# Data Management Plan

### Researcher Name:

### Researcher Contact:

### Project Name:

### Project Identifier:

# Data Summary

## Provide a summary of the data addressing the following issues:

### State the purpose of the data collection/generation

### Explain the relation to the objectives of the project

### Specify the types and formats of data generated/collected

### Specify if existing data is being re-used (if any)

### Specify the origin of the re-used data (if any)

### State the expected size of the data (if known)

### Outline the data utility: to whom will it be useful

# Findable, Accessible, Interoperable and Re-usable (FAIR) Data

## Making data findable, including provisions for metadata:

### Outline file naming/structuring/versioning conventions to be used

### Describe what metadata will be created to accompany any data – Look at the dataset template in [PURE](https://pure.aber.ac.uk) to get an idea of what is needed here; Descriptive, Structural, Administrative.

### Describe what documentation will be created to accompany any data – Think about future reuse and accessibility

## Making data openly accessible:

### Specify which data will be made openly available. If some data is restricted/closed provide rationale for doing so

### Specify what methods or software tools are needed to access the data. Is documentation about the software needed to access the data included? Is it possible to include the relevant software (e.g. in open source code)?

### Specify where the data and associated metadata, documentation and code is deposited and made available – Is an external repository going to be used? [PURE](https://pure.aber.ac.uk) is where metadata should be deposited at the least

## Increase data re-use (through clarifying licenses):

### Specify how the data will be licenced to permit the widest reuse possible – This site can be of use in choosing a license [Public License Selector](https://ufal.github.io/public-license-selector/)

### Specify when the data will be made available for re-use. If applicable, specify why and for what period a data embargo is needed

### Describe data quality assurance processes

# Data Storage and Security

## Address data recovery as well as secure storage and transfer of sensitive data – Including where you are going to store your data (e.g. IS procured storage); for both In-Project and Post-Project, whether any extra encryption on top of the default secure authentication will be used, if the data will be shared with anyone during the project (e.g. External collaborators), etc.

# Ethical Aspects

## To be covered in the context of the ethics review. Include references and related technical aspects if not covered by the former – Such as provisioning data sharing within consent forms, anonymised data is subject to few restrictions on sharing