**EUR Data Management Plan**

**Version 4.3**

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Guidelines can be found in a separate document; questions marked with \* refer to the guidelines.

**GENERAL**

**Please tick the following boxes if you agree to act according to the following terms:**

[ ]  I will answer all questions truthfully and to the best of my knowledge

[ ]  I will discuss the data management plan with my research team

[ ]  I will check and, if necessary, update my data management plan a minimum of once a year

Support\* in writing a data management plan is available through the faculty Data Stewards. If your faculty has no Data Steward, support is available through the Erasmus Data Service Centre (EDSC; part of the University Library). Please provide the name of the support staff consulted and the date of consultation:

|  |  |
| --- | --- |
| **Name of support staff** |  |
| **Date of consultation** |  |

\* Research funders ZonMw and NWO require all Data Management Plans to be completed in consultation with data management support staff at the home institution of the grant holder in order to be eligible for consideration.

**Scientific research must be conducted in line with existing guidelines on good research practices and integrity. Please tick the boxes if you have read and understand these guidelines and will act accordingly.**

[ ]  The Netherlands Code of Conduct for Research Integrity (VSNU, 2018)

OR

[ ]  The European Code of Conduct for Research Integrity (ALLEA, 2017)

**ADMINISTRATION & PROJECT DESCRIPTION**

|  |  |
| --- | --- |
| **Project title** |  |
| **Project start date as intended** |  |
| **Project duration in months as intended** |  |
| **Funding body (if applicable)\*** |  |
| **Grant number (if applicable)** |  |
| **Date of DMP version 1** |  |
| **Date of update DMP and version\*** | **Date:****Version:** |

List the names and affiliations of all members of the research team. List the researcher responsible for research data management first. Please indicate the Promotor and/or Daily Supervisor with a \*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email** | **ORCID\*** | **Research Institution** |
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Briefly summarize the project background and research question(s) to help others understand the purpose for which the data are being collected or created:

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|  |

Specify the research type and briefly describe your methodology:

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Example: observational cohort, all participants will fill out three online questionnaires.

Specify the [financial and time] resources needed to implement this plan:

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| --- |
|  |

Example: 5% of the budget is reserved for Article Processing Charges for Open Access publication; 1% of the budget is reserved for data management costs not covered by the EUR [e.g. extra staff time, additional training, funding for non-standard tools or services].

**PREPARATION: LEGAL ARRANGEMENTS AND POLICY**

1. **With whom will you need to make legal arrangements?\***

[ ]  With nobody / No reason 🡪 Go to Q3

[ ]  With research participants

[ ]  With third parties

[ ]  For working with multiple research partners

[ ]  I do not know 🡪 Go to Q3

1. **List the agreements that you initiated and with whom you have made them.**

|  |  |
| --- | --- |
| **Who** | **Type of agreement** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Example: Research Participants | Informed Consent |
| Example: Multiple research partners | Consortium Agreement |

1. **List the agreements or other data management policies that you need to uphold but did not initiate. If you are reusing existing data, list the terms of use under which you may re-use them.**

|  |  |  |
| --- | --- | --- |
| **Who** | **Type** | **Version and date** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Example: YouTube | Terms of Use | Version 17.8 [August 16th 2019] |
| Example: NWO | Funding Agreement | Version 11.4 [July 11th 2018] |
| Example: EUR | Internet and ICT facilities policy | Version 1.0 [2015] |

1. **Do you need to obtain ethical approval for your research project?\***

[ ]  No, my project does not require ethical approval

[ ]  Yes, I am preparing to submit my application

[ ]  Yes, I have submitted my application

[ ]  Yes, I have obtained ethical approval

[ ]  I do not know

1. **If you have obtained ethical approval, list the reference number:**

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|  |

**DURING RESEARCH: COLLECTING AND ANALYZING**

1. **Specify what data you will be collecting and indicate format, estimated size, and whether this is data that you will be generating or existing data that you will be re-using.\***

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| --- | --- | --- | --- |
| **Type** | **Format** | **Estimated size** | **Generate or Reuse** |
|  |  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| Example: Digital survey data | SPSS | 1-5 GB | Generate |
| Example: Audio-recorded interviews + Transcripts | MP4; Word | 5-10 GB | Generate |
| Example: Dutch Central Bureau of Statistics [CBS] data | SPSS | 10-50 GB | Re-use |

1. **Will you be collecting [sensitive] personal data?\***

[ ]  No – My research does not include [human] participants 🡪 Go to Q9

[ ]  No – My research involves human participants but I will collect anonymous data 🡪 Go to Q9

[ ]  Yes – Personal data [non-sensitive] 🡪 Consult your faculty’s Privacy Officer

[ ]  Yes – Personal data [sensitive] 🡪 Consult your faculty’s Privacy Officer

[ ]  I do not know 🡪 Consult your faculty’s Privacy Officer

1. **If you collect [sensitive] personal data, how will you protect the privacy of participants when sharing your data?\***

[ ]  I will anonymize the data

[ ]  I will pseudonymize the data

[ ]  I do not know 🡪 Consult your faculty’s Privacy Officer

1. **Will you be collecting non-personal sensitive data?**

[ ]  Yes [e.g. confidential company data]

[ ]  No

1. **Where will you store your data during the project?\* You can select multiple options.**

[ ]  I do not know 🡪 Go to Q12

[ ]  EUR Network Drive 🡪 Go to Q12

[ ]  EUR SURF Drive 🡪 Go to Q12

[ ]  EUR SURF Research Drive 🡪 Go to Q12

[ ]  EUR Mediasite 🡪 Go to Q12

[ ]  EUR Document Vault [Blackberry Workspaces] 🡪 Go to Q12

[ ]  Other – please specify:

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|  |

Example: EUR Dropbox; Google Gsuite

1. **Is this other tool / are these other tools supported by the EUR or is it / are they private?**

[ ]  EUR supported

[ ]  Private

[ ]  I do not know 🡪 Contact your faculty’s Data Steward

1. **What hardware and tooling do you use?\* Select all applicable options.**

[ ]  EUR supported hardware

[ ]  Private hardware [e.g. private hard-drive]

[ ]  EUR supported tooling or software as found in the software catalog

[ ]  Private tooling or freeware [e.g. private DropBox, Zotero]

1. **If you use private hardware, tooling, or freeware, please specify what and for what reason:**

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|  |

Example: During fieldwork I have no access to internet, so I temporarily store my data on an encrypted USB drive.

1. **Are regular backups made of your data?**

[ ]  I do not know

[ ]  No

[ ]  Yes, I use only EUR supported tools [as listed in Q12] thus regular backups are made automatically

[ ]  Yes, manually – please specify:

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Note: Include WHO makes the backups and HOW OFTEN backups are made

1. **Who manages access to the data?**

[ ]  I have not yet discussed this with the research team

[ ]  Researcher responsible for research data management

[ ]  Other – please specify:

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1. **Who will have access to the data?**

[ ]  I have not yet discussed this with the research team

[ ]  Only researchers as indicated under ‘Administration & Project description’

[ ]  Other researchers at the department or faculty

[ ]  A third party involed in my research

[ ]  Other – please specify:

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1. **How are you going to make sure your data will be accessible in case of staff changes, illness, etc?\***

[ ]  I have not yet discussed this with the research team or checked with my department or faculty

[ ]  I have discussed it with the research team, I am working on the documentation

[ ]  There is a clear procedure in place in my research team, department, or faculty

[ ]  Other – please specify:

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1. **Have you and your research team agreed on a way to structure and name project folders and files?\***

[ ]  No - I have not yet discussed this with the research team

[ ]  Yes - I am working on the documentation

[ ]  Yes - And I have documentation on it

1. **Have you and your research team agreed on how to handle versioning of files?\***

[ ]  No - I have not yet discussed this with the research team

[ ]  Yes - I am working on the documentation

[ ]  Yes - And I have documentation on it

**AFTER RESEARCH: DATA SHARING AND RE-USE**

1. **What information, documentation, and metadata is provided for you or other researchers to be able to read and interpret the data in the future?\***

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Example: date of collection, list of equipment used to collect data in a readme text file.

1. **What metadata standard will you use to document your research?\***

[ ]  I do not know

[ ]  None

[ ]  DCMI [Dublin Core Metadata Initiative]

[ ]  DDI [Data Documentation Initiative]

[ ]  SDMX [Statistics Data and Metadata Exchange]

[ ]  Other – please specify:

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1. **What data [and code] will be shared in a research data repository?**

[ ]  I do not know

[ ]  All data [and code] underlying published papers / reports 🡪 Go to Q24

[ ]  All data [and code] produced in the project 🡪 Go to Q24

[ ]  None or a selection of the data [and code]; I will share the metadata 🡪 Go to Q23

1. **Please specify why you are unable to share [all] data [and code].**

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Example: Contractual obligations, privacy law

1. **In which repository will you place the [meta]data and/or code associated with your paper?\***

[ ]  I do not know

[ ]  EUR Data Repository

[ ]  GitHub [code only]

[ ]  Other – please specify:

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Example: DANS EASY, Zenodo, Dryad, Dataverse, 4TU

1. **Will you place any restrictions on re-using of data?**

[ ]  I do not know

[ ]  No 🡪 Go to Q28

[ ]  Yes – Embargo period 🡪 Go to Q26

[ ]  Yes – Restricted access 🡪 Go to Q27

1. **Please specify the embargo period:**

|  |
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|  |

1. **Please specify the conditions under which data with restricted access may be re-used:**

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1. **Under what license will you make your data available for re-use?\***

[ ]  I do not know

[ ]  Creative commons [e.g. CC-BY]

[ ]  License for specific types of data [e.g. software license]

[ ]  Other – please specify:

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1. **Please specify what license:**

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**AFTER RESEARCH: ARCHIVING**

1. **You may be obliged to destroy some data before archiving. Do any of such obligations apply to you?**

[ ]  I do not know

[ ]  No

[ ]  Yes - Privacy law [e.g. personal data of participants]

[ ]  Yes - Contractual obligation [e.g. licenses]

[ ]  Yes - Commercial objectives

[ ]  Yes - Other - please specify:

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1. **After you have destroyed your data which you were obliged to removed, you need to determine what remaining files need or need not be archived. Have you and your research team agreed on decision rules to determine which data should be archived?\***

[ ]  No - I have not yet discussed this with the research team

[ ]  Yes - I am working on the documentation

[ ]  Yes - And I have documentation on it

1. **List the data you will be archiving. These data constitute your archival package.**

|  |  |  |
| --- | --- | --- |
| **Data** | **Format** | **Size** |
|  |  |  |
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|  |  |  |
| --- | --- | --- |
| Example: Informed Consent | Word | <1 GB |
| Example: Raw data (anonymized) | SPSS | 5-10 GB |
| Example: Questionnaires | PDF | <1 GB |

1. **Where will you be archiving your data?**

[ ]  I do not know

[ ]  In the archive of the Erasmus University Library 🡪 You have reached the end of the DMP

[ ]  In the archive of one of my research partners

[ ]  Other – please specify the name and identifier

1. **Please list the name of the archive and link to the archive**

|  |  |
| --- | --- |
| **Name of archive** | **Link to the archive** |
|  |  |
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