# Data Management Plan

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| --- | --- | --- | --- |
| VERSION | Click or tap here to enter text. | 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. |
| Principal Organisation | Click or tap here to enter text. |
| Other Participating Organisations | Click or tap here to enter text. |
| Principal Investigator/ Researcher | Click or tap here to enter text. If 4 or more PI use Appendix B. |
| Participating Researchers | Click or tap here to enter text. If 4 or more Researchers use Appendix B. |
| Project Data Contact | Click or tap here to enter text. |
| Funder | Click or tap here to enter text. |
| 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. |
| Project Description |
| Click or tap here to enter text. |

## 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. |
| 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. |

## 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. |
| 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. |

## Storage and backup

|  |
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| 1. How is storage and backup of data and metadata safeguarded during the research process?
 |
| Click or tap here to enter text. |
| 1. How is data security and controlled access to data safeguarded, in relation to the handling of sensitive data and personal data, for example?
 |
| Klicka eller tryck här för att ange text. |
| 1. Have IT or the institutional Research Data Administrator/data manager been contacted considering these questions?
 |
| [ ]  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. |
| 1. How is correct data handling according to ethical aspects safeguarded?
 |
| Click or tap here to enter text. |
| 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. |
| 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. |
| 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. |
| 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. |

## 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. |
| 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. |

## 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. |
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| 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/Researchers and Participating Researchers

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