



*Citation for published version:*  
Cope, J 2013, *University of Bath Data Management Plan Template..*

*Publication date:*  
2013

*Document Version*  
Early version, also known as pre-print

[Link to publication](#)

*Publisher Rights*  
CC BY

## University of Bath

### **General rights**

Copyright and moral rights for the publications made accessible in the public portal are retained by the authors and/or other copyright owners and it is a condition of accessing publications that users recognise and abide by the legal requirements associated with these rights.

### **Take down policy**

If you believe that this document breaches copyright please contact us providing details, and we will remove access to the work immediately and investigate your claim.

<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>	

Many questions include example options for answers – use or delete as appropriate, or replace with your own response.

## Data creation/collection

<b>What existing sources of data will be used?</b>	
<input type="checkbox"/> Own/group previous research <input type="checkbox"/> Academic collaborators <input type="checkbox"/> Commercial collaborators <ul style="list-style-type: none"> <li>• <i>Brief description of data to be reused and its relevance.</i></li> </ul>	<input type="checkbox"/> Publicly available database/archive <input type="checkbox"/> Specialist commercial data provider <input type="checkbox"/> Other (please specify)
<b>What are the characteristics of the data?</b>	
<input type="checkbox"/> Quantitative <input type="checkbox"/> Qualitative <input type="checkbox"/> Numeric <input type="checkbox"/> Textual <input type="checkbox"/> Other <ul style="list-style-type: none"> <li>• <i>File format(s):</i></li> <li>• <i>Software required:</i></li> </ul>	<input type="checkbox"/> Images <input type="checkbox"/> Audio <input type="checkbox"/> Video <input type="checkbox"/> Software source code <input type="checkbox"/> Computational model output
<b>How will the data be collected?</b>	
<b>Who owns the copyright and intellectual property involved?</b>	
<input type="checkbox"/> University of Bath <input type="checkbox"/> Academic collaborators <input type="checkbox"/> Commercial collaborators <input type="checkbox"/> Other (please specify):	<input type="checkbox"/> Specialist commercial data provider <input type="checkbox"/> Other third-parties (i.e. not direct collaborators)
<b>How will the quality of the data be guaranteed?</b>	
<ul style="list-style-type: none"> <li>• <i>During data collection</i></li> <li>• <i>During digitisation, transcription or entry</i></li> <li>• <i>During cleaning, verification and validation</i></li> <li>• <i>More information: Managing &amp; Sharing Research Data<sup>1</sup>, page 14</i></li> </ul>	

## Data management, documentation and curation

<b>What will be the primary storage medium and location?</b>	
<input type="checkbox"/> University shared or research storage (X: drive) <input type="checkbox"/> University home drive (H: drive) <input type="checkbox"/> Departmental network storage <input type="checkbox"/> Physical storage (e.g. filing cabinet)	<input type="checkbox"/> Secure facility of data provider (e.g. UK Data Service) <input type="checkbox"/> Other (please specify, and describe backup procedures in detail under “Data Security” below):
<b>How will files and folders be named?</b>	
<i>For example: &lt;ProjectCode&gt;/&lt;ReactionProduct&gt;/Analysis/YYYY-MM-DD &lt;Technique&gt;.xls</i>	
<b>How will the data be described and documented?</b>	

<sup>1</sup> <http://data-archive.ac.uk/media/2894/managingsharing.pdf>

<input type="checkbox"/> With a “read-me”, codebook or similar file stored with the data	<input type="checkbox"/> By embedding information in data files themselves
<input type="checkbox"/> With specialist software (e.g. electronic lab notebook)	<input type="checkbox"/> Using paper documents (e.g. notebook) with cross-referencing
<input type="checkbox"/> Via an article in a data journal	<input type="checkbox"/> Other (please specify):
<b>How will file versioning be managed?</b>	
<input type="checkbox"/> Unnecessary (i.e. overwrite original file)	<input type="checkbox"/> Date/version number in filename/folder
<input type="checkbox"/> Dedicated version control software (please specify):	<input type="checkbox"/> “Track changes” feature in software
<input type="checkbox"/> Other (please specify):	
<b>What metadata standards and formats will be used?</b>	
<input type="checkbox"/> Generic metadata standard (e.g. Dublin Core)	<input type="checkbox"/> Resource Description Framework format (e.g. RDF/XML, N3, Turtle)
<input type="checkbox"/> Specialised metadata standard (e.g. Data Documentation Initiative)	<input type="checkbox"/> Other format (briefly describe)
<input type="checkbox"/> Other metadata standard (briefly describe)	
<b>How will non-digital data be catalogued, described and stored?</b>	
<input type="checkbox"/> No non-digital data used	<input type="checkbox"/> Photography of physical artefacts
<input type="checkbox"/> On-campus storage (e.g. fireproof safe)	<input type="checkbox"/> Scanning of paper documents
<input type="checkbox"/> Other (please specify):	<input type="checkbox"/> Off-campus storage

**Data security**

<b>What is the nature of any security requirements?</b>	
<input type="checkbox"/> Statutory requirements (e.g. Data Protection Act 1998)	<input type="checkbox"/> Contractual obligations (e.g. non-disclosure agreement)
<input type="checkbox"/> Commercial considerations (e.g. patentability)	<input type="checkbox"/> Formal security standards (e.g. ISO/IEC 27001; please specify)
<input type="checkbox"/> Potentially controversial research	<input type="checkbox"/> Other (please specify)
<ul style="list-style-type: none"> <li>• <i>Brief summary of requirements, or a link to where they are specified</i></li> </ul>	
<b>What are the main risks to data security?</b>	
<ul style="list-style-type: none"> <li>• <i>List potential risks</i></li> </ul>	
<b>What measures will be taken to comply with requirements and mitigate risks?</b>	
<input type="checkbox"/> Access restrictions on network storage	<input type="checkbox"/> Physical security
<input type="checkbox"/> Encryption	<input type="checkbox"/> Data processing (e.g. anonymisation)
<input type="checkbox"/> Secure deletion/destruction	<input type="checkbox"/> Avoidance of third-party storage (e.g. Dropbox)
<input type="checkbox"/> Other (please specify)	
<b>To whom will access be granted/restricted?</b>	
<ul style="list-style-type: none"> <li>• <i>List roles/individuals (internal &amp; external) with any limitations to access (e.g. scope, actions permitted), including who has authority to grant additional access</i></li> </ul>	
<b>How will resilience be guaranteed?</b>	
<input type="checkbox"/> Master copy stored on University network storage	<input type="checkbox"/> Regular backup/sync to University when offsite
<input type="checkbox"/> Other (describe backup/resilience strategy):	

**Data archival and preservation**

<b>How will long-term preservation be assured?</b>
--

<input type="checkbox"/> Deposit in data centre/archive (please specify) <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Submission to specialist database (please specify)						
<p><b>What data must be retained, for how long and in what format?</b>  <i>List each type/class of data with how long it should be kept and the format in which it will be archived long-term. If this is not possible, summarise the criteria you will use to select data for retention.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Type/class of data</th> <th style="width: 33%;">Retention period</th> <th style="width: 33%;">Archival format</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;">E.g. raw spectra, interview recordings</td> <td style="background-color: #e0e0e0;">Specify start (e.g. from collection/end of project) and length of period (may be zero)</td> <td style="background-color: #e0e0e0;">Should be a common, ideally open, standard which can be accessed by</td> </tr> </tbody> </table>		Type/class of data	Retention period	Archival format	E.g. raw spectra, interview recordings	Specify start (e.g. from collection/end of project) and length of period (may be zero)	Should be a common, ideally open, standard which can be accessed by
Type/class of data	Retention period	Archival format					
E.g. raw spectra, interview recordings	Specify start (e.g. from collection/end of project) and length of period (may be zero)	Should be a common, ideally open, standard which can be accessed by					
<p><b>What metadata/documentation must be deposited with the data?</b></p> <input type="checkbox"/> Information on provenance <input type="checkbox"/> Codebook, list of abbreviations, description of variables etc. <input type="checkbox"/> Other (please specify)							
<p><b>Who will have long-term responsibility for the data after the project ends?</b></p> <input type="checkbox"/> External archive, data centre or database <input type="checkbox"/> Other (please specify)							
<input type="checkbox"/> Circumstances of data collection <input type="checkbox"/> Technical information about files <input type="checkbox"/> University data archive <input type="checkbox"/> Publisher							

**Data publication and access**

<b>Do you have an obligation or intention to publish/share your data?</b>	Yes/No		
<p><b>What secondary use is intended or foreseeable?</b></p> <input type="checkbox"/> Further use by original researchers <input type="checkbox"/> Reanalysis using novel methods <input type="checkbox"/> Other (please specify)			
<input type="checkbox"/> Combination with other data <input type="checkbox"/> Meta-analysis <input type="checkbox"/> General reference			
<p><b>What difficulties are expected in sharing?</b></p> <input type="checkbox"/> Confidentiality <input type="checkbox"/> Large file size <input type="checkbox"/> Other (please specify):			
<input type="checkbox"/> Ownership/licensing <input type="checkbox"/> Intended commercialisation			
<p><b>What data will/will not be published as outputs from the project?</b>  <i>Either specify which types/classes of data you will share or summarise the criteria you will use to decide what will be shared at the end of the project.</i></p> <table style="width: 100%;"> <tr> <td style="width: 50%;">                     Will publish/share:                     <ul style="list-style-type: none"> <li>• E.g. summary statistics of survey at appropriate level of granularity</li> <li>• E.g. derived crystal structures and physical properties</li> </ul> </td> <td style="width: 50%;">                     Will not publish/share:                     <ul style="list-style-type: none"> <li>• E.g. individual, identifiable responses to survey</li> <li>• E.g. full NMR/spectrum data</li> </ul> </td> </tr> </table>		Will publish/share: <ul style="list-style-type: none"> <li>• E.g. summary statistics of survey at appropriate level of granularity</li> <li>• E.g. derived crystal structures and physical properties</li> </ul>	Will not publish/share: <ul style="list-style-type: none"> <li>• E.g. individual, identifiable responses to survey</li> <li>• E.g. full NMR/spectrum data</li> </ul>
Will publish/share: <ul style="list-style-type: none"> <li>• E.g. summary statistics of survey at appropriate level of granularity</li> <li>• E.g. derived crystal structures and physical properties</li> </ul>	Will not publish/share: <ul style="list-style-type: none"> <li>• E.g. individual, identifiable responses to survey</li> <li>• E.g. full NMR/spectrum data</li> </ul>		
<p><b>How will potential users discover the data/metadata?</b></p> <input type="checkbox"/> Well-known specialist database <input type="checkbox"/> Federated data search (e.g. British Library) <input type="checkbox"/> Email to corresponding author <input type="checkbox"/> Other (please specify)			
<input type="checkbox"/> Data access statement in published articles <input type="checkbox"/> Personal/research group web page <input type="checkbox"/> Personal networking <input type="checkbox"/> Data citation (e.g. via DOI)			
<p><b>How will continued access be guaranteed?</b></p> <input type="checkbox"/> Copy in personal/group archive <input type="checkbox"/> Other (please specify)			
<input type="checkbox"/> Preserved in archive/data centre (see above)			
<p><b>When will the data be published?</b></p>			

<input type="checkbox"/> Immediately on collection	<input type="checkbox"/> Within e.g. 3 months of collection (please specify)
<input type="checkbox"/> Within e.g. 2 years of project end date (please specify)	<input type="checkbox"/> To coincide with publication of main results
<input type="checkbox"/> Other (please specify)	
<b>What license conditions and other restrictions will apply?</b>	
<input type="checkbox"/> None (i.e. placed in public domain)	<input type="checkbox"/> Open license (e.g. Creative Commons)
<input type="checkbox"/> Terms negotiated with requestors as needed	<input type="checkbox"/> Attribution required
<input type="checkbox"/> Administrative charge for access	<input type="checkbox"/> Share-alike required (aka "copyleft")
<input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Non-commercial use only

**Roles, responsibilities and resourcing**

<b>Which named roles or individuals have specific data management responsibilities?</b>
<ul style="list-style-type: none"> <li>List each role or individual with their responsibilities</li> </ul>
<b>What relevant policies at the University of Bath and partner institutions apply?</b>
<input type="checkbox"/> <a href="#">University of Bath Code of Good Practice in Research</a> <input type="checkbox"/> University of Bath <a href="#">IT Acceptable Use</a> & <a href="#">IT Security</a> policies <input type="checkbox"/> Funder research data management policy (please specify funder/s) <input type="checkbox"/> Personal/group/department research data management policy (please provide link) <input type="checkbox"/> Partner institution data management policy (please provide link) <input type="checkbox"/> Other (please specify)
<b>How will adherence to this plan be checked and/or demonstrated?</b>
<input type="checkbox"/> Interim report to funder <input type="checkbox"/> Accountability to research participants <input type="checkbox"/> Annual review with partners <input type="checkbox"/> Other (please specify) <input type="checkbox"/> Final report to funder <input type="checkbox"/> Peer review <input type="checkbox"/> Committee/steering group oversight <input type="checkbox"/> Quarterly review at research group meeting
<b>When will implementation of this plan be reviewed and by whom?</b>
<ul style="list-style-type: none"> <li>Every ___ weeks/months</li> </ul> <input type="checkbox"/> Principal investigator <input type="checkbox"/> Research group/project team <input type="checkbox"/> Other (please specify) <input type="checkbox"/> Project steering group <input type="checkbox"/> External partners
<b>What resources will be required to implement this plan?</b>
<p><i>These needs should be discussed with the relevant support/professional services ASAP, and their costs included in the project budget.</i></p> <input type="checkbox"/> Professional data entry/processing/analysis <input type="checkbox"/> Dedicated staff time for data management/curation <input type="checkbox"/> Other (please specify) <input type="checkbox"/> Additional training for research team <input type="checkbox"/> Up to 1TB research storage (provided free) <input type="checkbox"/> More than 1TB research storage (discuss with BUCS and include in project budget)