Checklist for a Data Management Plan

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This checklist is based on the DCC Checklist[1] and the Oxford DMP input Form[2].

Why Research *Data* planning?

Research activity often takes place in stages which form a 'lifecycle'. Data is created at points during this lifecycle[3]. To make sure this data is indeed available for you and the researchers partners involved, it proves to be important to answer the following questions at the beginning of your research project in order for the Research Support Office (RSO) at the Erasmus University Rotterdam, to provide you with services needed, and assist you in the process, to make sure you achieve the required data availability in all stages .

The Basic Datamanagement Planning Questions[4]:

1. What data will you produce?
2. How will you organise the data?
3. Can you/others understand the data
4. What data will be deposited and where?
5. Who will be interested in re-using the data?

In this checklist, your requirements for data availability will be formulated by answering questions related to your research data in different stages if the research data lifecycle.

Figure 1: A simplified model of the Research Data Lifecycle[5]

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1 Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation Centre.
Available online: http://www.dcc.ac.uk/resources/data-management-plans

2 The Oxford DMP input Form: http://www.miidi.org/dmp/ and:
http://datamanagementplanning.wordpress.com/2012/03/07/twenty-questions-for-research-data-management/

3 Marieke Guy (Digital Curation Centre, University of Bath), Managing data throughout the research lifecycle.Considerations and pointers to support.Presentation at the University of Northampton, 20th February 2013.
See also: http://www.slideshare.net/MariekeGuy/research-lifecyclenorthampton

4 ibidem

5 Source: http://www.data-archive.ac.uk/create-manage/life-cycle

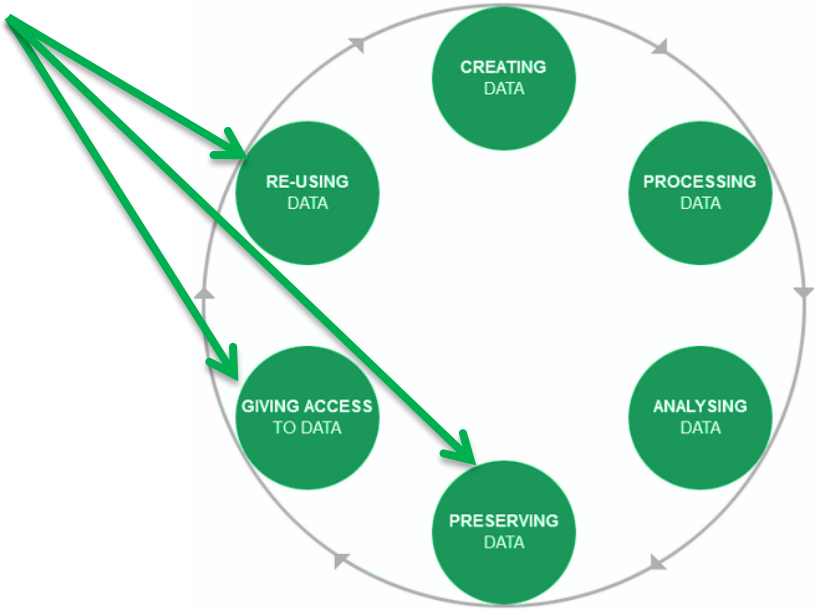
A. Personal, Project and Plan Information

Topics	
Researcher(s)	
Your family name	
Your given name(s)	
Your department	
Your University	Erasmus University Rotterdam
Your research role	
Partner researchers involved	
Partner's University	
Partner's research role	
Project Information	
The research project title	
Project start date	(yyyy-mm-dd)
Funding details for your research project	
Funding agency name	
Project grant number	
Data management plan	
Title of this data management plan	
Creation date of this version of the data management plan	(yyyy-mm-dd)
Version number of this version of the data management plan	0.1.

B. The Nature of Your Data

Topics	
Your Research	
What is the general subject discipline (domain, field) to which your research relates?	
What is the exact topic (range, scope) of your research?	
Your Data	
Who will own the data arising from your research, and the intellectual property rights relating to them?	
In what format(s) will you store your data in the short term after acquisition?	
What is the expected size of your data? Will it be a size expressed in Mb, Gb or Pb?	
Description of Your Datasets so that someone else can understand what the data are about (i.e. metadata, "data about data")	
When will you describe each of your research datasets?	
What metadata schema will be used?	
How will descriptive metadata be created or captured?	

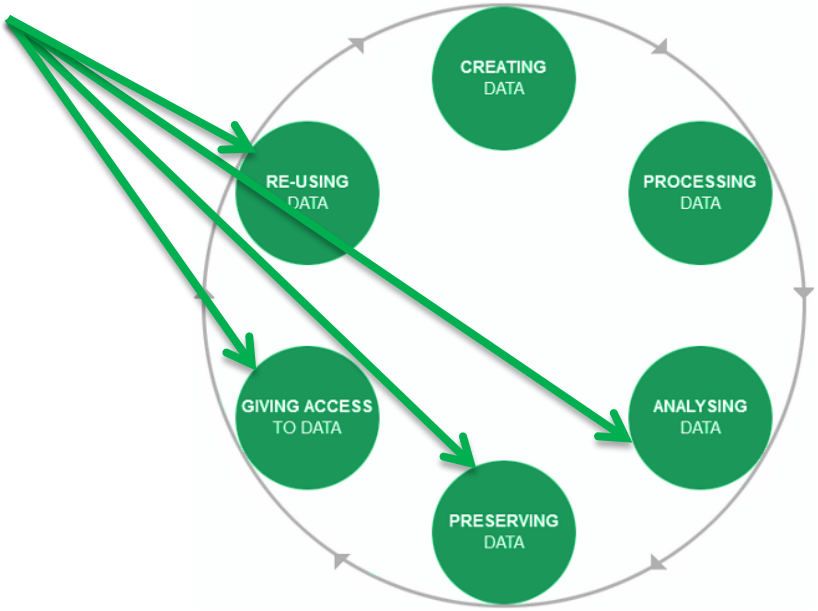
Questions related to:



C. The Nature of Your Data

Topics	
Data sharing	
With whom will you share your research data in the short term, before publication of any papers?	
Data publication	
For how long will you embargo your research data before they are published for others to see and use?	
Why is public access to your research data to be restricted (if indeed it is)?	
Under what data-sharing license will you publish your research data?	
What persistent identifiers will be used to permit correct citation of your datasets?	
What metadata will be published with the data to make them interpretable and reusable?	

Questions related to:



D. The Nature of Your Data

Topics	
Data storage and backup	
Where will you store your data in the short term, after acquisition?	
Who is responsible for the immediate day-to-day management, storage and backup of the data arising from your research?	
How frequently will your research data be backed up for short-term data security?	
Data archiving	
Where will your research data be archived for long-term preservation?	
When will your research data be moved to this secure archive, database or repository for long-term preservation and publication?	
Who will decide which of your research data are worth preserving? What data needs to be safeguarded during analysis and destroyed after its use?	
How (i.e. by what physical or electronic method) will you transfer your research datasets to their long-term archive, under the curatorial care of a separate third-party, e.g. a data repository?	
Who will be responsible for your data, once you have left your present research group?	

Questions related to: