University of Hertfordshire **UH**

Data Management Plan

For PG Research Students

| Student: |
| Principal Supervisor: |
| Project Title: |
| Funding Body: |
| Project Dates: |

1 Introduction and context

1.1 Related data policies

Funding body requirements	

1.2 Roles and responsibilities

Contact details and expertise of nominated data managers / principal investigators / named individuals		
Additional expertise		

1.4 Project Aims and Purpose

1.5 Glossary of terms

2 Defining your data

What existing data will you use? Consider literature, archives, and collaborations.

What new data will you gather? How often do you get new data, and where from?

How much data will you generate? How much have you gathered so far? How much will you generate per week / year?

What file formats do you use? Consider software specific, long-lived, and standard formats.

3 Looking after your data

3.1 Storage

Where (physically) will you store the data?

Whose responsibility is the storage of the data?

Who has access to these data?

How will your sensitive data be encrypted? Who has access to these sensitive data?

3.2 Back-up

How will you back-up the data?

How regularly will back-ups be made?

Whose responsibility will this be?

How will you test if your back-up is reliable?

3.3 Data Organisation

What different versions of each data file do you create? How are these produced and controlled?

What additional information is needed to understand these data? How is this metadata produced?

How do you structure and name your folders and files? Do you use a naming convention?

4 Sharing your data

4.1 Working data

Who owns the data that you produce?

Who else has a right to see or use these data?

How will you share your working data with collaborators, your supervising team, and yourself between devices?

4.2 Publishing your data	
Will you share the data you capture or create?	Yes / No
How and where will you publish your data?	
Are there any reasons not to share or re-use data?	
Where will your data be archived? For how long will it be kept? Who will review these data?	
Do you plan to publish findings which rely on the data?	Yes / No
4.3 Timing	
Is there a right-of-first-use agreement for the original data collector/ creator/ principal investigator?	Yes / No
Details of any embargo periods for political/commercial/patent reasons	

5 Executing your DMP
Who is responsible for making sure that this plan is followed?
How often will this plan be reviewed and updated?
What actions have you identified from the rest of this plan?
What further information do you need to carry out these actions?

Signed by Student: _____ Date: _____

Signed by Supervisor: _____ Date: _____