**UEL Data Management Plan**

**Completed plans must be sent to** [**researchdata@uel.ac.uk**](mailto:researchdata@uel.ac.uk) **for review**

*If you are bidding for funding from an external body, complete the Data Management Plan required by the funder (if specified).*

Research data is defined as information or material captured or created during the course of research, and which underpins, tests, or validates the content of the final research output. The nature of it can vary greatly according to discipline. It is often empirical or statistical, but also includes material such as drafts, prototypes, and multimedia objects that underpin creative or 'non-traditional' outputs. Research data is often digital, but includes a wide range of paper-based and other physical objects.

|  |  |
| --- | --- |
| **Administrative Data** |  |
| PI/Researcher |  |
| PI/Researcher ID (e.g. ORCiD) |  |
| PI/Researcher email |  |
| Research Title |  |
| Project ID |  |
| Research start date and duration |  |
| Research Description |  |
| Funder |  |
| Grant Reference Number  (Post-award) |  |
| Date of first version (of DMP) |  |
| Date of last update (of DMP) |  |
| Related Policies | e.g. [Research Data Management Policy](http://doi.org/10.15123/PUB.8084) |
| Does this research follow on from previous research? If so, provide details |  |
| **Data Collection** |  |
| What data will you collect or create? |  |
| How will the data be collected or created? |  |
| **Documentation and Metadata** |  |
| What documentation and metadata will accompany the data? |  |
| **Ethics and Intellectual Property** |  |
| Identify any ethical issues and how these will be managed |  |
| Identify any copyright and Intellectual Property Rights issues and how these will be managed |  |
| **Storage and Backup** |  |
| How will the data be stored and backed up during the research? |  |
| How will you manage access and security? |  |
| **Data Sharing** |  |
| How will you share the data? |  |
| Are any restrictions on data sharing required? |  |
| **Selection and Preservation** |  |
| Which data are of long-term value and should be retained, shared, and/or preserved? |  |
| What is the long-term preservation plan for the data? |  |
| **Responsibilities and Resources** |  |
| Who will be responsible for data management? |  |
| What resources will you require to deliver your plan? |  |
|  |  |
| **Review** |  |
|  | **Please send your plan to** [**researchdata@uel.ac.uk**](mailto:researchdata@uel.ac.uk)  **We will review within 5 working days and request further information or amendments as required before signing** |
| Date: | Reviewer name: |

**Guidance**

Brief information to help answer each section is below. Aim to be specific and concise.

For assistance in writing your data management plan, or with research data management more generally, please contact: **researchdata@uel.ac.uk**

**Administrative Data**

**Related Policies**

List any other relevant funder, institutional, departmental or group policies on data management, data sharing and data security. Some of the information you give in the remainder of the DMP will be determined by the content of other policies. If so, point/link to them here.

**Data collection**

Describe the data aspects of your research, how you will capture/generate them, the file formats you are using and why. Mention your reasons for choosing particular data standards and approaches. Note the likely volume of data to be created.

**Documentation and Metadata**

What metadata will be created to describe the data? Consider what other documentation is needed to enable reuse. This may include information on the methodology used to collect the data, analytical and procedural information, definitions of variables, the format and file type of the data and software used to collect and/or process the data. How will this be captured and recorded?

**Ethics and Intellectual Property**

Detail any ethical and privacy issues, including the consent of participants. Explain the copyright/IPR and whether there are any data licensing issues – either for data you are reusing, or your data which you will make available to others.

**Storage and Backup**

Give a rough idea of data volume. Say where and on what media you will store data, and how they will be backed-up. Mention security measures to protect data which are sensitive or valuable. Who will have access to the data during the project and how will this be controlled?

**Data Sharing**

Note who would be interested in your data, and describe how you will make them available (with any restrictions). Detail any reasons not to share, as well as embargo periods or if you want time to exploit your data for publishing.

**Selection and Preservation**

Consider what data are worth selecting for long-term access and preservation. Say where you intend to deposit the data, such as in UEL’s data repository (https://repository.uel.ac.uk) or a subject repository. How long should data be retained?