

## Summary of UK research funders' expectations for the content of data management and sharing plans

*n.b. Although this will be periodically reviewed by the DCC for accuracy, the source documents provided by each funder should be referenced before making a grant application.*

|                           | <b>AHRC</b>  | <b>BBSRC</b>   |
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| <b>Intro Text</b>         | <p>A Technical Plan should be provided for all applications where digital outputs or digital technologies are an essential part to the planned research outcomes.</p> <p>The Technical Plan replaces the Technical Appendix, as of 1 December 2012.</p>  | <p>All applications seeking research grant funding from BBSRC must submit a statement on data sharing. This should include concise plans for data management and sharing as part of research grant proposal or provide explicit reasons why data sharing is not possible or appropriate. The “statement on data sharing” will be included as an additional page in the case for support.</p>   |
| <b>Suggested Coverage</b> | <p>The Technical Plan must use the following headings:</p> <p><b>Section 1: Summary of Digital Outputs and Digital Technologies</b></p> <p><b>Section 2: Technical Methodology</b><br/>           2a: Standards and Formats<br/>           2b: Hardware and Software<br/>           2c: Data Acquisition, Processing, Analysis and Use</p> <p><b>Section 3: Technical Support and Relevant Experience</b></p> <p><b>Section 4: Preservation, Sustainability and Use</b><br/>           4a: Preserving Your Data<br/>           4b: Ensuring Continued Access and Use of Your Digital Outputs</p> | <p>Applicants may wish to include details of:</p> <ul style="list-style-type: none"> <li>• <b>Data areas and data types</b> – the volume, type and content of data that will be generated e.g. experimental measurements, records and images;</li> <li>• <b>Standards and metadata</b> – the standards and methodologies that will be adopted for data collection and management, and why these have been selected;</li> <li>• <b>Relationship to other data available in public repositories;</b></li> <li>• <b>Secondary use</b> – further intended and/or foreseeable research uses for the completed dataset(s);</li> <li>• <b>Methods for data sharing</b> – planned mechanisms for making these data available e.g. through deposition in existing public databases or on request, including access mechanisms where appropriate;</li> <li>• <b>Proprietary data</b> – any restrictions on data sharing due to need to protect proprietary or patentable data;</li> <li>• <b>Timeframes</b> – timescales for public release of data;</li> <li>• <b>Format of the final dataset.</b></li> </ul> |
| <b>Source / Notes</b>     | <p>Details of requirements and guidance on what to include under each heading are available at: <a href="http://www.ahrc.ac.uk/Funding-Opportunities/Research-funding/RFG/Application-guidance/Pages/Technical-Plan.aspx">http://www.ahrc.ac.uk/Funding-Opportunities/Research-funding/RFG/Application-guidance/Pages/Technical-Plan.aspx</a></p>  | <p>See p7 in Data Sharing Policy – <a href="http://www.bbsrc.ac.uk/web/FILES/Policies/data-sharing-policy.pdf">www.bbsrc.ac.uk/web/FILES/Policies/data-sharing-policy.pdf</a></p>  |

See related DCC guidance on data management plans at: [www.dcc.ac.uk/resources/data-management-plans](http://www.dcc.ac.uk/resources/data-management-plans)

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|                           | <b>Cancer Research UK</b>  | <b>ESRC</b>  |
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| <b>Intro Text</b>         | <p>All applicants seeking funding from Cancer Research UK will be required to submit a data sharing plan as part of their research grant proposal. If data sharing is not appropriate, applicants must include a clear explanation why.</p> <p>Cancer Research UK recognises that data sharing strategies will vary according to the type of data collected and thus does not specify the exact content and format of the data sharing plan.</p>   | <p>Those ESRC grant applicants who plan to generate data are responsible for preparing and submitting data management and sharing plans for their research projects as an integral part of the application.</p> <p>The ESRC requires that all applicants seeking ESRC funding include a statement on data sharing in the relevant section of the Je-S application form. If data sharing is not possible, the applicant must present a strong argument to justify their case.</p>   |
| <b>Suggested Coverage</b> | <p>The following should be considered when developing a data sharing plan:</p> <ul style="list-style-type: none"> <li>• The volume, type, content and format of the final dataset</li> <li>• The standards that will be utilised for data collection and management</li> <li>• The metadata, documentation or other supporting material that should accompany the data for it to be interpreted correctly</li> <li>• The method used to share data</li> <li>• The timescale for public release of data</li> <li>• The long-term preservation plan for the dataset</li> <li>• Whether a data sharing agreement will be required</li> <li>• Any reasons why there may be restrictions on data sharing, for example; <ul style="list-style-type: none"> <li>○ Development arrangements through Cancer Research Technology including intellectual property protection and commercialisation</li> <li>○ Proprietary Data - restrictions due to collaborations with for profit organisations International policies governing the sharing of data collected outside of the UK</li> <li>○ Confidentiality, ethical or consent issues that may arise with the use of data involving human subjects.</li> </ul> </li> </ul> | <p>It is expected that a data management and sharing plan will include:</p> <ul style="list-style-type: none"> <li>• an explanation of the existing data sources that will be used by the research project with references;</li> <li>• an analysis of the gaps identified between the currently available and required data for the research;</li> <li>• information on the data that will be produced by the research project, including the following: <ul style="list-style-type: none"> <li>○ data volume</li> <li>○ data type, e.g. qualitative or quantitative data</li> <li>○ data quality, formats, standards documentation and metadata</li> <li>○ methodologies for data collection</li> </ul> </li> <li>• planned quality assurance and back-up procedures [security/storage];</li> <li>• plans for management and archiving of collected data;</li> <li>• expected difficulties in data sharing, along with and causes and possible measures to overcome these difficulties;</li> <li>• explicit mention of consent, confidentiality, anonymisation and other ethical considerations;</li> <li>• copyright and intellectual property ownership of the data; and</li> <li>• responsibilities for data management and curation within research teams at all participating institutions.</li> </ul> |
| <b>Source / Notes</b>     | <p>See the Data Sharing Guidelines at:<br/> <a href="http://science.cancerresearchuk.org/funding/terms-conditions-and-policies/policy-data-sharing/data-sharing-guidelines">http://science.cancerresearchuk.org/funding/terms-conditions-and-policies/policy-data-sharing/data-sharing-guidelines</a></p>  | <p>Based on section 2.3. 'Data Management and Sharing Planning' of ESRC's data policy: <a href="http://www.esrc.ac.uk/_images/Research_Data_Policy_2010_tcm8-4595.pdf">http://www.esrc.ac.uk/_images/Research_Data_Policy_2010_tcm8-4595.pdf</a></p>   |

|                           | MRC   | NERC   |
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| <b>Intro Text</b>         | <p>All applicants submitting funding proposals to the MRC are required to include a Data Management Plan as an integral part of the application. MRC Institutes and Units are required to submit one as part of the Quinquennial Review (QQR) report. Guidance and a template DMP are available.</p> <p>A data management plan template is provided, listing topics that to be addressed:<br/> <a href="http://www.mrc.ac.uk/Utilities/Documentrecord/index.htm?d=MRC008617">http://www.mrc.ac.uk/Utilities/Documentrecord/index.htm?d=MRC008617</a></p>  | <p>A mandatory, single page, Outline Data Management Plan (ODMP) will be required for all grant and fellowship applications submitted from 1 August 2012. The ODMP will form the final page of the Case for Support for all schemes.</p> <p>The Case for Support for successful proposals will be made available to the NERC Environmental Data Centres and, where appropriate, used to draft, in collaboration with the Principal Investigator, a full Data Management Plan (DMP). This full DMP should be mutually agreed between the Data Centre and the Principal Investigator within three months of the start date of the grant.</p> |
| <b>Suggested Coverage</b> | <ol style="list-style-type: none"> <li>0. Proposal name</li> <li>1. Description of the data <ol style="list-style-type: none"> <li>1.1 Type of study</li> <li>1.2 Types of data</li> <li>1.3 Format and scale of the data</li> </ol> </li> <li>2. Data collection / generation <ol style="list-style-type: none"> <li>2.1 Methodologies for data collection / generation</li> <li>2.2 Data quality and standards</li> </ol> </li> <li>3. Data management, documentation and curation <ol style="list-style-type: none"> <li>3.1 Managing, storing and curating data.</li> <li>3.2 Metadata standards and data documentation</li> <li>3.3 Data preservation strategy and standards</li> </ol> </li> <li>4. Data security &amp; confidentiality of potentially disclosive personal information <ol style="list-style-type: none"> <li>4.1 Formal information/data security standards</li> <li>4.2 Main risks to data security</li> </ol> </li> <li>5. Data sharing and access <ol style="list-style-type: none"> <li>5.1 Suitability for sharing</li> <li>5.2 Discovery by potential users of the research data</li> <li>5.3 Governance of access</li> <li>5.4 The study team's exclusive use of the data</li> <li>5.5 Restrictions or delays to sharing, with planned actions to limit these</li> <li>5.6 Regulation of responsibilities of users</li> </ol> </li> <li>6. Responsibilities</li> <li>7. Relevant policies on data sharing and data security</li> <li>8. Author of this Data Management Plan (Name) and contact details</li> </ol> | <p>Three issues should be addressed in the Outline DMP:</p> <ol style="list-style-type: none"> <li>1. Data management procedures to be followed during the lifetime of the grant or fellowship</li> <li>2. Existing datasets to be used by the grant or fellowship (comment on any restrictions on reuse)</li> <li>3. Datasets likely to be created by the grant or fellowship which will be made available to a NERC Environmental Data Centre at the end of the Grant.</li> </ol>  |
| <b>Source / Notes</b>     | <p>MRC guidance on data management plans is available at:<br/> <a href="http://www.mrc.ac.uk/Ourresearch/Ethicsresearchguidance/Datasharing/DMPs/index.htm">http://www.mrc.ac.uk/Ourresearch/Ethicsresearchguidance/Datasharing/DMPs/index.htm</a></p>  | <p>Guidelines for outline DMPs and a template for full plans are available at:<br/> <a href="http://www.nerc.ac.uk/research/sites/data/dmp.asp">http://www.nerc.ac.uk/research/sites/data/dmp.asp</a></p>  |

|                           | <b>STFC</b>  | <b>Wellcome Trust</b>   |
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| <b>Intro Text</b>         | <p>Proposals for projects that would result in the production or collection of scientific data should include, in the case for support, a data management plan. This, together with any costs associated with it, will be considered and assessed by the normal peer review process.</p> <p>The data management plan should explain how the data will be managed over the lifetime of the project and, where appropriate, preserved for future re-use.</p>   | <p>A data management and sharing plan should be submitted where a proposal involves the generation of datasets that have clear scope for wider research use and hold significant long-term value.</p> <p>We do not dictate a set format for data management and sharing plans where they are required: applicants can structure their plan in a manner most appropriate to the proposed research.</p>   |
| <b>Suggested Coverage</b> | <p>STFC does not stipulate a specific format for data management plans and applicants may structure them in the way most appropriate to the project. However, they should be clear, concise and proportionate.</p> <p>As a general guide, the plan should:</p> <ol style="list-style-type: none"> <li>1. Specify the types of data the research will generate.</li> <li>2. Specify which data will be preserved and how.</li> <li>3. Specify the software and metadata implications.</li> <li>4. Specify for how long the data will be preserved.</li> <li>5. Specify and justify which data will have value to others and should be shared.</li> <li>6. Specify and justify the length of any proprietary period.</li> <li>7. Specify how data will be shared.</li> <li>8. Specify and justify any resources required to preserve and share the data</li> </ol> | <p>In considering their approach for data management and sharing, applicants should consider the following seven questions. Each of these questions should be addressed as briefly and unambiguously as possible in data management and sharing plans:</p> <ol style="list-style-type: none"> <li>i. What data outputs will your research generate and what data will have value to other researchers?</li> <li>ii. When will you share the data?</li> <li>iii. Where will you make the data available?</li> <li>iv. How will other researchers be able to access the data?</li> <li>v. Are any limits to data sharing required – for example, to either safeguard research participants or to gain appropriate intellectual property protection?</li> <li>vi. How will you ensure that key datasets are preserved to ensure their long-term value?</li> <li>vii. What resources will you require to deliver your plan?</li> </ol> <p>Online guidance outlines issues that should be considered under each question</p> |
| <b>Source / Notes</b>     | <p>Guidelines for DMPs are available at:<br/> <a href="http://stfc.ac.uk/Funding+and+Grants/40057.aspx">http://stfc.ac.uk/Funding+and+Grants/40057.aspx</a></p> <p>See also the STFC Scientific Data Policy at:<br/> <a href="http://www.stfc.ac.uk/Resources/pdf/STFC_Scientific_Data_Policy.pdf">http://www.stfc.ac.uk/Resources/pdf/STFC_Scientific_Data_Policy.pdf</a></p>   | <p>From 'Guidance for researchers: Developing a data management and sharing plan' at:<br/> <a href="http://www.wellcome.ac.uk/About-us/Policy/Spotlight-issues/Data-sharing/Guidance-for-researchers/index.htm">http://www.wellcome.ac.uk/About-us/Policy/Spotlight-issues/Data-sharing/Guidance-for-researchers/index.htm</a></p>  |