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

Briefly summarize the project background and research question(s) to help others understand the purpose for which the data are being collected or created:

Specify the <u>research type</u> and briefly describe your <u>methodology</u>:

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

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

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

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

Who	Type of agreement

Example: Research Participants – Informed Consent

3. 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: EUR – RDM Policy

4. 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

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

DURING RESEARCH: COLLECTING AND ANALYZING

6. 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.*

Type	Format	Estimated size	Generate or Reuse

Example: Audio recordings + transcripts – mp4 + Word – 1–2GB – Generate

7. 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

8. 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

9. Will you be collecting non-personal sensitive data?

    Yes [e.g. confidential company data]

    No

10. Where will you store your data <u>during</u> 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:

Example: EUR Dropbox; Google Gsuite

11. 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

12. 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]

13. 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.

14. 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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Include WHO makes the backups and HOW OFTEN backups are made

15. 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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16. 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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17. 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:

18. 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

19. 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

20. 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.

21. 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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22. 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

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

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Example: Contractual obligations, privacy law

24. 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

25. 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

26. Please specify the embargo period:

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

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28. 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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AFTER RESEARCH: ARCHIVING

30. 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:

31. 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

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

Data	Format	Size

   Example: Raw data – SPSS – 1–5GB; Informed Consent – Word – 1GB; Questionnaires – pdf – 1GB

33. 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

34. Please list the name of the archive and link to the archive

Name of archive	Link to the archive