

# RSU Data Management Plan

**Project Number:** [XXXX]

**Project Acronym:** [XXXX]

**Project title:** [XXXX]

**Funding:** [XXXX]

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# RSU RESEARCH DATA MANAGEMENT PLAN (DMP)

**Project Acronym**

**Project Number**

**Each of the following five issues should be addressed with a level of detail appropriate to the project.**

**SUMMARY** (*dataset<sup>1</sup> reference and name; origin and expected size of the data generated/collected; data types and formats*)

State the purpose of the data collection/generation  
Explain the relation to the objectives of the project  
Specify the types and formats of data generated/collected  
Specify if existing data is being re-used (if any)  
Specify the origin of the data  
State the expected size of the data (if known)  
Outline the data utility: to whom will it be useful

## EXAMPLE

This project aims to answer \_\_\_\_\_. For this, we will collect data (describe the nature of the data, e.g. surveys, clinical data, biological samples, etc.).  
The data shall be of the type (indicate the type of data: tabular, json, csv, xls, genomic, etc).  
These data will be (indicate if they will be created by this research or will be used previously collected data, for example, from clinical records)  
We expect the final amount of data to be approximately (5MB, 100MB, 1GB, 1TB).  
All research data collected as part of this project is owned by the University. The Principal Investigator of this project will take responsibility for the collection, management, and sharing of the research data  
This project will produce public-use nationally representative (survey?) data for Latvia covering latvian's social backgrounds, social and political values, perceptions and evaluations of groups, opinions on questions of public policy, and participation in political life.

<sup>1</sup> Several datasets may be included into a single DMP.

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## 1. MAKING DATA FINDABLE *(dataset description: metadata, persistent and unique identifiers e.g., DOI)*

When the data will be available. Example: "Data will be available from XX MONTH OF YEAR".  
What metadata will be provided to help others identify and discover the data?  
Researchers are strongly encouraged to use community metadata standards where these are in place. The Research Data Alliance offers a [Directory of Metadata Standards](#). Data repositories may also provide guidance about appropriate metadata standards.

## 2. MAKING DATA OPENLY ACCESSIBLE *(which data will be made openly available and if some datasets remain closed, the reasons for not giving access; where the data and associated metadata, documentation and code are deposited (repository?); how the data can be accessed (are relevant software tools/methods provided?))*

- What agreement will be required to share the data? What will the agreement set forth? For example: "Data and files will be shared publicly without access restrictions.
- Policies for access and sharing
  - Policies for accessing and sharing the data, including provisions for the appropriate protection of privacy, confidentiality, security, intellectual property, and other rights or requirements
  - Ethics and Privacy
    - Investigators carrying out research involving human participants should request consent to preserve and share the data. Do not just ask for permission to use the data in your study or make unnecessary promises to delete it at the end.
    - Consider how you will protect the identity of participants, e.g., via anonymization or using managed access procedures.
    - Ethical issues may affect how you store and transfer data, who can see/use it, and how long it is kept. You should demonstrate that you are aware of this and have planned accordingly.
- Intellectual Property Rights
  - State who will own the copyright and IPR of any existing data as well as new data that you will generate. For multi-partner projects, IPR ownership should be covered in the consortium agreement.
  - Outline any restrictions needed on data sharing, e.g., to protect proprietary or patentable data.
  - Explain how the data will be licensed for reuse

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### 3. MAKING DATA INTEROPERABLE *(which standard or field-specific data and metadata vocabularies and methods will be used)*

- What data format will be created and why. Example: "Data and analysis scripts will be shared with the final PDF manuscript. The data will be created by exporting to a CSV format the entries to a Google Docs form. Along with this, the data analysis script will be published."
- Which metadata will be shared with the data. For example "All files will be stored in OSF and the metadata Title, date of creation, DOI, URL, description and license will be generated."
- Data Format
  - Clearly note what format(s) your data will be in, e.g., plain text (.txt), comma-separated values (.csv), geo-referenced TIFF (.tif, .tiff).
  - Explain why you have chosen certain formats. Decisions may be based on staff expertise, a preference for open formats, the standards accepted by data centres, or widespread usage within a given community.
  - Using standardized, interchangeable, or open formats ensures the long-term usability of data; these are recommended for sharing and archiving.

#### EXAMPLE

Data will be stored in a CSV format and checked in and out for purposes of versioning. Variables will use a standardized naming convention consisting of a prefix, root, suffix system.

### 4. INCREASE DATA RE-USE *(what data will remain re-usable and for how long, is embargo foreseen; how the data is licensed; data quality assurance procedures)*

- Consider what other documentation is needed to enable reuse. This may include information on the methodology used to collect the data, analytical and procedural information, definitions of variables, units of measurement, any assumptions made, the format and file type of the data, and software used to collect and/or process the data.
- Consider how you will capture this information and where it will be recorded, e.g., in a database with links to each item, in a "readme" text file, in file headers, etc.
- How will you share the data, e.g., deposit in a data repository, use a secure data service, handle data requests directly, or use another mechanism? The methods used will depend on a number of factors such as the type, size, complexity, and sensitivity of the data.
- When will you make the data available? Research funders expect timely release. They typically allow embargoes but not prolonged exclusive use.
- Who will be able to use your data? If you need to restrict access to certain communities or apply data sharing agreements, explain why.
- Consider strategies to minimize restrictions on sharing. These may include anonymizing or aggregating data, gaining participant consent for data sharing, gaining copyright permissions, and agreeing a limited embargo period.
- How might your data be reused in other contexts? Where there is potential for reuse, you should use standards and formats that facilitate this, and ensure that appropriate metadata is available online so your data can be discovered. Persistent identifiers should be applied so people can reliably and efficiently find your data. They also help you to track citations and reuse.
- What are the plans for providing access to the data? For example: "Data will be shared under a GNU General Public License (GPL) 3.0."
- In which repository will the data be available? For example: "The data will be available at <https://dataverse.rsu.lv/> "

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### **5. ALLOCATION OF RESOURCES and DATA SECURITY** *(estimated costs for making the project data open access and potential value of long-term data preservation; procedures for data backup and recovery; transfer of sensitive data and secure storage in repositories for long term preservation and curation)*

- Plans for archiving and preserving the data, as appropriate (use of existing databases or public repositories will be strongly encouraged), including how long the data will be preserved and accessible
- Describe where the data will be stored and backed up during the course of research activities. This may vary if you are doing fieldwork or working across multiple sites so explain each procedure.
- Identify who will be responsible for backup and how often this will be performed. The use of robust, managed storage with automatic backup, for example, that provided by university IT teams, is preferable. Storing data on laptops, computer hard drives, or external storage devices alone is very risky.
- Also consider data security, particularly if your data is sensitive e.g., detailed personal data, politically sensitive information or trade secrets. Note the main risks and how these will be managed. Also, note whether any institutional data security policies are in place.
- Budget
  - Carefully consider and justify any resources needed to deliver the plan. These may include storage costs, hardware, staff time, costs of preparing data for the deposit, and repository charges.
  - Outline any relevant technical expertise, support, and training that is likely to be required and how it will be acquired.
  - If you are not depositing in a data repository, ensure you have appropriate resources and systems in place to share and preserve the data.

**DISCLAIMER.** Please note that the Data Management Plan is not a part of the Ethics Review. It is the responsibility of the Principal Investigator to inform the RSU Ethics Committee of any ethics issues/concerns regarding the collection, processing, sharing and storage of data in relation to the project. The Principal investigator can also be asked to submit an Ethics Data Management Plan (Ethics DMP).

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### EXAMPLE

|                        |                |       |       |
|------------------------|----------------|-------|-------|
| <b>PI</b>              | Name Lastname  | xxxxx | ORCID |
| <b>DMP Responsible</b> | Name Last Name | email | ORCID |