



**University of
Nottingham**
UK | CHINA | MALAYSIA

UoN generic Data Management Plan rubric

Research Support Team

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UoN Data Management Plan

Data description

Have you described...?

- type(s) of data you will create and/or use
 - (e.g., quantitative, qualitative, survey data, experimental measurements, models, images, audio-visual data, samples, documents, spreadsheets, databases, images, film, digital models, contents of an application, hardcopy records, physical collections or manuscripts, physical samples, instrumental measurements, raw data, derived data, and/or non-digital data such as archive materials, lab notebooks, and photographs)
- volume/size/scope of data you will create
 - (e.g., estimated number of files or the projected storage capacity you expect to require)
- file formats
- software used

Data collection and/or generation

Have you described...?

- any existing datasets you will use (with data citations and licencing terms/ terms of use to access or re-use data)
- gaps in the existing scholarship which justify creating new datasets
- proposed methodologies to collect or generate data, including software and tools
- if you will be using transcription services?
- use of community data standards for data quality assurance
 - (e.g., standardised data capture or recording, digitisation, data entry validation, peer review of data, calibration, repeat samples or measurements, representation using controlled vocabularies, use of a uniform interview method to maintain consistency in qualitative data collection, etc.)
- Proposed organisation of data
 - (e.g., naming conventions, version control, folder structures)

continues overleaf

Ethics and privacy

Have you described...?

- whether you are working with sensitive or personal data
- any privacy notices you will need to create and issue
- any legal, ethics, and data protection procedures you must follow
- additional safeguards you will use during the collection and storing of data
 - (e.g., anonymisation and pseudonymisation of personal and sensitive data)
- commercial issues that might affect the collection, handling, and storage of your data

Data storage and security

Have you described...?

- where working data will be stored for the short to medium term phase of research
- how data will be secured
- how data will be backed-up and recovered
- explained why these choices are appropriate (for security, data maintenance and recovery, and appropriate costs)
- what devices will be used to capture, process, and store data
- field work: how data will be encrypted and securely transferred to a University of Nottingham approved storage solution
- any additional safeguards that you may utilise, such as the anonymisation and pseudonymisation of personal and sensitive data

Data management, documentation and curation

Have you described...?

- your principles, systems, and major standards for data management and creation
- what metadata and documentation will you keep?
- how the dataset will be structured (files, folders, versions)
- what descriptive metadata you will provide
 - (e.g., title, a brief description of the dataset, and the creator(s) of the data)
- what data documentation you will provide
 - (e.g., metadata detailing what software and processes/protocols will be required to understand, reuse, and validate the datasets; capturing instrument metadata alongside data, documenting provenance of data and their coding, detailed descriptions for variables, records, etc.)
- will you create a README file that describes your research aims, objectives and hypotheses
- data collection methods

- (e.g., description of methods used to generate the data, analytical and procedural information, hardware and software)
- data calibration, validation, and quality assurance procedures carried out
- templates of interview sheets and consent forms
- how this will aid discoverability and re-use of your dataset(s)

Data preservation

Have you described...?

- how will you ensure the long term storage and preservation of data
- what data you will or must retain
- what data is not suitable for retention or publication
- where you will deposit your data (your nominated data centre or an appropriate repository)
- why you have chosen this repository
 - (e.g., the repository's terms and conditions align with funder requirements; it meets legal or ethical obligations such as compliance with the GDPR)
- how long the data will be preserved for
- how your data will be discoverable
 - (e.g. will you dataset be given a persistent digital identifier such as a DOI)
- what metadata you will provide in order to facilitate discoverability and re-use of the data (a readme file?)
- access restrictions or embargo periods
- costs

Data sharing, publication and access

Have you described...?

- how the data generated will be shared and published (e.g., via a repository, or a description of the data in a data journal)
- how data will be shared and discovered (e.g. DOI)
- how the data will be licensed
- what the data's long-term value is to others
- justification for why data may not be shared (privacy or ethical issues)
- timeline for public release of data and the mechanism to achieve this (including any funder-mandated maximum timeframe)
- details of data access statements that will be included in published research outputs

- details of any planned embargo period (including timelines for public release) and the justification for this
- details of the managed access process (e.g. Data Sharing Agreements that will apply)
- how you will overcome obstacles to data sharing
- planned procedures to handle explicit informed consent for data sharing
- planned procedures to anonymise sensitive data to facilitate sharing

Roles and responsibilities

Have you described...?

- who will be responsible for managing data, data security, data quality, and data security both during the award and post-award
- who will be responsible for owning, storing, analysing and archiving your data within research teams at all partner institutions
- how these responsibilities be regulated
- governance of access and data sharing
- what resources will be required to deliver your data management plan
- who will be accessing the project data
- who will be collecting and processing the project data?

Relevant policies

- Have you referenced...?
- all applicable and relevant institutional, departmental, funder, or study policies on data sharing and data security
- the University's Research Data Management Policy
- Information Security Policy
- Code of Research Conduct and Research Ethics
- Handling Restricted Data Policy
- Data Protection Policy
- Intellectual Property Policy
- GDPR

Intellectual property

Have you described...?

- who will own the copyright and IPR of any data that you will collect or create
- who will own the licence(s) for the data's use and reuse

- any copyright or other restrictions which determine the use of existing data as part of your research
- any applicable and relevant collaboration agreements

Budgeting

Have you described...?

- anticipated costs or funding required for capturing, processing, storing, and archiving your data
- anticipated costs for accessing third party data, for example, licences, or commercial providers
- costs for resources (specialist staff) to deliver your data management plan
- costs for computational resources be in order to process, analyse or store your working data
- costs associated with preserving and/or sharing your research data
- the potential value of long term preservation
- the potential or anticipated income your data will generate