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<b>Principal investigator</b>	
<b>Co-investigator(s)</b>	
<b>Project title</b>	
<b>Funder(s)</b>	
<b>Start date</b>	
<b>End date</b>	

### **Data creation/collection**

<b>What existing sources of data will be used?</b>
<b>What are the characteristics of the data?</b>
<b>How will the data be collected?</b>
<b>Who owns the copyright and intellectual property involved?</b>
<b>How will the quality of the data be guaranteed?</b>

### **Data management, documentation and curation**

<b>What will be the primary storage medium and location?</b>
<b>How will files and folders be named?</b>
<b>How will the data be described and documented?</b>
<b>How will file versioning be managed?</b>

<b>What metadata standards and formats will be used?</b>
<b>How will non-digital data be catalogued, described and stored?</b>

**Data security**

<b>What is the nature of any security requirements?</b>
<b>What are the main risks to data security?</b>
<b>What measures will be taken to comply with these requirements and mitigate the risks?</b>
<b>To whom will access be granted/restricted?</b>
<b>How will resilience be guaranteed?</b>

**Data archival and preservation**

<b>How will long-term preservation be assured?</b>
<b>What data must be retained, for how long and in what format?</b>

<b>What metadata/documentation must be deposited with the data?</b>
<b>Who will have long-term responsibility for the data after the project ends?</b>

### **Data publication and access**

<b>Do you have an obligation or intention to publish/share your data?</b>
<b>What secondary use is intended or foreseeable?</b>
<b>What difficulties are expected in sharing?</b>
<b>What data will/will not be published as outputs from the project?</b>
<b>How will potential users discover the data/metadata?</b>
<b>How will continued access be guaranteed?</b>
<b>When will the data be published?</b>
<b>What license conditions and other restrictions will apply?</b>

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**Roles, responsibilities and resourcing**

<b>Which named roles or individuals have specific data management responsibilities?</b>
<b>What relevant policies at the University of Bath and partner institutions apply?</b>
<b>How will adherence to this plan be checked and/or demonstrated?</b>
<b>When will implementation of this plan be reviewed and by whom?</b>
<b>What resources will be required to implement this plan?</b>