1 Introduction and context

- Basic project information
  - Name of project, funder(s), budget, duration, partner organisations.

- What is the aim and purpose of the research?

- Related policies
  - Funding body requirements, institutional or research group guidelines.

- Legal and ethical issues

- Intellectual property rights
  - To be licensed? Licence by copyright or Database Right?
  - Are there licensing issues?

- Access
  - Obligations to make data available?
  - How, when, cost and possible restrictions.

- Timing
  - Embargo periods, right-of-first-use for data collector, creator, principal investigator.

- Anticipated data volumes.
  - Ballpark figures, orders of magnitude.

- Storage
  - Where and on what media?
  - Whose responsibility?

- Back-up
  - How to do it, how regularly and whose responsibility?

- Security
  - Are there any issues and how will they be resolved?
  - Obligations under the Data Protection Act 1998.

- Intellectual property rights
  - Is the dataset covered by copyright or Database Right?
  - Are there licensing issues?

- What does the term ‘data’ comprise for the research?

- Ethical and privacy issues
  - Who would be interested in the data?
  - Any reasons not to share?
  - Future use?

- Access
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The Digital Curation Centre is the UK’s leading centre of expertise in digital data curation. Digital curation involves maintaining, preserving and adding value to digital research data throughout its lifecycle. The active management of research data reduces threats to its long-term research value and mitigates the risk of digital obsolescence.

By putting effective data management into place throughout the information lifecycle, you will ensure that your data will continue to work for you as productively as the research that produced it.

**Weblinks**
- Digital Curation Centre homepage - [http://www.dcc.ac.uk/](http://www.dcc.ac.uk/)

**Contacts**
- Martin Donnelly, DCC, University of Edinburgh (martin.donnelly@ed.ac.uk)
- Sarah Jones, DCC, University of Glasgow (s.jones@hatii.arts.gla.ac.uk)

### 7 Resourcing

- **What is the long-term strategy for maintaining, curating and archiving the data?**
- **Specifics**
- What will be necessary for long-term data preservation?
- **Which institutional/organisational centre/s will have your data deposited?**
- **Appraisal and retention timeframes**
- What transformations will be necessary for preserving the data?
- What related (support/management) information will be deposited?
- Metadata and provenance
- What will be deposited and what will be kept?
- What procedures does your intended long-term data storage facility have in place for preservation and archiving?
- **Staff/organisational roles and responsibilities for implementing this plan**
- **Financial issues**
  - How much will data management cost?
  - Is there scope for licensing data out as an income source?

### 8. Adherence, review and long-term management

- **Adherence**
  - How will adherence to the plan be checked?
  - Whose responsibility will this be?
- **Review**
  - How and when will this data management plan be reviewed?
  - Who will have responsibility including deposit into a data centre?
- **Longer-term responsibility including deposit into a data centre**
- **Appraisal and retention timeframes**
- **What procedures does your intended long-term data storage facility have in place for survival and backup?**
- **What related (representation) information will be deposited?**
- **Metadata and documentation**
  - What metadata/documentation will be created and by whom?
  - What procedures does your intended long-term data storage facility have in place for preservation and backup?