







University of  
Nottingham  
UK | CHINA | MALAYSIA

# Data Management Planning Checklist

Beth Montague-Hellen

Last updated March 2019

This checklist will help researchers comply with the [University of Nottingham Research Data Management Policy](#), and with many [funder policies](#). However, it cannot be guaranteed that this will cover all requirements in all policies, you should always read the specific policies associated with your research. If your research involves personal, sensitive or commercial data you should also consult the [Handling Restricted Data policy](#) 

## Do you have a Data Management Plan for your research project?

- Has it been attached to your project file in RIS?
- Has it been shared with funders? (if applicable)
- Has it been shared with collaborators or research partners? (if applicable)
- Does it align with any collaboration or data sharing agreements?

## Does your Data Management Plan include (as a minimum):

- How to deal with 3rd party data? e.g. conforming to open data licenses or where data owned by collaborators should be stored
- Where data will be stored during the project? This should be in a University managed environment e.g. Teams or One Drive
- Procedures for moving any data collected outside of the managed environment? E.g. field data or data collected on local machines
- Where you will archive your data? (no later than publication of outputs)
- Where you will share your data? (no later than publication of outputs)
  - Which license you will apply to your data?
  - If your data needs to be a closed deposit or have an embargo, the reasons why?
- How you will securely delete any data which needs to be deleted
- How you will safely look after any GDPR or commercially sensitive data to your project file in RIS?