# Template for data management plan

A data management plan[[1]](#footnote-2) describes how data will be processed within a research project. It provides you with support during the research process and helps you organise your research data. A data management plan is a living document that should be updated throughout the project. Create a new version when you update your data management plan and save it as a separate document. You must keep every version of your data management plan, as your financier may ask you to send them in during the project period. You only need to fill in the fields relevant to your project.

Södertörn University’s template for data management plans is based on the template developed by the Swedish Research Council and corresponds with *Science Europe’s Core Requirements for Data Management Plans*, to which many financiers refer. The overview section, which describes the project, is from the [Svensk Nationell Datatjänst's checklist for data management plans](https://snd.gu.se/sv/hantera-data/guider/checklista-datahanteringsplan). You can use this template when writing a data management plan for financiers such as the Swedish Research Council, the Foundation for Baltic and East European Studies, Riksbankens Jubileumsfond and Formas. You should write a data management plan when you apply for project funding, regardless of whether the financier requests one.

When you fill in the template, remove the cover page and the table of contents and add the date and version. Every established version of the data management plan should be sent to the registry. If you have questions about data management or this template, please contact Södertörn University’s support unit for research data (Data Access Unit or DAU) via [publications@sh.se](mailto:publications@sh.se). For questions about archiving or data protection, please contact [arkivarie@sh.se](mailto:arkivarie@sh.se) or [dataskydd@sh.se](mailto:dataskydd@sh.se).

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# Data management plan

[Name of current or planned research project]

[Version of data management plan]

[Date, e.g. 2021-01-04 or 4 January 2021]

1. Overview
   1. Project description

*Brief description of the project, because it is probably described in more detail in your project application.*

* 1. Principal investigator/primary applicant (person or organisation)

*Who/which organisation is responsible for the project.*

* 1. Role allocation. How is responsibility distributed among the research group (e.g. between the project leader, research/technical staff)? Who is responsible for creating and maintaining the data management plan?

*Enter the project participants and their roles, e.g.: Principal investigator: Name, responsible for data management plan. IT technician: Name, website support…*

* 1. Entity responsible for research (university or public agency)

*Södertörn University*

* 1. Responsible academic school/unit

*Your school*

* 1. Funding

*The financier from which you have applied for funding, and form of funding where appropriate.*

* 1. Guidelines, such as from financiers or the university, that should be complied with.

*Are there guidelines you can refer to, from your financier or similar, and which can be used within the project? E.g. Södertörn University’s information management plan.*

1. Description of data
   1. How will data be collected, created or reused?

*How will data be collected? Will you use existing data within the project or only collect new data?*

* 1. What types of data will be created and/or collected, as regards data format and amounts/volumes of data?

*What type of data will you be working with, e.g. numerical, audio, visual, archive materials? Which formats do you intend to use? How much do you intend to collect?*

1. Documentation and data quality
   1. How will the material be documented and described, with associated metadata for structure, standards and formats for describing content, collection methods, etc.?

*Does your subject have a suitable standard for describing metadata that you can use? Metadata is information about your data, e.g. file format, file size and description of contents. How will you name files and how will the folders be organised? Having a naming standard for files and folders makes it easier to organise and find your data.*

* 1. How will data quality be safeguarded and documented (e.g. repeated measurements, validation of data input, etc.)?

*Explain how you will ensure your measurements are high quality. Is there any way of checking the measurements?*

1. Storage and backup
   1. How is the storage and backup of date and metadata safeguarded during the research process?

*How will data and metadata be securely stored during the project? Are file backups required during the project?*

* 1. How are data security and controlled access to data safeguarded, as regards the processing of sensitive data and personal data?

*How will the project protect sensitive data and personal data. Will secure storage solutions be used for these data?*

1. Legal and ethical aspects
   1. How will you ensure that data is processing in accordance with legal requirements, e.g. processing personal data, confidentiality and intellectual property rights? For collaborative projects, what agreements will be drawn up between the parties, such as about personal data?

*How will the project ensure compliance with data processing legislation? E.g. the Archives Act, GDPR, and the Public Access to Information and Secrecy Act. If the project is a cooperation between several universities/parties, an agreement must be drawn up to regulate cooperation on processing data and personal data.*

* 1. How will you ensure that data is processed correctly as regards ethical aspects?

*Will an ethical review be carried out? An ethical review must be done if your research involves people, human tissue or sensitive data. Are there other ethical aspects that require consideration?*

1. Accessibility and long-term storage
   1. How, when and where will research data or information about data (metadata) be accessible? Are there any conditions, embargoes and limitations on the access to and reuse of data to be considered?

*Will data (or metadata) be accessible during/after the project?*

* 1. How is long-term storage ensured and by whom? How will data be selected for long-term storage?

*How will data be archived? Can any data be erased? Who is responsible?*

* 1. Will specific systems, software, source code or other types of services be necessary for understanding, reading or using/analysing data in the long term?

*E.g., will the project require specialist software for interpreting or analysing data. If so, will this subsequently make data difficult to understand without access to the software?*

* 1. How will the use of [Persistent Identifier](https://en.wikipedia.org/wiki/Persistent_identifier)s (PID), such as a [Digital Object Identifier](https://en.wikipedia.org/wiki/Digital_object_identifier) (DOI) be ensured?

*Identifiers can be used to identify datasets. Will data be accessible via a service that use persistent identifiers? If so, which?*

1. Responsibility and resources
   1. Who is responsible for data processing and any support for this during the research project? Who is responsible for data processing, management and long-term storage after the project has ended?

*Name the person(s) responsible for data processing during and after the project.*

* 1. What resources (costs, labour, or other) will be required for data processing (including storage, back-up, accessibility and processing for long-term storage)? What resources will be necessary to ensure that data fulfils the [FAIR principle](https://snd.gu.se/sv/beskriv-och-dela-data/vad-innebar-fair-data)s?

*Work with data can entail costs, e.g. organising data and making it accessible. Will the project allocate funding for this?*

1. May be abbreviated as DMP (data management plan). [↑](#footnote-ref-2)