
Plan Overview

A Data Management Plan created using DMPonline

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test

Defining your data

- What data will you collect or create during the project?
- How will the data be collected or created, and over what time period?
- What formats will your digital data be in?
- Approximately how much digital data will be generated during the project?
- Are you using pre-existing datasets? Give details if possible, including conditions of use

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Looking after your data

- How will you make data easier to understand and use? (*e.g. creating a README file*)
- Where will you store digital and physical data during the project?
- How will you name and organise your data files?
- How will you ensure data is backed up? (*e.g. using [University research data storage](#)*)
- How often will you check your backup files? (*e.g. on backup, at set intervals*)
- Will you use extra security precautions for any of your digital or physical data? (*e.g. for sensitive and/or personal data*)

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Archiving your data

- What data will be archived (stored on a long-term basis) at the end of the project?
- How long will the data be stored for? (*e.g. standard TUoS retention period of 10 years*)
- Where will the archive be stored? (*e.g. subject-specific repository, or [ORDA](#)*)
- Who will archive the data? (*e.g. you, or your supervisor*)
- If you plan to use storage other than a repository, who will be responsible for the data?

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Sharing your data

- How will you make your data available outside the research group after the project? *(e.g. through data repository, or access on request via data availability statement)*
- Will you make all of your data available, or are there reasons you can't do this? *(e.g. personal data, commercial or legal restrictions, very large datasets)*
- How might you make more of your data available? *(e.g. anonymisation, participant consent, analysed data only)*
- What licence might you attach to your data to say how it can be reused and shared?

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Implementing your plan

- Who is responsible for making sure the plan is followed? *(e.g. you, your supervisor)*
- How often will the plan be reviewed and updated? *(e.g. if the project changes, yearly)*
- What actions have you identified from the rest of this plan? *(e.g. selecting a repository, requesting University research data storage)*

Question not answered.