**Brief guide to the DMP**

A DMP is a brief plan to define:

* what data will be created/or used and how.
* how the data will be created
* how it will be documented
* who will be able to access it
* where it will be stored
* who will back it up
* whether (and how) it will be shared & preserved

It should be written specifically for the research that you will be doing. Our template is a guide to help you identify the key areas that you need to consider, but not all sections will apply to everyone.

The data management plan is by nature a “living document”, i.e. not all information on the research data that will be collected, processed or newly created in the project is usually available when the funding application is submitted. Nonetheless, it is important that the DPM template comprises the minimum information available on the sections 1 to 6, as far as they are already known at the time of submission. It is also crucial to emphasize that the data management plan should be updated during the course of the project.

For questions concerning the DMP, please, contact [researchdata@wu.ac.at](mailto:researchdata@wu.ac.at). You may need to seek further guidance from your supervisor, colleagues in your department or other sources on best practice in your discipline. **Please note that your DMP should be no longer than 4 pages**!

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| --- | --- | --- | --- |
| About your Research | | | |
| Project title |  | | |
| Applicant’s name: |  | | |
| Collaborator(s), if any |  | | |
| About this DMP | | | |
| Date of plan: |  | Frequency of reviews | 12m / 6m / 3m |
| Date of next review: |  | | |
| Agreed actions to help you implement the plan | *For example, training required on using bibliographic software (e.g. Endnote), Nvivo, writing R-scripts or anonymizing data effectively* | | |
| Agreed equipment and/or resources required: | *For example, space to be allocated in secure filing cabinet/Research filestore* | | |
| Further information (as appropriate): |  | | |

### DMP History

|  |  |  |
| --- | --- | --- |
| Version | Changes made | Date |
|  |  |  |
|  |  |  |
|  |  |  |

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| --- |
| 1. **Data description and collection or re-use of existing data** |
| * 1. How will new data be collected or produced and/or how will existing data be re-used?   2. What data (for example the kinds, formats, and volumes) will be collected or produced? |
| 1. **Documentation and data quality** |
| * 1. What metadata and documentation (for example the methodology of data collection and way of organizing data) will accompany the data?   2. What data quality control measures will be used? |
| 1. **Storage and backup during the research process** |
| * 1. How will data and metadata be stored and backed up during the research process?   2. How will data security and protection of sensitive data be taken care of during the research? |
| 1. **Legal and ethical requirements, codes of conduct** |
| * 1. If personal data are processed, how will compliance with legislation on personal data and data security be ensured? (Consider WU’s GDPR guidelines: [Data Protection Law at WU](https://www.wu.ac.at/en/data-protection-law-at-wu))   2. How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable?   3. How will possible ethical issues be taken into account, and codes of conduct followed? (Consider contacting WU’s research ethics board: [Ethikbeirat WU](https://www.wu.ac.at/en/the-university/organizational-structure/university-management/senate/ethikbeirat)) |
| 1. **Data sharing and long-term preservation** |
| * 1. How and when will data be shared? Are there possible restrictions to data sharing or embargo reasons?   2. Will data for preservation be selected, and where will data be preserved long-term (for example a data repository or archive)?   3. What methods or software tools will be needed to access and use the data?   4. How will the application of a unique and persistent identifier (such as a Digital Object Identifier (DOI)) to each data set be ensured? |
| 1. **Data management responsibilities and resources** |
| 1. Who (for example role, position, and institution) will be responsible for data management (i.e. the data steward)? 2. What resources (for example financial and time) will be dedicated to data management? |