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# Data Management Plan

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*Postgraduate Research Project*

## Overview

<b>Researcher:</b>
<b>Project title:</b>
<b>Project duration:</b>
<b>Project context:</b> <i>My research is about...</i>

## Defining your data

<b>Where does your data come from?</b> <i>[The text in grey gives examples of possible answers — use or replace it as needed]</i> <i>I record interviews with my subjects using a digital audio recorder, then transcribe them into text.</i> <i>I test my catalyst under a number of conditions, then submit samples of the products to analysis facilities.</i> <i>I generate data using model code that I've written, then process it various ways to produce visualisations.</i> <i>I take high-resolution digital photographs of artefacts recovered in the field, and sometimes send samples off for analysis.</i> <i>I combine existing data from a number of sources [give examples...] and reanalyse them to derive new conclusions.</i>
<b>How often do you get new data?</b> <i>All of my data will come from a single 3-month field trip in my second year.</i> <i>I expect to run two or three experiments each week through my second year and much of my third year – about 100 in total.</i>
<b>How much data do you generate?</b> <i>Each experiment produces about 50MB of data, so over the course of my PhD I expect this to add up to about 5GB.</i>
<b>What format is your data in?</b> <i>Audio recordings are stored as MP3; transcripts are stored in Word documents.</i> <i>Experimental observations are recorded in a paper notebook, while recordings from instruments are stored in the proprietary format of the instrument.</i>

## Looking after your data

### **What different versions of each data file do you create?**

*As I survey new cohorts, data is appended to the dataset and saved as a new file. There is only ever one version of each data file — new experiments create new data, which is stored in a new set of files. Each time I run a new version of my model, intermediate files are written over, but the final results are saved as a new file*

### **What additional information is required to understand each data file?**

*I keep additional notes about interviews and participants in a Word document with the audio recordings and transcripts. Abbreviations used for column headings are kept in a separate text document. The content of digital photographs are recorded in the file name.*

### **Where do you store your data?**

*My primary copy is on the university X: drive, and I copy files to my laptop to work on while away from the office.*

### **How do you structure and name your folders and files?**

*I use the structure <thesis chapter>/<date>-<experiment number>. A folder for each project phase, and within those a folder for each interview. Each filename starts with the date on which the data was collected.*

### **How is your data backed up?**

*Data stored on the university research storage system is backed up by BUCS. I make sure I copy the latest versions of my working files there each day. I regularly scan my paper-notebook and store digital copies on the X:drive*

### **How will you test whether you can restore from your backups?**

*Weekly check that files on the X: drive are still usable.*

## Sharing your data

### **Who owns the data you generate?**

*According to my studentship agreement, the University owns all data I create. As a self-funded student, I own all intellectual property from my project.*

### **Who else has a right to see or use this data?**

*Others in my research group and my supervisor's industrial partners. Only my supervisor needs access.*

### **Who else should reasonably have access?**

*I would like my work to be useful to policy makers in government.*

### **What should/shouldn't be shared and why?**

*All my data is covered by a confidentiality agreement and cannot be shared. Some of my data identifies individual patients and must be anonymised before sharing.*

## Archiving your data

<p><b>What should be archived beyond the end of your project?</b>  <i>All data, both raw and processed.</i>  <i>Only simulation code and input parameters.</i>  <i>Transcripts of all interviews, but not recordings.</i></p>
<p><b>For how long should it be stored?</b>  <i>Until the end of my PhD</i>  <i>For 10 years after the end of the project</i></p>
<p><b>When will files be moved into the archive?</b>  <i>When I submit my thesis.</i>  <i>As I complete each chapter.</i></p>
<p><b>Where will the archive be stored?</b>  <i>In the UK Data Archive.</i></p>
<p><b>Who is responsible for moving data to the archive and maintaining it?</b>  <i>I am responsible for archiving data, and the archive service will maintain it.</i>  <i>My supervisor will deal with this.</i></p>
<p><b>Who should have access and under what conditions?</b>  <i>Data will be embargoed for 12 months to enable patent protection.</i>  <i>Full data will never be public as it contains sensitive personal information, but anonymised data will be made available on request.</i></p>

## Executing your plan

<p><b>Who is responsible for making sure this plan is followed?</b>  <i>I will take responsibility for carrying out the actions required by this plan and report them to my supervisor as appropriate.</i></p>
<p><b>How often will this plan be reviewed and updated?</b>  <i>My supervisor and I will review it every 6 months and update if necessary</i></p>
<p><b>What actions have you identified from the rest of this plan?</b>  <i>Ask my supervisor to request research storage space for my project</i>  <i>Set up a backup system.</i>  <i>Test I can restore from my backup.</i>  <i>Learn how to anonymise data for archival.</i></p>
<p><b>What further information do you need to carry out these actions?</b>  <i>Where can you find this information?</i>  <i>Who might you be able to ask?</i></p>