

DMPonline is the DCC's web-based tool to help researchers write data management and sharing plans.

The tool helps you to write plans that meet specific requirements from your funder or institution (if appropriate), as well as helping you to plan data management throughout the lifetime of your project. Guidance, examples and suggested answers are also provided to help you write your plan.

Writing a Data Management Plan is ultimately most useful to you. By considering what data will be created and how, you can check you have the necessary support in place. Planning also enables you to make sound decisions to anticipate and avoid common problems such as duplication or data loss.

Try out DMPonline today and let us know what you think:  
<https://dmponline.dcc.ac.uk>

Please send enquiries and feedback to:  
[dmponline@dcc.ac.uk](mailto:dmponline@dcc.ac.uk)



## 6 Selection and Preservation

Here you should determine which data are of long-term value and should be preserved. Decide how best to preserve those data, for example by depositing in repositories.

- Which data must be retained or destroyed for contractual, legal, or regulatory purposes?
- What are the foreseeable research uses for your data?
- Which data should be preserved and potentially shared?
- What is the long-term preservation plan for the dataset?
- Have you costed in the time and effort required to prepare the data for preservation and sharing?

## 7 Data Sharing

Here you should consider which data you will share and how. The methods used will depend on a number of factors such as the type, size, complexity and sensitivity of the data. Also consider how people might acknowledge the reuse of your data (e.g. via citations) so you gain impact.

- With whom will you share the data, and under what conditions?
- When will you make the data available?
- Are any restrictions on data sharing required?
- What action will you take to overcome or minimise restrictions?
- How will potential users find out about your data?

## 8 Responsibilities and Resources

Here you should assign roles and responsibilities for all data management activities. Also carefully consider any resources needed to deliver your plan. These costs can usually be written into grant applications but need to be clearly outlined and justified.

- Who is responsible for implementing the DMP, and ensuring it is reviewed and revised?
- How will responsibilities be split across partner sites in collaborative research projects?
- What resources will you require to deliver your plan?
- Is additional specialist expertise or equipment required?

## Further Support

The DCC Checklist can be used as a basic framework to help you write data management and sharing plans. It is provided as a generic template in DMPonline, where you will find additional guidance, links to useful resources and example answers.

Example plans, FAQs and details of UK funder requirements are also available on the DCC website:  
[www.dcc.ac.uk/resources/data-management-plans](http://www.dcc.ac.uk/resources/data-management-plans)

The Digital Curation Centre provides services, training and tools to help you and your institution with all aspects of data curation and management. We run regular events around the UK, and produce a monthly email update on our activities. Please contact us if you would like our support.

Full information is available on our website:  
[www.dcc.ac.uk](http://www.dcc.ac.uk)



## About this Work

The DCC Checklist draws together the common elements that researchers are typically expected to cover in a Data Management Plan (DMP). It is based on a synthesis of funder requirements, institutional guidelines and other good practice.

Eight sections are suggested. The extent to which you cover these and the level of detail provided should be appropriate to your research. Focus on the themes most relevant to you.

DMPs can be between a few paragraphs to a few pages long. Please check formatting restrictions if you are responding to funder requirements, as page limits are sometimes imposed.

The full Checklist is available on the DCC website:  
[www.dcc.ac.uk/resources/data-management-plans/checklist](http://www.dcc.ac.uk/resources/data-management-plans/checklist)

## 1 Administrative Data

Here you should record basic information to identify and contextualise your plan. Identifiers may help to link your DMP with information held in other systems. You should include:

- Basic information e.g. project title, your name, contact details, reference numbers / IDs
- A summary of the research to explain the purpose for which data are being collected.
- Details of related policies and procedures e.g. institutional data policy or departmental guidelines.

## 2 Data Collection

Here you should consider what data you will collect and how.

- Are there any existing data that you can reuse?
- What standards or methodologies will you use to create data?
- Do your chosen formats and software enable sharing and long-term access to the data?
- How will you structure and name your folders and files?
- What quality assurance processes will you adopt?

## 3 Documentation and Metadata

Here you should consider what information is needed for the data to be read and interpreted in the future. Estimate how much time and effort will be needed to create this supporting documentation and ensure that you allow for sufficient resource to cover this.

- What documentation and metadata will accompany the data?
- How will you capture / create this documentation and metadata?
- What metadata standards will you use and why?

## 4 Ethics and Legal Compliance

Here you should consider any ethical or legal issues, particularly in terms of restrictions they may place on data sharing.

- Have you gained consent for data sharing and preservation?
- How will you protect the identity of participants if required? e.g. via anonymisation
- Will data sharing be postponed / restricted? e.g. to publish or seek patents
- How will the data be licensed for reuse?

## 5 Storage and Backup

Here you should consider where the data will be stored and any implications this has for backup, access and security.

- Do you have sufficient storage or will you need to include charges for additional services?
- Who will be responsible for backup and recovery?
- What are the risks to data security and how will these be managed?
- How will you ensure that collaborators can access your data securely?