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Consortium of European
Social Sciences Data Archives

Adapt your Data Management Plan

A list of Data Management Questions based on the
Expert Tour Guide on Data Management

The CESSDA Expert Tour Guide on Data Management is available at https://www.cessda.eu/DMGuide

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PLAN

Overview

Title of the project

Date of this plan

Description of the project
- What is the nature of the project?
- What is the research question?
- What is the project time line?

Origin of Data
- What kind of data will be used during the project?
- If you are reusing existing data: What is the scope, volume and format? How are different data sources integrated?
- If you are collecting new data can you clarify why this is necessary?

Principal researchers
- Who are the main researchers involved?
- What are their contact details?

Collaborating researchers (if applicable)
- What are their contact details and their roles in the project?

Funder (if applicable)
- If funding is granted, what is the reference number of the funding granted?

Data producer
- Which organisation has the administrative responsibility for the data?

Project data contact
- Who can be contacted about the project after it has finished?

Data owner(s)
- Which organisation(s) own(s) the data?
- If several organisations are involved, which organisation owns what data?

Roles
- Who is responsible for updating the DMP and making sure that it's followed?
- Do project participants have any specific roles?
- What is the project time line?

Costs
- Are there costs you need to consider to buy specific software or hardware?
- Are there costs you need to consider for storage and backup?
- Are potential expenses for (preparing the data for) archiving covered?

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ORGANISE & DOCUMENT

Organising and documenting your data

Data collection
- How will the data be collected?
- Is specific software or hardware or staff required?
- Who will be responsible for the data collection?
- During which period will the data be collected?
- Where will the data be collected?

Data organisation
- How will you organise your data?
- Will the data be organised in simple files or more complex databases?
- How will the data quality during the project be ensured?
- If data consists of many different file types (e.g. videos, text, photos), is it possible to structure the data in a logical way?

Data type and size
- What type(s) of data will be collected?
- What is the scope, quantity and format of the material?
- After the project: What is the total amount of data collected (in MB/GB)?

File format
- In what format will your data be?
- Does the format change from the original to the processed/final data?
- Will your (final) data be available in an open format?

Folder structure and names
- How will you structure and name your folders?

File structure and names
- How will you structure and name your files?

Documentation
- What documentation will be created during the different phases of the project?
- How will the documentation be structured?

Metadata
- What metadata will be provided with the collected/ generated/ reused data?
- How will metadata for each object be created?
- Is there any program that can be used to document the data?
- Can metadata be added directly into the files or will the metadata be produced in another program or document?

Metadata standard (if applicable)
- What metadata standard(s) will you use?

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PROCESS

Processing your data

Versioning

- What is your strategy concerning versioning your data files (and scripts) during the project?
- Will you create and/or follow a convention for versioning your data?
- Who will be responsible for securing that a "Masterfile" will be maintained, documented and versioned according to the project guidelines?
- How can different versions of a data file be distinguished?

Interoperability

- Will you make use of established software and hardware? If not, how does the software and hardware you use relate to other research?

If applicable:

- Will you make use of established terminologies/ontologies (i.e. structured controlled vocabularies) in the project? If not, how do your terminologies relate to established ones?
- Which coding is used (if any)? Will you build on established coding schemes? If not, how does your coding relate to other research?

STORE

Storing your data

Storage

- How and where will the data be stored during the project?
- For how long will the data be stored?

Backup

- How, where and at what intervals will the data be backed-up?
- How will data be recovered in the case of a data loss incident?

Security

- How will sensitive data be protected? (if applicable)
- How will data access be managed?

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PROTECT

Protecting your data

Ethical review (if applicable)

- Does your project require approval by a local ethics committee?

Informed consent (if applicable)

- Do you require informed consent for your project?
- If so, how will permission be obtained?
- How are consent files organised and stored?

(sensitive) Personal data /confidential information (if applicable)

- How will access to (sensitive) personal data during the project be controlled?
- How will collaborators be granted access to the data in a secure way?
- If the research project is going to have data that includes confidential information or information that requires informed consent, is there a requirement to notify a privacy officer?
- Is there any confidential information within the material that requires special treatment and/or limits the access to it during/after the project?
- How will the material be protected during/after the project?
- How will permissions and restrictions be enforced?

Intellectual property rights (IPR)/Copyrights

- Are there IPR or copyright issues to consider?
- Will permission be needed to collect/reuse the data?
- Will these rights be transferred to another organisation for data distribution and archiving?

Agreements (if applicable)

- What are the agreements with other stakeholders?

Restrictions (if applicable)

- Are there any other restrictions that need to be considered?

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PUBLISH

Archiving and publishing your data

Archiving
- How and where will the data be stored after the project's completion?
- Will you archive your data in a trusted data repository?
- Will your data receive a persistent identifier?

Data formats
- What formats will you provide your data in for archiving (and sharing)?
- Will specific software be required to process your data? Can this software be deposited with the data?

Access (if applicable)
- Will your data be available (Open Access)?
- Will all data or only parts of it be published?
- What licenses do you need for your data?
- How should your data be cited when reused?
- Will there be an embargo period for (all or some of) the data?
- Are there other agreements or restrictions (see above) that need to be considered?
- Are there any legal/ethical restrictions that prevents the publication of all the material?
- Will these restrictions mean that action must be taken before the material can be made available?
- Is there a risk of delayed publication/making data available (all or parts of)? If so what might be needed to do to avoid this?

DISCOVER

Discovering data

Identification of needs
- Do you plan to use existing data for your research?
- What is the purpose for which you need the data?
- What do you want to learn from the data?
- What type of data do you need?

Search for data
- Do you know where the data may be located?
- How do you plan to search for the data?

Evaluation of data quality
- What is the minimal required quality of the data (in terms of origin, contents, scope, size, methods, etc.)?
- How do you plan to evaluate data quality (evaluation of metadata, tests, analysis, comparisons)?

Gaining access to data
- What are the (expected) terms and conditions for data access and use?
- What is the (expected) process for gaining access to the data?
- What is the (expected) time-span of the process for gaining access to the data?
- What are the (expected) costs for data access and use?