Data Management Plan – text for funding guide

Attachments section

The Data Management Plan should outline the project's approach to managing data. It is mandatory to include for all Leadership Fellows, Research Grants and Follow on Funding applications but is not required for Research Networking. Applicants should address the below points:

1. Briefly introduce the types of data the research will create. Why did you decide to use these data types?
2. Give details on the proposed methodologies that will be used to create the data. Advise how the project team selected will be suitable for the data/digital aspects of the work, including details of how the institution's data support teams may need to support the project
3. How will the data be stored in the short term?
   a. What backup will you have in the in-project period to ensure no data is lost?
4. How the data will be stored in the long term
   a. Where have you decided to store it, why is this appropriate?
   b. How long will it be stored for and why?
   c. Costs of storage – why are these appropriate? Costs related to long term storage will be permitted providing these are fully justified and relate to the project Full justification must be provided in Justification of Resources (JoR)
5. How the data will be shared and the value it will have to others
   a. How the data will enhance the area and how it could be used in the future?
   b. Releasing the data – advise when you will be releasing and justify if not releasing in line with AHRC guidelines of a minimum of three years. If the data will have value to different audiences, how these groups will be informed?
   c. Will the data need to be updated? Include future plans for updating if this is the case.
   d. Will the data be open or will you charge for it? Justify if charging to access the data
   e. Financial requirements of sharing – include full justification in the JoR
6. Ethical and Legal considerations
   a. Any legal and ethical considerations of collecting the data
   b. Legal and ethical considerations around releasing and storing the data – anonymity of any participants, following promises made to participants

You may wish to consult external sources of knowledge in order to provide a more fulsome data management plan. Below are some useful links to assist with creation of the plan and these can provide some guidance and pointers in conjunction with your institution's own knowledge. You do not need to specifically reference these sources in the Data Management Plan unless you feel it is appropriate to do so.

If you are using any of the advice contained in external information you should explain this in your data management plan in order to ensure that reviewers are aware as to why you have written the plan in this way.

Data storage and sharing, including future planning for the data:

[Digital Preservation Coalition Knowledge Base](#)
[Digital Curation Centre](#)

Costs of preserving the data

[4C (Collaboration to clarify the costs of Curation)](#)

The data management plan will be assessed by reviewers from our Academic College. The plan should be written in Arial or Times New Roman font at size 11 with normal 2cm margins and entitled Data Management Plan. The data management plan can be up to a maximum of two pages long and can include diagrams, but these must be within the 2 page limits.

By submitting the application you are confirming your institution has considered and will meet the following points listed below. **Unless** the proposal is inherently digital in its methodology and naturally requires the information in these points to be specified and detailed in order to furnish the application you **do not need** to go into any further detail explaining these points.

By submitting you are confirming that:

- The proposal has been written in line with your institution's data management policy
- You have consulted with the institution's data support (e.g. library services, IT department)
- The institution is able to store the data appropriately during the lifecycle of the grant, the relevant people have been consulted and this has been considered and agreed
- The institution has considered all the risks, and storage will be in line with the institution's data management policy (provide a link to the policy if applicable)
- The institution will ensure the format/quality of the data (how will you make it as easy as possible to access the data?)
- You have consulted the relevant people in your organisation and you are aware of any IP considerations
- You have considered any data protection requirements
- You have considered the legal considerations of collecting and releasing the data and have consulted with appropriate support
- The data collection, creation, storage and dissemination will conform to the institution's ethical policy
- We expect the Data Management Plan will be revisited each year during the award and as long as is required following the award to take into account any potential changes in (for instance) technology/IP/institutional data management policy/copyright to ensure legal compliance

If you cannot comply with these points the proposal will be rejected.

Naming Convention: Surname_DMP

Note for submitters: the Data Management Plan should be submitted using the Technical Plan attachment type on Je-S until advised otherwise.

Assessment Criteria section:

Reviewer requirements – what the reviewer will be asked to assess

- Does the information in the DMP seem appropriate for the research project being proposed? Would you expect to see anything different in your view?
- Will the DMP enable the project's data creation, outputs and storage needs in your opinion?
- Are there any other areas that need more attention?
- Overall – does the plan for data seem feasible, sensible, appropriate and valid?