**Data management plan**

Alongside your ethics application, you need to indicate how you will manage the data produced in your research. Please indicate your answers to the questions below:

*The Data Management plan guide provides explanations and examples for some questions. ‘DMP guide’ is added below to questions for which more background information (i.e., policy requirements) is available.* *Please be aware that you can also contact the EUR datateam (https://www.eur.nl/ub/en/edsc/) to help you draw your DMP.*

*In orange are questions that are also part of the Data Management Plan of ERC (European Research Council) projects.*

Date:

Version of data management plan:

Project title:

Researchers(s) involved (also the supervisors in the case of research by a doctoral researcher):

*Please, if applicable, also include researchers from partner universities, incl. their affiliation*

Department were the research will be conducted (multiple options possible):

[ ]  History

[ ]  Arts and Culture Studies

[ ]  Media and Communication

1. Period of data collection (estimated start and end date):
2. What *personal* data will be generated? Please provide a clear justification for collecting these data.
3. *(DMP guide)* What data will be generated by your research?

*Requirement ERC DMP template*

SUMMARY: (dataset reference and name; origin and expected size of the data generated/collected; data types and formats)

1. (*DMP guide*) Who will ‘own’ the data, and the intellectual property rights relating to them?
2. *(DMP guide)* How will you ensure data confidentiality?

1. *(DMP guide, in case of deviation from the below)* How will you store the data *during research* and maintain security?

Suggestion for a standard (if you intend to follow this procedure, this suffices):

EUR addresses and treats matters of privacy in accordance with legislation and conditions imposed by the Dutch data protection authority (CBP).

*Short term storage*: The standard computer and network facilities provide for storage, controlled access and backup services. These are accessible from the EUR workplace (on site) or via the remote desktop service (RDP and MyApps), WebDAV or VPN connection (outside the EUR campus). Storage and archiving services provided by EUR are in accordance with EU privacy regulation.

*Data sharing:* For the purpose of sharing research data over distance, EUR researchers will use the Dutch cloud service SURFdrive[[1]](#footnote-1). SURFdrive is designed especially for higher education and research purposes and offers researchers and staff an easy way to share and synchronise files within a secure community cloud with ample storage capacity. All SURFdrive information security protocols meet high standards. The Dutch Legal Framework for Cloud Services serves as a guideline for all service-related agreements. SURFdrive complies with Dutch and European privacy legislation. In addition, access to SURFdrive is password protected and designated folders can be password protected. Communication to and from SURFdrive is encrypted. Keys to encrypted shared files are held by the principal investigator and secondary researchers.

1. How will you make your data findable?

*Requirement ERC DMP template*

(dataset description: metadata, persistent and unique identifiers e.g., DOI)

1. *(DMP guide)* What potentials are there for data sharing and reusability?

Suggestion for a standard (to include in addition to the answer given after consulting the DMP guide):

The Erasmus Data Service Centre facilitates the publication of data on the institutional repository RePub and the Erasmus Data Service Centre (EDSC) website (www.eur.nl/ub/en/edsc/research\_data/). The centre has substantial experience and knowledge about data management and supports researchers at Erasmus University.

1. What data needs to be safeguarded during analysis and destroyed after its use?

1. *(DMP guide)* For how long will you embargo your research data before they are published for others to see and use?

1. How will you make your data openly accessible?

*Requirement ERC DMP template*

(which data will be made openly available and if some datasets remain closed, the reasons for not giving access; where the data and associated metadata, documentation and code are deposited (repository?); how the data can be accessed (are relevant software tools/methods provided?)

1. How will you make data interoperable[[2]](#footnote-2)?

*Requirement ERC DMP template*

(which standard or field-specific data and metadata vocabularies and methods will be used)

1. How will you contribute to an increase of data re-use?

*Requirement ERC DMP template*

(what data will remain re-usable and for how long, is embargo foreseen *(for ERC applicants: you can copy the answer to question 9; for others, this question was also answered under 9*); how the data is licensed; data quality assurance procedures)

1. (DMP guide) What measures are in place to secure the data? (long-term DMP)

*Requirement ERC DMP template*

(potential value of long-term data preservation; procedures for data backup and recovery; transfer of sensitive data and secure storage in repositories for long term preservation and curation)

*Suggestion for a standard (to include in addition to the answer given to comply with the ERC items and after consulting the DMP guide):*

*Long-time archiving*: Long-time storage is provided by service provider DANS, the Dutch organisations for scientific data storage. The online archiving takes place via the EASY system (www.dans.knaw.nl/en/deposit) which has received the Data Seal of Approval (www.datasealofapproval.org/) (DSA) basic certification. Apart from facilitating scientific data storage in the Netherlands, DANS also has considerable expertise concerning data management and related ethical issues.

1. *(DMP guide)* What procedures will you use for research verifiability?

*Suggestion for a standard (to include in addition to the answer given after consulting the DMP guide):*

To act in accordance with the Netherlands Code of Conduct for Scientific Practice: “Raw research data are stored for at least five years. These data are made available to other scientific practitioners at request. Raw research data are archived in such a way that they can be consulted at a minimum expense of time and effort.”

1. What are the estimated costs for making the project data open access?

*Requirement ERC DMP template*

***DISCLAIMER. Please note that the Data Management Plan is not a part of the Ethics Review. It is the responsibility of the Principal Investigator to inform the Ethics Review Board of any ethics issues/concerns regarding the collection, processing, sharing and storage of data in relation to the project.[[3]](#footnote-3)*** ***Please do so in the ESHCC ethics assessment form.***

1. For the SURFdrive service see: https://www.eur.nl/researchmatters/research\_data\_management/services/share\_data\_safely/ [↑](#footnote-ref-1)
2. Explanation is not available yet in the DMP, but contacts are established to make this available soon. [↑](#footnote-ref-2)
3. Based on the text in the ERC template [↑](#footnote-ref-3)