

Data Management Plan (DMP)

1. General

1.1 Name researcher, PhD-student:

1.2 Research group:

1.3 Name research project:

1.4 Document name DMP:

1.5 Version: 1.0

1.6 Date:

2 Data types

2.1 What types of data will be collected and/or generated?

☐ Data from public sources (archives, libraries) and databases only?

Save and sign the form and send a scan of the form to your supervisor

☐ Other data? Continue to 2.2

2.2 Describe the data that will be collected and/or generated.

NB. For example: interviews, video- and audiotapes, transcriptions, questionnaires, reports, surveys, drawings, pictures, field notes, memos, codes, SPSS data files.

Describe which specific hardware is used next to a pc/laptop. Will you use specific software for data analysis and which formats do you use? File formats can be DOCX, TXT, XLSX, WAV, JPG, PDF, SPSS, TIFF etc.

3 Data storage

3.1 Where are digital data stored during the research?

☐ PThU OneDrive (Access with my PThU ID and login)

☐ Another data storage facility

NB. Describe how and where. Where the data will be stored, how backups and security have been assured and why you cannot use PThU OneDrive.

3.2 How much storage capacity is required during the research?

☐ less than 100 GB

☐ more than 100 GB

NB. For extra storage capacity (> 100 GB) send a request to services@brunel.net

3.3 With whom will you be sharing the data during the research?

☐ with persons within PThU (e.g. your supervisor)

☐ with persons outside the PThU

☐ data will not be shared.

Please describe how data will be shared and security has been assured.

3.4 Is the data privacy sensitive and/or confidential?

☐ No

☐ Yes

NB. Describe how you will arrange agreements with respondents and where the documents (like informed consent forms) safely will be stored.

Describe if personal data will be anonymized and which measures you will take to safely store privacy sensitive and/or confidential data during your research.

NB. Read the policy of the PThU and about other legal aspects, for example the General Data Protection Regulation (GDPR) and academic integrity. More information see:

<https://www.pthu.nl/en/about-us/library/research-data-management/>

4 Archiving and sharing after research

4.1 In which data repository will the data be stored for long-term archiving?

☐ DataverseNL (Secure storage of all data in DataverseNL is possible without making all files accessible)

☐ Other, please specify:

NB. For more information, see the [data management guide](#) of the Rijksuniversiteit Groningen Digital Competence Center, or contact the PThU Library: library@pthu.nl

4.2 Is some of your data *not* suitable for reuse (for example, because of privacy issues)?

☐ Yes

☐ No

NB. Describe which data is not suitable for reuse. Plus: If you have sensitive data, make an appointment with a data specialist for setting up your DataverseNL-space.

4.3 In which data repository will the *shareable* data be *published*?

☐ DataverseNL

☐ Others, please specify:

NB. For more information, see the [data management guide](#) of the Rijksuniversiteit Groningen Digital Competence Center, or contact the PThU Library: library@pthu.nl

4.4 Will non-digital data be used (photos, videos, field notes, etc.) that have to be digitized for archiving?

☐ No

☐ Yes

NB. If yes, discuss with your supervisor.

4.5 Will the data be stored in a *preferred* format.

NB. See for examples of preferred file formats the [format inventory](#) of DANS.

NB: It is also possible to save the same data in different formats to insure long-term accessibility and interoperability.

0 Yes, please specify:

0 No, please explain why not and describe which formats will be used:

5 Conclusion

5.1 This DMP has been discussed with the supervisor(s) on: [date(s)]

5.2 This DMP has been discussed with other experts on | : [name(s) and date(s)]

5.3 Signature of researcher/PhD student and supervisor

Researcher / PhD student:

Supervisor:

Name:

Date:

Name:

Date: