**Data management plan (DMP)** ©PThU – Aug. 2023

**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:

1.6 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 and to [bibliotheek@pthu.nl](about:blank)
* Other data?   
  Continue to 2.2

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

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?**

* On campus network of the Vrije Universiteit, this is H(ome):-drive and/or G(roup):-drive
  + Access with my own VUnetID
  + Via my supervisor(s)
* 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 H and/or G drive.

**3.2 How much storage capacity is required during the research?**

* Storage on H:drive less than 3 GB
* Storage on H:drive more than 3 GB
* Storage on G:drive less than 10 GB
* Storage on G:drive more than 10 GB

**NB**: For extra storage capacity send a request to [fb@pthu.nl](mailto:fb@pthu.nl).   
You need a VUnetID to request more storage capacity.

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

* with persons from PThU and/or VU
* with persons from other universities in the Netherlands
* with persons outside the Netherlands
* data will not be shared

Please describe how data will be shared and backups and security have 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 AFTER RESEARCH**

**4.1 Are the data suitable for reuse?**

* Yes (continue to 4.2)
* No (continue to 4.3)

**NB**: Describe why the data are not suitable for reuse.

**4.2 In which data repository will the data be stored for long-term archiving (and reuse – If possible)? Mark all that apply.**

* DataverseNL (online platform, (semi-)open access)
* G drive Secured Data Storage (no open access, only closed storage)
* Others, please specify:

**NB**: For more information see [http://libguides.vu.nl/researchdata/data-archiving](about:blank) or [https://www.pthu.nl/media/downloads/overzicht-dataopslagmogelijkheden-pthu.pdf](about:blank) or contact the PThU Library, [library@pthu.nl](about:blank)

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

* No (continue to 4.6)
* Yes

If yes, discuss this with your supervisor.

**4.4 Will non-digital data be stored at the PThU?**

* Yes  
  If yes, contact the library, [bibliotheek@pthu.nl](mailto:bibliotheek@pthu.nl).
* No  
  If no, describe why not and describe where these data will be stored.

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

See for examples: <https://dans.knaw.nl/en/file-formats/>

* Yes, please specify:
* No   
  Explain why not and describe which formats will be used.

**4.6 How and where can the data be accessed for the purposes of verification?**

**4.7 How and where can the data be accessed for the purposes of verification if the researcher leaves the PThU as an employee?**

**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:

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Name: Name:

Date: Date: