

## **Creating a Research Data Management Plan**

A data management plan is often required by research funders. Even where such a plan is not a requirement it is a useful tool.

Being clear about how you will manage data helps you be clear when you are asking for consent to collect to personal data from participants. It is also a key part of ethical approval and considering your data management plan at an early stage can help to avoid delays in receiving approval.

This list outlines some of the main questions you will need to consider about the data you will need for your research. Not all the questions will be relevant and there may be additional issues you need to consider that are not included here.

### **External requirements**

- Does your project funder set out any expectations on use of data?
- If you are intending to deposit your data in a repository/archive after your project closes does that repository/archive have any guidelines/expectations around data?

### **Collection and creation**

- What data are you collecting or creating
  - ...what type, format and volume?
  - ...before the experiment, during the experiment, and after the experiment?
- How are you collecting data at each stage? (Video, handwritten notes, photographs...)
- Where are you collecting data? Can it be stored directly at that point or does it need to be transferred somewhere else? How is transfer accomplished?

### **Conversion**

- Will any of the data need to be converted to another format (i.e. transcription of recordings, digitisation of printed photographs)
- Who will do this? How will the data be stored before and after conversion?
- How will originals of data be dealt with?

### **Storage and access**

- Where will the data be stored?
- Who needs to be able to access the data? (e.g. Research team, collaborators, publishers, peer reviewers)
- How will they access it? How will access be restricted?
- Can those who access your data make copies, electronic or hard copy, and what guidance will they have on storing those copies?
- How will your data be backed-up? Where is the back-up? Who is responsible for the back-up?
- What format(s) will your data be stored in?

## Preservation

- What data needs to be kept (or destroyed) for contractual, legal or regulatory reasons?
- How will you select data for preservation?
- What further research uses might there be for the data?
- Do you need/want to anonymise the data?

## Destruction

- When will you destroy data?
- How will it be destroyed?
- How will you ensure that destruction includes back-ups, duplicates, copies etc?

## Training

- Do you need advice or guidance on ethical approval, data protection, or any aspect of data management?
- Are all members of your research team aware of their responsibilities?
- How will you share the data management plan with them?
- Do they need any guidance or training on data management?

## Other resources for data management plans

Research and Enterprise Office <http://www.essex.ac.uk/reo/governance/data.aspx>

DCC – Digital Curation Centre

Provides how to guides, checklist, tools and case studies for research data management. Key items include:

- Data management plans resource <http://www.dcc.ac.uk/resources/data-management-plans>
- Overview of funders' data policies
- <http://www.dcc.ac.uk/resources/policy-and-legal/overview-funders-data-policies>
- DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation Centre
- [http://www.dcc.ac.uk/sites/default/files/documents/resource/DMP\\_Checklist\\_2013.pdf](http://www.dcc.ac.uk/sites/default/files/documents/resource/DMP_Checklist_2013.pdf)

UKDA

Various guidance on creating and managing data, including ethical issues, copyright, back-up and storage, documenting and formatting data and anonymisation.

<http://www.data-archive.ac.uk/create-manage>

Research Data Oxford

Data Management Planning resource aimed at researchers at Oxford, but the advice is relevant to those at other institutions. <http://researchdata.ox.ac.uk/home/managing-your-data-at-oxford/data-management-planning/>

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