

DATA MANAGEMENT PLAN SUPPORT

Do not hesitate to contact the Libraries should you have any questions about writing your data management plan. We are happy to schedule a workshop for your research groups, department, or PIs. In addition the Libraries can send someone to conduct a 1-on-1 session with you in your office. All inquiries should be sent to: datamanagement@unl.edu

DATA MANAGEMENT PLAN TEMPLATE

Depending on the discipline, the nature of a project, and the funding agency, every data management plan is unique. Here are the 5 basic categories that we recommend you to use as you craft your plan.

1. Overall

- Title of plan, Author, Date, Revision
- Project name, Award information, Funding Agencies, reference to main proposal

2. Expected Data

2.1. Data

- What data gets created by the project and in what form?
- What data (raw or processed) are generated?
- What data are expected to be managed by the project for sharing and archiving?

2.2 Data Formats

- What data formats will be used for data generated?
- What tools will be required to read the data?

2.3 Data Generation & Acquisition

- How are the data generated and how is it acquisitioned?
- What quality control standards are applied to data generation, acquisition, and storage?
- When are data generated and how often?

2.4 Software

- What software does the project create and will it be archived
- What will be managed and what data won't be managed?
- Will software be made available for sharing and will there be any licensing of it?

2.5 Documentation and Metadata

- What data and metadata standards will be used?
- How will metadata be generated (automatically or manually, or both)?
- Do you have a Data Dictionary and/or controlled vocabulary that should be shared?

3. Data Storage and Preservation

3.1 Storage and Backup During the Project

- *Who is responsible for the stored data and backups?*
- *What digital and analog data will be stored?*
- *Where will the data be stored and backed up, what policies will be in place?*

3.2 Data Capacity & Volume

- *Volumes of data and rates of creation and ingestion?*

3.3 Security.

- *Are there any data with specific security issues?*
- *How will security be enforced in the system?*
- 3.4 Operation Storage Post-Project Completion
 - *How will data be stored after the project has been completed?*
 - *What policies and agreements will be used to manage data after the project has been completed?*
- 3.5 Long Term Archiving and Preservation
 - *What data will be archived and where?*
 - *Who will manage and administer the archive?*
 - *What metadata will be required?*
- 3.6 Roles and Responsibilities
 - *Who makes decisions regarding the overall and day-to-day data management*
 - *Who and what is responsible for preserving the data?*

4. Data Retention

- 4.1 Operational Data
 - *Who will be responsible for the data in the near-term following project completion?*
- 4.2 Archival data
 - *Who will be responsible for the data for long-term archiving*
 - *What is the lifecycle and retention policy for the archived data?*
 - *How long will each type of data be kept? And why?*

5 Data Sharing and Dissemination

- 5.1 Stakeholders
 - *What data will be made available to what stakeholders?*
- 5.2 Privacy and Confidentiality
 - *Are there any data with privacy issues?*
 - *Are there data relating to human subjects and what policies need to be adhered to?*
 - *How will privacy requirements been enforced?*
- 5.3 Ownership, Copyright and IP
 - *Is any of your data copyrightable? If so, who holds that copyright*
- 5.4 Third Party Data
 - *Is there any of the data owned by someone else?*
 - *What are the conditions of use, sharing and dissemination?*
- 5.5 Legal and Regulatory
 - *Describe legal and/or regulatory constraints on sharing and dissemination of data.*
- 5.6 Re-use
 - *What is the policy on re-use of the data, citations, and production of derivatives?*
- 5.7 Ethical Requirements
 - *Does this work involve human subjects, and if so what policies and procedures must be adhered to?*
 - *What other ethical requirements are in place for the data generated?*
- 5.8 Metadata
 - *What metadata will be generated to ensure the data are accessible?*

