**Information about this template**

This Data Management Plan (DMP) template is designed as a support tool for researchers and other staff at Örebro University. This version of the template is a temporary solution until the Research Council (Vetenskapsrådet; VR) determines the core national DMP.

This template builds on the recommendations from the VR, and the Association of Swedish Higer Education Institutions (Sveriges universitets- och högskoleförbund; SUHF). Together they have decided to use a translated version of the [Science Europe](https://www.scienceeurope.org/)’s “[Core Requirments for Data Management Plans](https://www.scienceeurope.org/wp-content/uploads/2018/12/SE_RDM_Practical_Guide_Final.pdf)” as a temporary measure until VR finalises the core national DMP. VR has a dedicated webpage for this interim solution - “[Data Management Plan](https://www.vr.se/english/calls-and-decisions/grant-terms-and-conditions/data-management-plan.html)”. Please note that from 2019 there will be a new requirement for projects that receive funding from VR. All funded VR projects will be required to create a DMP at the start of the project and maintain it during the project period.

Science Europe’s “[Core Requirments for Data Management Plans](https://www.scienceeurope.org/wp-content/uploads/2018/12/SE_RDM_Practical_Guide_Final.pdf)” also includes support for the researcher to understand if a data repository is competent to allow accessibility to the data, over time. In Sweden, national research infrastructure, [Swedish National Data Service](https://snd.gu.se/en), is a reliable data repository.

In this template, the comments are from the “[Core Requirments for Data Management Plans](https://www.scienceeurope.org/wp-content/uploads/2018/12/SE_RDM_Practical_Guide_Final.pdf)” and SND’s “[Checklist for Data Management Plans](https://snd.gu.se/sites/default/files/legacy/Checklist%20Data%20Management%20Plan_2017-10-16.pdf%22%20%5Cl%20%22overlay-context%3Dsv/datahantering/guider)”. This template is available in Swedish and English, and with and without comments.

If you have any questions or require more specific support in creating a DMP please contact ORU’s Coordinator for Open Science, Mattias Persson by e-mail or telephone at 3375. You could also visit the University Library’s [Research Support](https://www.oru.se/university-library/research-support/) about [Research Data](https://www.oru.se/university-library/research-support/research-data/).

# Data Management Plan

|  |  |  |  |
| --- | --- | --- | --- |
| VERSION | Click or tap here to enter text.*At some points during the research project, it might be necessary to send the DMP to funding organizations and/or other project partners outside the research group. It is advisable to add a date and, where appropriate, a version number to the DMP, as well as write down to whom the DMP was sent. Make sure to save a copy of each DMP that is sent.* | Date | Click or tap to enter a date. |

***Summary History of Changes could be found in Appendix A.***

## Administrative Information

|  |  |
| --- | --- |
| Project Name | Click or tap here to enter text.*State the name on existing or planned project. If applying for funding or an application has been sent, make sure to use the same name on both document.* |
| Principal Organisation | Click or tap here to enter text.*The organization that owns the data. If there are several organizations involved in the research project, name the organization with the main responsibility, how the ownership is regulated as well as who is responsible for what* |
| Other Participating Organisations | Click or tap here to enter text.*If there are other organisations involved in the project, state their name, telephone number and email contact details. If possible, state their roles in the project.* |
| Principal Investigator/ Researcher | Click or tap here to enter text. If 4 or more PI use Appendix B.*Person that is responsible for the material and the intellectual content of the project. Name, telephone number, email contact details as well as organization. State researcher ID if possible, e.g. ORCID (*[*http://orcid.org*](http://orcid.org)*).* |
| Participating Researchers | Click or tap here to enter text. If 4 or more Researchers use Appendix B.*If there are other researchers involved in the project, state their name, telephone number and email contact details. If possible, state their roles in the project.* |
| Project Data Contact | Click or tap here to enter text.*State the person(s) that can answer questions related to the research project during and after the project. Name, telephone number and email contact details.* |
| Funder | Click or tap here to enter text.*State research funder if relevant. Later, also state the reference number of funding that has been granted.* |
| Project Period | Click or tap to enter a date. - | Click or tap to enter a date. |
| Project/Dossier Number | Click or tap here to enter text.*Provide Project or Dossier Number at Örebro University.* |
| Project Description |
| Click or tap here to enter text.*Short description of the project. For example, the nature of the project, the research questions that are addressed and the purpose for which are data being collected or generated.* |

## Description of data

*Reuse of existing data and/or production of new data*

|  |
| --- |
| 1. How will data be collected, created or reused?
 |
| Click or tap here to enter text.*Explain which methodologies or software will be used if new data are collected or produced.**State any constraints on re-use of existing data if there are any.**Explain how data provenance will be documented.**Briefly state the reasons if the re-use of any existing data sources has been considered but discarded.* |
| 1. What types of data will be created and/or collected, in terms of data format and amount/volume of data?
 |
| Click or tap here to enter text.*Give details on the kind of data: for example numeric (databases, spreadsheets), textual (documents), image, audio, video, and/or mixed media.* *Give details on the data format: the way in which the data is encoded for storage, often reflected by the filename extension (for example pdf, xls, doc, txt, or rdf).* *Justify the use of certain formats. For example, decisions may be based on staff expertise within the host organisation, a preference for open formats, standards accepted by data repositories, widespread usage within the research community, or on the software or equipment that will be used.* *Give preference to open and standard formats as they facilitate sharing and long-term re-use of data (several repositories provide lists of such ‘preferred formats’).* *Give details on the volumes (they can be expressed in storage space required (bytes), and/or in numbers of objects, files, rows, and columns).* |

## Documentation and data quality

|  |
| --- |
| 1. How will the material be documented and described, with associated metadata relating to structure, standards and format for descriptions of the content, collection method, etc.?
 |
| Click or tap here to enter text.*Indicate which metadata will be provided to help others identify and discover the data.* *Indicate which metadata standards (for example DDI, TEI, EML, MARC, CMDI) will be used.* *Use community metadata standards where these are in place.* *Indicate how the data will be organised during the project, mentioning for example conventions, version control, and folder structures. Consistent, well-ordered research data will be easier to find, understand, and re-use.* *Consider what other documentation is needed to enable re-use. This may include information on the methodology used to collect the data, analytical and procedural information, definitions of variables, units of measurement, and so on.* *Consider how this information will be captured and where it will be recorded for example in a database with links to each item, a ‘readme’ text file, file headers, code books, or lab notebooks.* |
| 1. How will data quality be safeguarded and documented (for example repeated measurements, validation of data input, etc.)?
 |
| Click or tap here to enter text.*Explain how the consistency and quality of data collection will be controlled and documented. This may include processes such as calibration, repeated samples or measurements, standardised data capture, data entry validation, peer review of data, or representation with controlled vocabularies*. |

## Storage and backup

|  |
| --- |
| 1. How is storage and backup of data and metadata safeguarded during the research process?
 |
| Click or tap here to enter text.*Describe where the data will be stored and backed up during research activities and how often the backup will be performed. It is recommended to store data in least at two separate locations.**Give preference to the use of robust, managed storage with automatic backup, such as provided by IT support services of the home institution. Storing data on laptops, stand-alone hard drives, or external storage devices such as USB sticks is not recommended.* |
| 1. How is data security and controlled access to data safeguarded, in relation to the handling of sensitive data and personal data, for example?
 |
| Click or tap here to enter text.*Explain how the data will be recovered in the event of an incident.**Explain who will have access to the data during the research and how access to data is controlled, especially in collaborative partnerships.**Consider data protection, particularly if your data is sensitive for example containing personal data, politically sensitive information, or trade secrets. Describe the main risks and how these will be managed.**Explain which institutional data protection policies are in place.* |
| 1. Have IT or the institutional Research Data Administrator/data manager been contacted considering these questions?
 |
| [x]  YES  |
| [ ]  NO |

## Legal and ethical aspects

|  |
| --- |
| 1. How is data handling according to legal requirements safeguarded, e.g. in terms of handling of personal data, confidentiality and intellectual property rights?
 |
| Click or tap here to enter text.*Ensure that when dealing with personal data protection laws (for example GDPR) are complied with:* *Gain informed consent for preservation and/or sharing of personal data.**Consider anonymisation of personal data for preservation and/or sharing (truly anonymous data are no longer considered personal data).**Consider pseudonymisation of personal data (the main difference with anonymisation is that pseudonymisation is reversible).* *Consider encryption which is seen as a special case of pseudonymisation (the encryption key must be stored separately from the data, for instance by a trusted third party).* *Explain whether there is a managed access procedure in place for authorised users of personal data.**Indicate whether intellectual property rights (for example Database Directive, sui generis rights) are affected. If so, explain which and how will they be dealt with.* *Indicate whether there are any restrictions on the re-use of third-party data.**Explain who will be the owner of the data, meaning who will have the rights to control access:**Explain what access conditions will apply to the data? Will the data be openly accessible, or will there be access restrictions? In the latter case, which? Consider the use of data access and re-use licenses.**Make sure to cover these matters of rights to control access to data for multi-partner projects and multiple data owners, in the consortium agreement.* |
| 1. How is correct data handling according to ethical aspects safeguarded?
 |
| Click or tap here to enter text.*Consider whether ethical issues can affect how data are stored and transferred, who can see or use them, and how long they are kept. Demonstrate awareness of these aspects and respective planning.**Follow the national and international codes of conducts and institutional ethical guidelines, and check if ethical review (for example by an ethics committee) is required for data collection in the research project.* |
| 1. Is there an etichal review conducted or will it be done for the project?
 |
| [ ]  YES  |
| [ ]  NO |
| 1. If YES, provide the dossier number for the etichal review.
 |
| Click or tap here to enter text. |
| 1. Will the project include handling of personal data?
 |
| [ ]  YES  |
| [ ]  NO |
| 1. If YES, are the project registered in the Records for research at ORU (GDPR Form for Research)?
 |
| [ ]  YES  |
| [ ]  NO |

## Accessibility and long-term storage

|  |
| --- |
| 1. How, when and where will research data or information about data (metadata) be made accessible? Are there any conditions, embargoes and limitations on the access to and reuse of data to be considered?
 |
| Click or tap here to enter text.*Explain how the data will be discoverable and shared (for example by deposit in a trustworthy data repository, indexed in a catalogue, use of a secure data service, direct handling of data requests, or use of another mechanism).**Outline the plan for data preservation and give information on how long the data will be retained.**Explain when the data will be made available. Indicate the expected timely release. Explain whether exclusive use of the data will be claimed and if so, why and for how long. Indicate whether data sharing will be postponed or restricted for example to publish, protect intellectual property, or seek patents.**Indicate who will be able to use the data. If it is necessary to restrict access to certain communities or to apply a data sharing agreement, explain how and why. Explain what action will be taken to overcome or to minimise restrictions.* |
| 1. In what way is long-term storage safeguarded, and by whom? How will the selection of data for long-term storage be made?
 |
| Click or tap here to enter text.*Indicate who will be able to use the data. If it is necessary to restrict access to certain communities or to apply a data sharing agreement, explain how and why. Explain what action will be taken to overcome or to minimise restrictions.**Indicate how it will be decided what data to keep. Describe the data to be preserved long-term.**Explain the foreseeable research uses (and/ or users) for the data.**Indicate where the data will be deposited. If no established repository is proposed, demonstrate in the data management plan that the data can be curated effectively beyond the lifetime of the grant. It is recommended to demonstrate that the repositories policies and procedures (including any metadata standards, and costs involved) have been checked.* |
| 1. Will specific systems, software, source code or other types of services be necessary in order to understand, partake of or use/analyse data in the long term?
 |
| Click or tap here to enter text.*Indicate whether potential users need specific tools to access and (re-)use the data. Consider the sustainability of software needed for accessing the data.**Indicate whether data will be shared via a repository, requests handled directly, or whether another mechanism will be used?* |
| 1. How will the use of unique and persistent identifiers, such as a Digital Object Identifier (DOI), be safeguarded?
 |
| Click or tap here to enter text.*Explain how the data might be re-used in other contexts. Persistent identifiers should be applied so that data can be reliably and efficiently located and referred to. Persistent identifiers also help to track citations and re-use.**Indicate whether a persistent identifier for the data will be pursued. Typically, a trustworthy, long-term repository will provide a persistent identifier.* |

## Responsibility and resources

|  |
| --- |
| 1. Who is responsible for data management and (possibly) supports the work with this while the research project is in progress? Who is responsible for data management, ongoing management and long-term storage after the research project has ended?
 |
| Click or tap here to enter text.*Outline the roles and responsibilities for data management/stewardship activities for example data capture, metadata production, data quality, storage and backup, data archiving, and data sharing. Name responsible individual(s) where possible.* *For collaborative projects, explain the co-ordination of data management responsibilities across partners.**Indicate who is responsible for implementing the DMP, and for ensuring it is reviewed and, if necessary, revised.**Consider regular updates of the DMP.* |
| 1. What resources (costs, labour input or other) will be required for data management (including storage, back-up, provision of access and processing for long-term storage)? What resources will be needed to ensure that data fulfil the FAIR principles?
 |
| Click or tap here to enter text.*Explain how the necessary resources (for example time) to prepare the data for sharing/preservation (data curation) have been costed in. Carefully consider and justify any resources needed to deliver the data. These may include storage costs, hardware, staff time, costs of preparing data for deposit, and repository charges.**Indicate whether additional resources will be needed to prepare data for deposit or to meet any charges from data repositories. If yes, explain how much is needed and how such costs will be covered.* |

## Appendix A: Summary History of Changes

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Change** | **Section** |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |

## Appendix B: Principal Investigator/Res. and Participating Researchers

|  |  |
| --- | --- |
| Principal Investigator/ Researchers | Click or tap here to enter text. |
| Participating Researchers | Click or tap here to enter text. |