

## Guide to a Data Management Plan (Stand 06/2021)

### 1. General

- (1) Project Name:
  
- (2) Project Manager\* (+ORCID):
  
- (3) responsible\* person for FDM in the project (+ORCID):
  
- (4) Research Funding Organization:
  
- (5) name of grant program:
  
- (6) relevant FDM policies/guidelines for the project:
  
- (7) substantive description of the research project:



## 2. Description of expected data collection

(1) Data types/types:

(2) File formats:

(3) scope of data collection:

(4) versioning strategy during the project:

(5) Data storage/storage locations during project life:

(6) Data organization / folder structure during project lifetime:

(7) Potential reproducibility of data collection:

(8) Data quality assurance methods:





### 3. Data documentation

- (1) Are there subject-specific metadata standards?
  
- (2) Does the repository where you plan to publish specify a metadata schema?
  
- (3) What metadata do you need to sufficiently describe your data so that it is comprehensible to outsiders?

### 4. Data archiving

- (1) Requirements for archiving besides "good scientific practice" (10 years)?
  
- (2) Are institutional infrastructures in place to archive the data?
  
- (3) Responsibility for long-term archiving?
  
- (4) What criteria can be used to select the data to be archived?
  
- (5) Which data can be deleted?





## 5. Data publication

- (1) Should the data be published?
  
- (2) Who is responsible for the publication?
  
- (3) Under what conditions should the data be published (open access, closed access, embargoed access)?
  
- (4) Where should the data be published? (Repository, Data Journal...)?
  
- (5) Will the publication meet privacy and data security requirements?

## 6. Legal aspects

- (1) Is there copyright protection for your data? How can you regulate ownership of the data?
  
- (2) Who has rights of use (copyright §31) to your data?





- (3) Is there a reference to persons (DSGVO, chapter 9)? What measures do you have to implement to ensure data protection (pseudonymization, anonymization)?
  
- (4) Are there contractual restrictions that delay or prevent data publication after the end of the project (embargo periods, cooperation agreements)?

## 7. Responsibilities

- (1) Who monitors compliance with and implementation and, if necessary, revision of the DMP over the entire duration of the project?
  
- (2) Who is responsible for individual components of the FDM in each case?





## 8. Costs

(1) Personnel costs for implementation of the FDM?

(2) Costs for required software/hardware?

(3) Costs for long-term archiving?

(4) Costs for repositories?

(5) Can funds be requested for the FDM?

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