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.
- Basic Data Management Plan information
  Date of creation, aims and purpose, target audience for plan.
- Glossary of terms

2 Legal and ethical issues

- Ethical and privacy issues
  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?

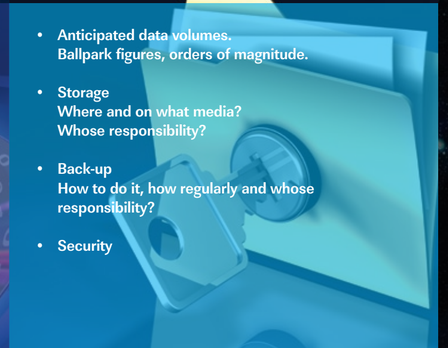
3 Access, data sharing and re-use

- Data sharing and re-use
  Who would be interested in the data?
  Any reasons not to share?
  Future use?
- 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.

4 Data standards and capture methods

- What does the term 'data' comprise for the research?
- What data types will you be creating or capturing?
- Existing and new data
- How will you capture or create the data?
- Which file formats will you use, and why?
- How will metadata be created and managed?
- Why have you chosen particular standards and approaches for metadata and contextual documentation?

5 Short-term storage and data management



- 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

About this Work

Funding bodies increasingly require their grant-holders to produce data management plans. The DCC Checklist for a Data Management Plan has been produced to help research teams respond to a recommendation that funded research projects should submit a structured Data Management Plan for peer-review as an integral part of the application for funding.

The checklist uses the DCC Curation Lifecycle Model as an additional framework to bolster its comprehensiveness; this model will be helpful to researchers in defining roles and responsibilities pertaining to their data, identifying risks which arise at points of transition, and ensuring an appropriate and safe chain of custody for digital data.

Coming soon... DMP Online: The DCC's Web-Based Data Management Planning Tool.

www.dcc.ac.uk

6 Deposit and long-term preservation

- What is the long-term strategy for maintaining, curating and archiving the data?
- Specifics
  How will data be selected for preservation?
  How long should data be kept?
- Which archive/repository/central database/data centre have you identified as a place to deposit data?
- Appraisal and retention timeframes
- What transformations will be necessary to prepare data for preservation/data sharing?
- 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?

7 Resourcing

- 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?
- How and when will this data management plan be reviewed?
- Longer-term responsibility including deposit into a data centre.

About the DCC

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/
DCC Data Management Plans page - http://www.dcc.ac.uk/resources/policy-and-legal/data-management-plans

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DCC Checklist for a Data Management Plan

DCC