragraph explaining that these examples are intended to provide a starting point for developing proposal-specific Data Management Plans. It also includes contact information for Sharon Franks and the Research Data Curation Program. A logo for the Research Data Curation Program is visible on the right side of the page.

UC San Diego Sample NSF Data Management Plans

THE LIBRARY UC San Diego

Research & Collections Borrow & Request Computing & Technology Visit Ask Us About Hours

HOME / Research & Collections / Data Curation / Data Management / UC San Diego Sample NSF Data Management Plans

The Library
UC SAN DIEGO

Data Management

Follow Best Practices

Write an Effective Data Management Plan

Sample NSF Data Management Plans

NIH Policy on Rigor and Reproducibility

UC San Diego Sample NSF Data Management Plans

These examples from UC San Diego proposals are intended to provide a starting point for the development of other proposal-specific Data Management Plans. We thank the UC San Diego investigators who gave permission to include their DMPs in this collection. If you have a DMP you'd be willing to have included here, please contact [Sharon Franks](#) or the library [Research Data Curation Program](#).

Please keep in mind that these examples are project-specific. Pls are encouraged to submit draft DMPs well in advance of the proposal deadline to OCGA to ensure compliance with University policy.

Research Data Curation Program

Contact the [Research Data Curation Program](#) with questions about our services or to provide feedback on our new website.

Useful Resources

- Digital Curation Centre (2015) ***Funders Data Plan Requirements***. <http://www.dcc.ac.uk/resources/data-management-plans/funders-requirements> (UK Funders) (Accessed 1 December 2015)
- Digital Curation Centre (2013) ***Checklist for a Data Management Plan, v.4***. [http://www.dcc.ac.uk/sites/default/files/documents/resource/DMP/DMP Checklist 2013.pdf](http://www.dcc.ac.uk/sites/default/files/documents/resource/DMP/DMP%20Checklist%202013.pdf) (Accessed 10 August 2017)
- ***Funding Agency Guidelines (USA)***. University of Minnesota Libraries. <https://www.lib.umn.edu/datamanagement/funding> (Accessed 2 December 2015)
- Jones, S. (2011). ***How to Develop a Data Management and Sharing Plan***. (DCC How-to Guides). Edinburgh: Digital Curation Centre. <http://www.dcc.ac.uk/resources/how-guides/develop-data-plan> (Accessed 1 December 2015)
- DMPRoadmap project and machine-actionable DMPs. <http://www.dcc.ac.uk/news/dmproadmap>

