

Research data management plan for the application {acronym xxx}

| Section | indications |
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| 1. General Information | |
| <i>Project Name</i> | <i>Name of the research project (exactly as in the application)</i> |
| <i>Project-IF, Grant Number</i> | <i>An identification number of the institution or research fund, e.g. SFBxxx Z02</i> |
| <i>Principal Investigator(s)</i> | <i>Name of the researcher leading the project</i> |
| <i>ID No of Principal Investigator</i> | <i>/ e.g. ORCID, VIAF or GND</i> |
| <i>Contact Information</i> | <i>Contact information (name, telephone number, e-mail if applicable) of the contact person for questions about data management.</i> |
| <i>Project Description</i> | <i>Briefly describe the research project, the research questions to be addressed and the objectives of the project, and describe the reason for the data collection.</i> |
| <i>Funding Agency</i> | Deutsche Forschungsgemeinschaft /BMBF |
| <i>Funding Program</i> | xxx |
| <i>Relevant Guidelines and Policies</i> | |
| 2. Data Collection | |
| <i>Description of the research data</i> | <ol style="list-style-type: none"> 1) Briefly describe <ul style="list-style-type: none"> • <i>the type,</i> • <i>format,</i> • <i>expected size and</i> • <i>potential reproducibility of the research data to be reused or newly generated.</i> 2) <i>Provide information on the use of open and stable file formats or software.</i> 3) <i>Enter the reasons for the missing subsequent use of data (e.g. no data available; important data/parameters are missing).</i> 4) <i>Specify how the data will be generated and how versioning and structuring of files and folders will be handled during the project runtime.</i> 5) <i>Identify methods for data quality assurance (e.g. multiple sampling, repetition of experiments, data peer review) and the possibilities and relevance of re-use by other researchers.</i> |
| 3. Documentation and Metadata | |
| <i>Standards and Metadata</i> | <ol style="list-style-type: none"> 1) <i>Describe the type of data documentation that is intended to help other researchers understand your data.</i> 2) <i>Provide information on the origin of the descriptive metadata (e.g. automated; according to repository/data archive specifications).</i> 3) <i>Specify (research area-specific) standards to be used for the description (metadata, classifications, etc.).</i> 4) <i>If possible, specify a person responsible for metadata generation.</i> |
| 4. Data Accessibility | |
| <i>Making the data available</i> | <ol style="list-style-type: none"> 1) <i>Specify the expected data types to be published and the repository/data archive in which the data will be found.</i> |

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| | <p><i>Describe the access options (free, restricted, no access) and, if applicable, the license to be used (usually CC0 or CC-BY). Also consider a potential subsequent use.</i></p> <p><i>2) Provide information on the time and monetary costs of data preparation and provision. If the repository/data archive assigns a persistent identifier (DOI, handle, URN, etc.), make reference to this.</i></p> <p><i>3) Try to indicate an approximate publication date or period of data publication (directly after the end of the project, at the time of publication of the final report, at the time of article publication, etc.).</i></p> <p><i>It is advisable to contact a data repository/archive at an early stage to clarify the procedure and possible costs.</i></p> <p><i>5) If data publication is not possible, give reasons (e.g. data protection, copyright, publishing conditions).</i></p> <p><i>Please bear in mind that all project participants should agree to the publication of the data and that the relevant decision workflow is clearly communicated.</i></p> |
| <p>5. Data Storage and Maintenance</p> | |
| <p><i>Archiving and data preservation (incl. storage and back-up)</i></p> | <p><i>1) Provide information on how to preserve and backup data during the project duration and at the end of the project.</i></p> <p><i>2) Specify the data types to be archived and the selection procedure. Consider the 10-year retention period for digital research data.</i></p> <p><i>3) Estimate the total size of the research data to be received and indicate the place of archiving, the methodology of data transmission, a contact person for your project and possible costs.</i></p> <p><i>4) Describe the preparation of data documentation (e.g. technical requirements) and name responsibilities.</i></p> <p><i>5) Remember that not all data can or must be archived, but mainly data underlying a publication or "milestone files" of your project. Please provide information on how to proceed after the retention period has expired.</i></p> <p><i>If data must be destroyed due to data protection or have special requirements due to their sensitivity, point this out.</i></p> |

Magdeburg, 7.10.2019, Tim Herrmann, basierend auf:

Magdeburg, 30.09.2019, Daniela C. Dieterich, basierend auf:

Helbig, Kerstin. (2015). Hinweise und Checkliste zur Erstellung eines Datenmanagementplans. Version 1.0. Humboldt-Universität zu Berlin.

DCC. (2013). Checklist for a Data Management Plan. Version 4.0. Edinburgh: Digital Curation Centre. Online verfügbar: <http://www.dcc.ac.uk/resources/data-management-plans>

Ludwig, Jens, Enke, Harry (Hrsg.). (2013). Leitfaden zum Forschungsdaten-Management. Handreichungen aus dem WissGrid-Projekt. Glückstadt: Verlag Werner Hülsbusch. Online verfügbar:

http://www.wissgrid.de/publikationen/Leitfaden_Data-Management-WissGrid.pdf