

1. Introduction and context

- 1.1 Basic information (title, summary, funding, duration, partners etc)
- 1.2 What are the aims and purpose of research?
- 1.3 List of related policies (e.g. funding body requirements re. creation of a data management plan, institutional or research group guidelines, other dependencies) (Full version should demonstrate how these policies will be adhered to.)
- 1.4 What are the aims and purpose of data management plan? Who is the target audience? (Full version to include statement on plan revision schedule)
- 1.5 Glossary of terms

2. Legal, rights and ethical issues

- 2.1 Who owns the Intellectual Property and copyright?
- 2.2 How will the data be licensed? e.g. Creative Commons, attribution
- 2.3 What are the ethical and privacy issues? How will these be resolved? (e.g. anonymisation of data, consent agreements)
- 2.4 What is the dispute resolution process and/or mechanism for mediation?

3. Access, data sharing and reuse

- 3.1 How data will be made available? What is the process for gaining access? Are any permissions & restrictions placed on data?
- 3.2 How can / will the data be shared and re-use? Which bodies/groups are likely to be interested? What are the foreseeable uses?
- 3.3 Are there embargo periods? How is the release timeframe justified? Include note on right-of-first-use for original data collector/ creator/ investigator

4. Data collection/ development methods

- 4.1 What does 'data' comprise for the research? (Data description inc. volume, type, content to be created etc.)
- 4.2 Have you surveyed existing data? (inc. 3rd party data) What can be used/ extended? Are there any access issues? What is the 'added value' to reuse? Why does new data need to be created? What is the relationship between new dataset(s) and existing data? How will you manage interoperability i.e. what methods will be used to integrate the data being gathered in the project with pre-existing data sources?
- 4.3 How will you capture/create the data? inc. content selection, instrumentation, technologies and approaches chosen, methods for naming, versioning etc
- 4.4 How will metadata and documentation be captured? What form will it take? What standards will be used? What contextual details are needed to make data meaningful?

- 4.5 Why have you chosen particular standards and approaches? (e.g. recourse to staff expertise, Open Source, accepted domain-local standards, widespread usage)
- 4.6 What criteria will be used for Quality Assurance/Management (e.g. documentation, calibration, validation, monitoring, transcription metadata)

5. Data standards

- 5.1 Data types e.g. experimental measures, qualitative, raw, processed
- 5.2 Which file formats and platforms will be used and why? (e.g. recourse to staff expertise, Open Source, accepted standards, widespread usage)
- 5.3 How do data creation decisions take account of end user needs?

6. Short-term storage and data management

- 6.1 Anticipated data volumes?
- 6.2 Where will the data be stored? On what media? Who will be responsible? How will it be transmitted? (encryption if appropriate)
- 6.3 How will access arrangements and data security be managed? How permissions, restrictions and embargoes are enforced? Note on sensitive data, storage on off-network mobile devices etc
- 6.4 How regularly, by whom, and how will data be backed up?
- 6.5 Appraisal and retention timeframes (ideally with definite figures) (N.B. this may simply point to relevant institutional or funding body requirements/ policies: political, temporal, commercial, legal)

7. Deposit and long-term preservation

- 7.1 What is the long-term strategy for maintaining, curating and archiving the data?
- 7.2 On what basis will data be selected for preservation? How long will data be kept? (ideally with definite figures) (N.B. this may simply point to relevant institutional or funding body requirements/ policies: political, temporal, commercial, legal). How will you dispose/transfer sensitive data? Justification of decisions.
- 7.3 How will data be prepared for preservation / data sharing? (inc. anonymisation if appropriate)
- 7.4 Where and how data will be archived e.g. deposit in public repository or existing community database? Transmission of data (encryption if appropriate)
- 7.5 What related information will be deposited? - references, reports, research papers, fonts, original bid proposal, etc
- 7.6 What metadata/ documentation will be created at each stage of ingest/ transformation? – descriptive, structural, administrative, preservation etc. How will this be created and by whom?
- 7.7 What procedures are in place for preservation and backup? How regular, by whom, methods used? e.g. format normalisation, migration

8. Resourcing

- 8.1 Staff/organisational roles and responsibilities for implementing this plan, inc. time allocations, project management of technical aspects, contributions of non-project staff etc
- 8.2 Financial issues (e.g. payments to service providers within institutions, payments to external data centres for hosting data, income derived from licensing data, etc)

9. Compliance and review

- 9.1 How adherence to this data management plan will be checked or demonstrated?
- 9.2 How and when this data management plan will be reviewed?

10. Agreement/ratification by stakeholders (if useful)

- 10.1 Statement of agreement (with signatures if required)

11. Annexes

- 11.1 Contact details and expertise of nominated data managers
- 11.2 Other annexes as required