

Research data management plans: how to write one



The small print

Prerequisites

Time in the workshop is precious – it is an opportunity for you to interact with the workshop leader and other participants through questions and discussions and to share your experiences and concerns. To make the most of this time we sometimes ask you to carry out learning activities ahead of the workshop so that everyone comes into the class with the same basic knowledge. We keep this prior learning to a minimum and often make use of online videos. Online videos provided through ‘Molly’ can be accessed by University members anytime, anywhere, through a browser or app.

Your course booking will tell you if any prior learning activity is required. If you don’t have an environment where you can do this learning, you can come along to one of our ‘quiet’ sessions. These are scheduled every week in normal term-time, and are a quiet space where you can work through ‘Molly’ videos or other workshop resources.

If you turn up for a workshop without having done the prior learning, the workshop leader may suggest that you come back on another session.

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About the workshop designer

Meriel is a member of the IT Services Research Support team. She has been involved in research data management support (including developing and delivering training) in Oxford for over a decade. She is also part of Research Data Oxford, a cross-departmental initiative offering advice and support.

Revision history

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1.0	October 2014	Meriel Patrick	Created
1.1	February 2015	Meriel Patrick	Minor updates
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1.5	November 2018	Meriel Patrick	Minor updates
1.8	January 2019	Meriel Patrick	Minor updates Version number brought into line with version number for accompanying slides
1.9	June 2020	Meriel Patrick	Course book edited to fit new template

About this workshop

This workshop provides an introduction to creating data management plans for research.

What you will learn

We will look at what a data management plan is, and the reasons for creating one.

We will work through the types of information that would typically be included in a data management plan, and look at some of the services and resources provided by the University of Oxford.

We will include pointers to further resources for data management planning, and will look in particular at the Digital Curation Centre's free tool DMPonline.

Time permitting, there will be a chance for you to explore some of the resources, and perhaps start building your own plan.

What you need to know

This course does not require any pre-existing IT skills or knowledge beyond the ability to use a web browser and basic word processing. The course is aimed at researchers (and those supporting them), so a general familiarity with the research process is assumed.

The resources you need

To explore the resources discussed (and to start developing your own data management plan) you will need access to a computer with a web browser installed. Sample data management plan templates will also be made available as Word and PDF files: if you wish to view and edit these, you will need the appropriate software.

Unless you have been told otherwise, in classroom workshops there will be computers available for you to use. You can also use your own computer if you prefer.

If you would like to save a copy of the data management templates, or of a data management plan draft you are working on, for later use, you may wish to bring a data stick along to classroom-based courses. You could also email a copy to yourself.

Learning Objectives

This workshop has the following learning objectives:

Learning Objective One – To gain a general overview of what data management plans are, and the reasons for creating one

Learning Objective Two – To learn about the various types of information that would typically be included in a data management plan, and about Oxford provision of data management services and resources

Learning Objective Three – To learn about further sources of information and guidance

Learning Object Four – To explore the Digital Curation Centre's DMPonline tool, and to look at some templates for building a data management plan

Learning objective one – Gaining a general overview of data management plans

What is research data management?

Research data management is an umbrella term – it covers both dealing with data on a day-to-day basis during the lifetime of a research project (organizing it, structuring it, choosing appropriate software or other technologies to manage it with, storing it, backing it up, and so forth) and longer term issues (sharing and preservation, for example).

What is a data management plan?

A data management plan (or DMP) is a document which outlines how data will be managed over the course of a project. It details plans and expectations for the data which will be used. Key topics that would normally be covered include:

- Nature of data and its creation or acquisition
- How it will be documented
- Storage and security
- Legal and ethical issues
- Preservation and sharing

Why make a data management plan?

Some funding bodies now require researchers to provide a data management plan as part of the application process. This reflects the increased interest in research data taken by funders over the last few years – data is increasingly being recognized as a valuable research output in its own right.

Even if your funder doesn't require a plan, there are still good reasons to make one. It's a chance to anticipate possible problems before they occur – and look for solutions in good time.

Making a plan will often save time and reduce stress later in the project. Many aspects of data management are straightforward if they're planned for from the beginning, but much harder to do retrospectively. Planning ahead can bring particular benefits when it comes to preparing data for sharing. For example, documenting what's happened to data can be done quickly and easily if good recording processes are built into the research methodology, but trying to unpick what's been done later on may be almost impossible.

Dwight D. Eisenhower, who served as a general in World War II and then went on to become president of the USA, is on record as having said 'In preparing for battle, I have always found that plans are useless but planning is indispensable.' While a research project isn't (or shouldn't be) a battle, President Eisenhower's words nevertheless have some relevance in this context. It is almost inevitable that unexpected events will arise – it's very rare that everything goes exactly as anticipated. But although this means you may often have to adapt your plan to take account of new developments, this makes having created a plan in the first place more essential, not less. If you've thought through all the relevant issues, you're less likely to be taken by surprise – and you'll be better placed to respond when the unexpected does crop up.

When should a DMP be created?

The earlier in a project a plan is created, the better. However, it's never too late: even if a project is starting to draw to a close, it may still be worth investing some time in planning for the life of the data beyond the end of the project.

Plans are often created when applying for funding or setting up a project. It's common to create an initial outline plan at the funding bid or initial idea stage, and fill this out later when the project is getting underway.

In fact, it's best to think of planning as a process, rather than a one-off task. Things will change and new circumstances will arise, so it's good practice to revisit and revise plans regularly. A schedule for doing this can be included in the initial version of the plan – you might, for example, plan to see if the plan needs updating every six months.

Learning objective two – Data management plan content

There are various ways of structuring a data management plan, but a typical plan would contain these elements:

- Description of the project and the data
- Plans for handling the data during the project
- Plans for documentation and metadata
- Long-term plans for the data
- Consideration of requirements that need to be met (legal, ethical, institutional, funder)
- Practical planning to ensure the plan can be implemented

Describing the project and data

It's helpful to begin a plan with a brief description of the project's subject matter and overall goals, to set things in context. It's also worth recording who'll be working on the project: if it's a team endeavour, each person's role should also be noted.

The main content of this section of the plan will be a description of the data it is anticipated will be used during the project. This would include:

- Details of the type of data – will it be textual, numerical, images, videos, or something else? Many projects will use a combination of types of data.
- An estimate of the quantity of data, in terms of number of files or records, and/or their size. It may be hard to give an accurate figure at this stage, but having some idea of how much data is expected (even if this is just an indication of whether it should be thought of in terms of megabytes, gigabytes, or terabytes) makes it easier to select appropriate storage solutions.
- Information about the file formats that will be used.

Information should also be given about where the data will come from. Will it be collected or generated during the project? If so, give a brief description of the methods that will be used. If data from earlier projects, or third-party data from an external source such as an archive or commercial supplier is being used, note this and the source(s).

Handling data during the project

This section of the plan should cover a range of practical issues to do with how the data will be dealt with during the active phase of research – while data is being collected, manipulated, and analysed.

Key considerations here include:

- Where will the data be stored? If the size of the data isn't vast, it can be tempting simply to keep everything on a personal device such as a laptop. But this isn't always the best option: other solutions may offer better security, and/or make it easier to share data with colleagues.
- What software will be used to store and analyse the data?
- How will the data be backed up? What plans are in place to ensure that back-ups actually happen? (For example, can backing-up be automated?)
- Does data need to be shared within the project team? If so, how will this be achieved?
- If any of the data is confidential or otherwise sensitive, how will it be kept secure?
 - Any project involving human subjects will need to seek ethical approval from CUREC, who may have specific requirements regarding data security.

- How will versioning be handled – that is, how will the project keep track of subsequent versions of the same dataset, and ensure that the appropriate version (usually the most recent one) is being used? This is particularly important if multiple people will be working on the same dataset.

Oxford provision and services

Oxford provides various resources to help researchers store their data securely.

- You may be entitled to storage space on a departmental server. This can be a good option, as it often provides an easy way of sharing data within a project team, and departmental servers are usually automatically backed up.
 - Ask your department's IT officer if this option is available to you.
- All University members have access to up to 5TB of data storage via the Nexus365 OneDrive for Business service.
 - See <https://help.it.ox.ac.uk/nexus365/onedrive-business>
- Nexus SharePoint can also be used for storing and sharing files.
 - See <http://help.it.ox.ac.uk/nexus/sharepoint/>
- The University has a subscription to the LabArchives electronic lab notebook service, which offers unlimited data storage.
 - See <https://help.it.ox.ac.uk/research/elN/index>
- If none of the above can provide what you need, IT Services' Infrastructure Chargeable Services may be another option. (The cost can be significant, so this is mostly for larger projects with substantial budgets.)
 - See <https://www.it.ox.ac.uk/infrastructure-chargeable-services>
- The HFS back-up service is free to staff and postgraduate students. This can be set to automatically back up computers connected to the University network.
 - See <http://help.it.ox.ac.uk/hfs/>
- InfoSec can advise on security.
 - See <https://www.infosec.ox.ac.uk/>

Documentation and metadata

Another important aspect of day-to-day data handling is documentation – that is, ensuring that all relevant contextual information needed to permit proper interpretation of the data is recorded. Documentation can be thought of as a user's guide to the data. This might include describing methods, recording how data has been manipulated, and ensuring that acronyms, abbreviations, and coding are adequately explained.

In this section of the plan, you should state how the data will be documented and described. It's also worth thinking about whether practice can be standardized, particularly for projects where a team of people are involved. Consistent conventions for naming files, or for recording what has been done to or with data, can make it much easier to navigate a large body of information. It's best if these conventions can be in place right from the start of the project – although sometimes they may need to evolve as the work progresses.

Metadata is literally data about data, and is a term often used to refer to a particular type of documentation which has a defined structure and is frequently designed to be machine readable – it may be used, for example, to create a catalogue record for a dataset deposited in an archive. The information that's useful varies between subject areas, and hence many academic disciplines have their own metadata standards, or recommended formats in which data about datasets should be

presented. It's worth being aware of these in advance, so you can ensure you're capturing all the relevant information. The Digital Curation Centre has collected information about disciplinary standards on their website – see <http://www.dcc.ac.uk/resources/metadata-standards>.

Long-term planning

When you're in the planning stages, the end of a project can seem a long way off. However, it's well worth giving some thought to longer-term issues early on – in particular, what will happen to the data at the end of the project.

Data is increasingly being recognized as a valuable research output in its own right, and consequently, researchers are being encouraged to ensure that data is preserved, and where possible, made available for use by others.

Presenting data in a format that's suitable for re-use is likely to require some work, but effort can be minimized if processes for doing this are built into the project's workflows from the beginning.

This section of a data management plan should explain the long-term plans for the data used during the project, and consider what needs to be done during the rest of the project to facilitate these plans.

Repositories and archives

One of the best ways of making data available for re-use is to deposit a copy in a specialist data repository or archive. These are designed to provide a secure long-term home for data, and mean that once data has been deposited, the researcher no longer needs to worry about curation. It's usually possible to embargo datasets for a fixed period (to allow the creators of the data time to publish their findings, for example), or to impose restrictions on re-use.

Many national disciplinary archives exist. Re3Data.org provides a searchable catalogue of these - see <http://www.re3data.org/>. It can be worth identifying a suitable repository well ahead of time: this allows you, for example, to follow any guidelines they have about how data should be presented.

For datasets which need to be preserved, but which don't have another obvious home, Oxford has its own institutional data archive, ORA-Data. ORA-Data is designed to work in parallel with the existing ORA service for textual research outputs. For more information, see <http://www.bodleian.ox.ac.uk/bdlss/digital-services/data-archiving>. Depositing in ORA-Data is free of charge at present, although it's possible this will change in the future.

Meeting requirements

Measures to ensure some requirements have been met may have been included in earlier sections, but it's worth taking a special look at this to ensure everything has been covered.

Legal and ethical requirements

A key issue to clarify is who owns the data used during the project. If data has come from multiple sources, or been worked on by different groups, the rights situation may be complex. You may need to seek specialist help – contact the Research Support team at IT Services (researchsupport@it.ox.ac.uk) for advice.

If you're using third-party data, or confidential information, there may be restrictions on what can be done with the data. It's important that these are clearly documented, and a plan made for ensuring that any restrictions aren't violated. If data is sensitive, this will include a plan for ensuring an adequate level of security is maintained.

If you're hoping to (or are required to) share data at the end of a project, there may be steps it's necessary to take earlier on to allow this to happen – you may need to ask research subjects for appropriate consent, for example, or to make a plan for anonymizing data.

If data sensitivity issues mean that some data will need to be destroyed after use, this should also be noted, and a plan for doing so should be put in place.

Funder and institutional requirements

Many funding bodies now impose requirements relating to data – for example, researchers may be asked to publish their data at the end of a project, unless there's a good reason not to do this. It's worth checking your funder's requirements early on, so you can ensure that adequate plans for meeting them have been made.

Researchers should also be aware of the University of Oxford Policy on the Management of Data Supporting Research Outputs. This makes a number of stipulations about data integrity – that data should be complete, accurate, retrievable, and secure, for example. It also states that data should be retained for *at least* three years after publication or public release of any research outputs supported by the data (longer if required by funders), and made available for re-use by other researchers wherever possible.

Summaries of funder requirements and a copy of the University of Oxford policy can be seen on the Research Data Oxford website: <http://researchdata.ox.ac.uk/>

Practical planning

Finally, a data management plan should consider how the plan itself will be implemented. It's helpful to agree responsibilities for putting each element of the plan into action, and to ascertain at an early stage whether any additional resources (including extra time) will be needed.

As noted above, planning should not be viewed as a one-off event, but rather as a process that continues throughout the research project. It's therefore good practice to consider how adherence to the plan be evaluated, and when the plan will be revisited. For example, you might plan to assess the project's data management practice every six months, and to use that as an opportunity to revise the plan to reflect current circumstances.

Learning objective three – Further sources of information and guidance

Research Data Oxford website

Research Data Oxford is a central advisory service for members of the University of Oxford. The website covers all aspects of research data management, including giving an overview of funder requirements. The University of Oxford Policy on the Management of Data Supporting Research Outputs is also available.

The Research Data Oxford website can be found at <http://researchdata.ox.ac.uk/>.

If you have any questions, you can also contact the Research Data Oxford team by emailing researchdata@ox.ac.uk.

Digital Curation Centre

The DCC is a national service providing advice and resources. Although their focus is on data preservation, they cover the whole research process, and have a wealth of resources relating to data management planning.

These include the online guide 'How to develop a data management and sharing plan', a checklist for DMPs, example plans, and a summary of funders' requirements.

The DCC also provides the web-based DMPonline tool – see below for more details.

The DCC's website can be found at <http://www.dcc.ac.uk/>.

UK Data Archive

As well as being the UK's largest collection of digital social sciences and humanities research data, the UK Data Archive provides extensive advice on how to deal with research data, covering storage, documentation, planning for sharing, and a range of other topics.

One particularly useful resource for those working with human subjects is the section on consent and ethics. This includes sample consent forms, which provide some pointers on how to provide subjects with an appropriate level of confidentiality, while also making as much data as possible available for re-use by other researchers.

The UK Data Archive's website can be found at <http://www.data-archive.ac.uk/>.

University of Bristol resources

The University of Bristol offers a useful set of online guides to writing a data management plan for each of the RCUK funding bodies, plus some others. Their site also includes more general advice about sharing, storage, anonymization, etc. (But do bear in mind that it's aimed at Bristol researchers, so may contain references to Bristol-specific services.)

The University of Bristol data management planning guides can be found at <http://www.bristol.ac.uk/staff/researchers/data/writing-a-data-management-plan/>.

Research Support team, IT Services

The Research Support team at IT Services is available to help Oxford researchers with all technical aspects of research projects, including data management. They can provide help writing a plan, or give feedback on a draft, and are also available to advise on selecting appropriate software and storage solutions, and on data modelling.

You can contact the Research Support team by emailing researchsupport@it.ox.ac.uk.

Learning objective four – Tools for data management planning

DMPonline

The Digital Curation Centre offers a free online data management planning tool called DMPonline. This offers a variety of templates, to meet the requirements of various funding bodies, plus guidance on how to complete them. Plans can be revised and expanded over time, and can also be shared with colleagues or exported for use elsewhere.

DMPonline can be found at <https://dmponline.dcc.ac.uk/>.

Twenty Questions for Research Data Management

Another resource for building a DMP is 'Twenty Questions for Research Data Management', created by Oxford academic David Shotton. The questions are accompanied by sample answers to aid completion, and answering all the questions is sufficient to create a basic data management plan.

A copy is provided along with these notes. For classroom-based courses, an electronic copy will be available on the H: drive. You can also download a copy from <http://researchdata.ox.ac.uk/portfolio/dmp-templates/>.

The original version can be found online at:

<http://datamanagementplanning.wordpress.com/2012/03/07/twenty-questions-for-research-data-management/>.

Other templates

Plenty of other templates also exist. A simple one designed for use by graduate students is also included with these notes (and for classroom-based courses, available on the H: drive). You can also download a copy from <http://researchdata.ox.ac.uk/portfolio/dmp-templates/>.

Appendix: Student exercise

Drafting a data management plan

- Start the process of drafting a data management plan for your own research

Using either DMPonline (<https://dmponline.dcc.ac.uk/>) or one or the other DMP templates, start the process of drafting a data management plan for your own research.

You may find there are questions you can't answer at this stage. If this happens, make a note of what you need to find out, or what decisions need to be made.

Remember to save a copy of your work so you can continue the drafting process later.

If you don't need to draft a plan right now, you can use the time to explore some of the resources mentioned above.

Further information

Getting extra help

Course clinics

The IT Learning Centre offers bookable clinics where you can get pre- or post-course advice. Contact us using courses@it.ox.ac.uk.

Study videos from Molly

Molly is our collection of self-service courses and resources. This includes providing LinkedIn Learning video-based courses free to all members of the University. Visit skills.it.ox.ac.uk/molly and sign in with your Single Sign-On (SSO) credentials.

Some courses recommend pre- and/or post-course activities to support your learning. You can watch these online videos anywhere, anytime, and even download them onto a tablet or smartphone for off-line viewing.

If you need a quiet place to work through learning activities away from distractions, the IT Learning Centre offers 'quiet' sessions where you can book a place. These are scheduled frequently during normal term times.

About the IT Learning Portfolio online

Many of the resources used in the IT Learning Centre courses and workshops are made available as Open Educational Resources (OER) via our Portfolio website at skills.it.ox.ac.uk/it-learning-portfolio.

About the IT Learning Centre

The IT Learning Centre delivers over 100 IT-related teacher-led courses, which are provided in our teaching rooms and online, and we give you access to thousands of on-line self-service courses through Molly (powered by LinkedIn Learning).

Our team of teachers have backgrounds in academia, research, business and education and are supported by other experts from around the University and beyond.

Our courses are open to all members of the University at a small charge. Where resources allow, we can deliver closed courses to departments and colleges, which can be more cost-effective than signing up individually. We can also customize courses to suit your needs.

Our fully equipped suite of seven teaching and training rooms are usually available for hire for your own events and courses.

For more information, contact us at courses@it.ox.ac.uk.

About IT Customer Services

The IT Learning Centre is part of the Customer Services Group. The group provides the main user support services for the department, assisting all staff and students within the University as well as retired staff and other users of University IT services. It supports all the services offered by IT Services plus general IT support queries from any user, working in collaboration with local IT support units.


The Customer Services Group also offers a data back-up service; an online shop; and a PC maintenance scheme. Customer Services is further responsible for desktop computing services – for staff and in public/shared areas – throughout UAS and the Bodleian Libraries.

About the IT Services Research Support team

The IT Services Research Support team can help with the technical aspects of research. We can advise on data management (including providing feedback on data management plans), storage, security, technologies for organizing and analysing data, and much more.

For more information, contact us at researchsupport@it.ox.ac.uk.

Welcome to the IT Learning Centre



You are in the right place ...

... We'll be starting soon

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Research data management plans:
How to write one


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iT Centre Learning iT services UNIVERSITY OF OXFORD

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Ready To Learn?



- Today's session takes place in a video-call using *Teams*
- Can you see and hear the teacher?
- Please tell us if anything doesn't work
- Don't plan to multi-task



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Today's resources



- The workbook and data management plan templates are available from the IT Learning portfolio

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Today's session

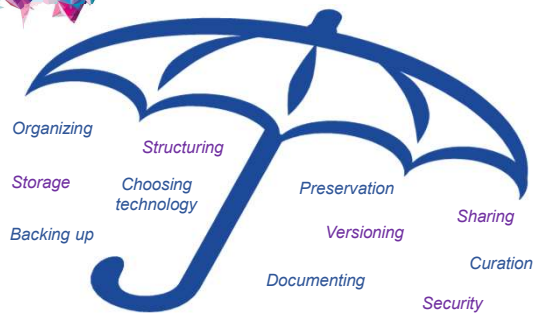


- Overview of data management plans
 - What they are
 - What goes in them
- Tools, resources and sources of further information
- A chance for you to start building your own plan



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What is research data management?



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What is a data management plan?

- A document which outlines how data will be managed over the course of a project
- Details plans and expectations
 - Nature of data and its creation or acquisition
 - How it will be documented
 - Storage and security
 - Legal and ethical issues
 - Preservation and sharing



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Why make a data management plan?

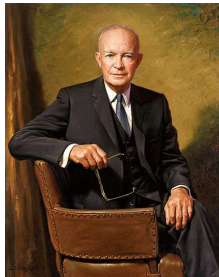
- Some funding bodies require them
- Anticipate possible problems - and look for solutions
- Save time and reduce stress later
 - Much data management is straightforward if planned from the beginning
 - But much harder to do retrospectively
 - Particularly preparing data for sharing



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'In preparing for battle, I have always found that plans are useless but planning is indispensable.'

Dwight D. Eisenhower



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When should a DMP be created?

- As early as possible - but it's never too late
 - Ideally when applying for funding or setting up a project
 - An initial outline plan may be expanded later
- Planning is a process, not a one off task
 - Good practice to revisit and revise plans regularly
 - A schedule for doing this can be included in the initial version



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Data management plan content



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What goes into a data management plan?

1. Description of the project and the data
2. Plans for handling the data during the project
3. Plans for documentation and metadata
4. Long-term plans for the data
5. Consideration of requirements that need to be met (legal, ethical, institutional, funder)
6. Practical planning to ensure the plan can be implemented



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1. Describing the project and data

- What is the project setting out to do?
- Who will be working on it?
- What sort of data will the project work with?
 - Type (text, numerical, images, videos...)
 - Quantity (number and size of files)
 - File formats
- Where will it come from?
 - Collected during the project? (If so, how?)
 - Third party data? (Where from?)



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2. Handling the data during the project

- Where will the data be stored?
- What software will be used?
- How will the data be backed up?
- Does data need to be shared within the project team?
 - How will this be achieved?
- How will data be kept secure?
- How will versioning be handled?



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Oxford provision and services

- You may be entitled to storage space on a departmental server
 - Ask your department's IT officer
- Nexus SharePoint can be used for sharing files
 - See <http://help.it.ox.ac.uk/nexus/sharepoint/>
- Nexus365 OneDrive for Business provides up to 5TB of storage per person
 - See <https://help.it.ox.ac.uk/nexus365/onedrive-business>




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Oxford provision and services




- The LabArchives electronic lab notebook service includes unlimited data storage
 - See <https://help.it.ox.ac.uk/research/elc/index>
- IT Services' Infrastructure Chargeable Services may be another option
 - See <https://www.it.ox.ac.uk/infrastructure-chargeable-services>




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Oxford provision and services




- InfoSec can advise on security
 - See <https://www.infosec.ox.ac.uk/>
 - If relevant, also worth checking whether CUREC have any special requirements
- HFS back-up service is free to staff and postgraduate students
 - See <http://help.it.ox.ac.uk/hfs/>




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3. Documentation and metadata



- How will data be documented and described?
 - What contextual information needs to be recorded?
- Can practice be standardized?
 - File naming
 - Recording methods
- Are there disciplinary metadata standards you should be aware of?
 - See the DCC's <http://www.dcc.ac.uk/resources/metadata-standards>



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4. Long-term planning



- What will happen to the data at the end of the project?
- Can the data be preserved by depositing it in an archive?
- Can the data be made available for use by other researchers?
 - How will it need to be prepared for sharing?
- What needs to be done during the rest of the project to facilitate long-term plans?



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Repositories and archives



- A secure long-term home for research data
- Many national disciplinary archives exist
 - Re3Data.org offers a searchable catalogue of repositories
- ORA-Data is Oxford's institutional archive for data without an obvious home



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5. Meeting requirements - legal and ethical



- Who owns the data?
 - Are there restrictions on what can be done with it?
 - If so, how will you ensure these are met?
- Is any of the data confidential or otherwise sensitive?
 - How will you keep data secure during the project?
 - Can data be shared? Do you need to ask for consent, and/or to anonymize it?
 - Will any data need to be destroyed? How?



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5. Meeting requirements - funder and institutional



- Does your funding body impose requirements?
 - Are you asked to publish your data?
- What does the University of Oxford Policy on the Management of Data Supporting Research Outputs require you to do?
 - Data should be secure, retrievable, and accurate
 - Data should be retained for *at least* three years, and shared if possible
 - View the policy at <http://researchdata.ox.ac.uk/>

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6. Practical planning



- Who has responsibility for implementing each element of the plan?
- Will any additional resources be needed?
- How will adherence to the plan be evaluated?
- When will the plan be revisited and (if necessary) revised?



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Resources and guidance



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Research Data Oxford website

- Oxford's central advisory website
- Details of funder requirements
- Questions? Email researchdata@ox.ac.uk



<http://researchdata.ox.ac.uk/>

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Digital Curation Centre

- A national service providing advice and resources
 - 'How to develop a data management and sharing plan' – online guide
 - Checklist for DMPs
 - Example plans
 - Summary of funders' requirements
 - DMPonline tool



<http://www.dcc.ac.uk/>

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UK Data Archive

- UK's largest collection of digital social sciences and humanities research data
- Website offers advice on:
 - Planning for sharing
 - Consent and ethics
 - Documentation
 - Storage
 - Etc.



<http://www.data-archive.ac.uk/>

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University of Bristol resources



- Online guides to writing a data management plan for each of the UK research councils, plus some major funders
- Also more general advice about sharing, storage, anonymization, etc.
 - But remember it's aimed at Bristol researchers



<http://www.bristol.ac.uk/staff/researchers/data/writing-a-data-management-plan/>

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Research Support team, IT Services



- Help with technical aspects of research projects - including data management
- Can provide help writing a plan, or feedback on a draft

<http://research.it.ox.ac.uk>
researchsupport@it.ox.ac.uk

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Data management planning tools



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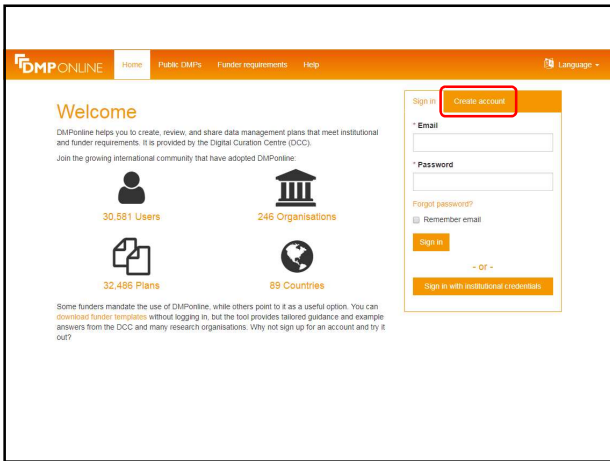
DMPonline

- Free online data management planning tool
- Offers a variety of templates
- Guidance from DCC and funding bodies



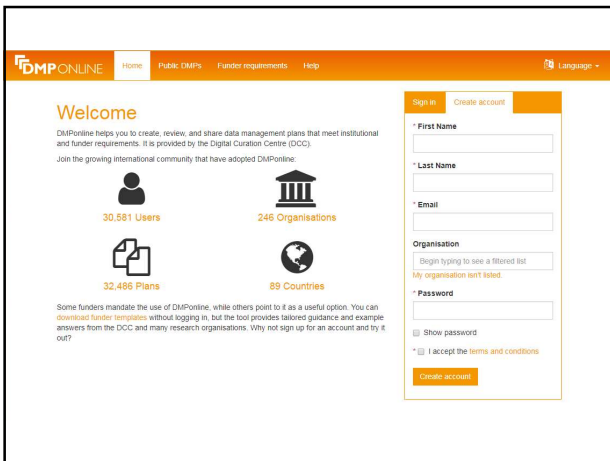
<https://dmponline.dcc.ac.uk/>

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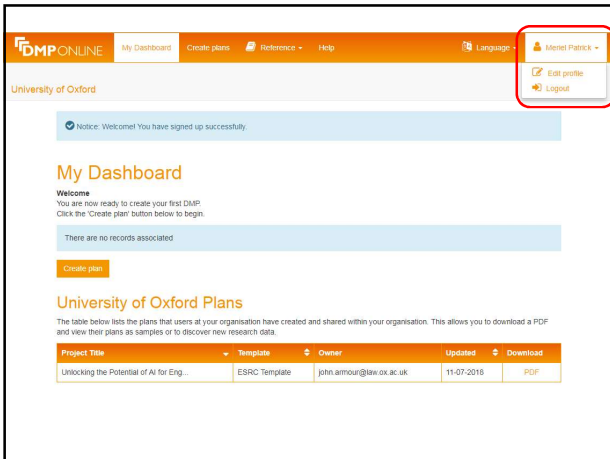
The screenshot shows the DMPonline homepage. The 'Create account' button in the top right navigation bar is highlighted with a red box. The main content area includes a 'Welcome' message, statistics (30,581 Users, 246 Organisations, 32,486 Plans, 89 Countries), and a sign-in form with fields for email and password.

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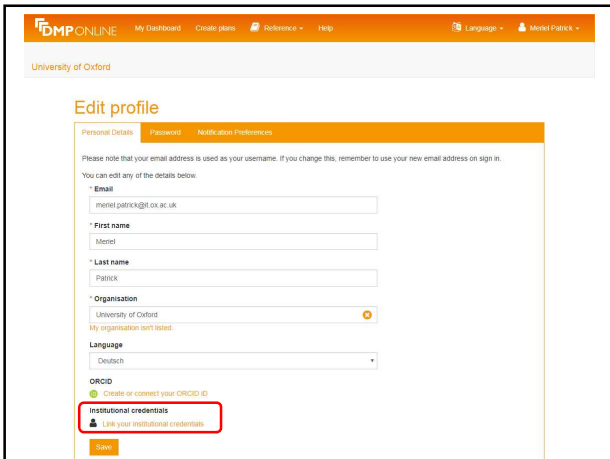


The screenshot shows the DMPonline homepage with the 'Create account' form expanded. The 'Create account' button at the bottom of the form is highlighted. The form includes fields for First Name, Last Name, Email, and Password, along with checkboxes for 'Remember email', 'Show password', and 'I accept the terms and conditions'.

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Other DMP templates

- Twenty questions for research data management
 - Answering the questions creates a basic DMP
- Data management plan for post-graduate research projects
 - A simple template for straightforward projects
- Available from the IT Learning Portfolio



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Over to you!

- Have a go at drafting a data management plan for your own research
 - Use whichever template you find most useful
- If there are questions you can't answer at this stage, make a note of
 - What you need to find out
 - Decisions you need to make



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Find the resources for the workshop in our IT Learning Portfolio

- Download the files (and more) from the IT Learning Portfolio at
- <https://skills.it.ox.ac.uk/it-learning-portfolio>



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