

**Data Management Plan**

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| **Document Details** |
| Author of Plan |  |
| Author’s Role in relation to plan |  |
| Name of Project |  |
| Date Document Created |  |
| Document Version |  |

***Help***

*If you would like further information to assist you in completing this template, please email* *eResearch@acu.edu.au* *or contact your* [*Librarian*](http://library.acu.edu.au/about_the_library/contacts_and_locations/library_academic_and_research_services_team)*.*

*A guide has been developed to provide information around data management issues. Please refer to the following URL:* <https://libguides.acu.edu.au/data_management_toolkit/>

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| **1.0 About the Research Project** |
| **1.1** | Project Title |  |
| **1.2** | Project description |  |  |
| **1.3** | Date project commenced/will commence |  |  |
| **1.4** | Estimate date of project completion |  |  |
| **1.5** | Name of lead researcher and ORCID |  |  |
| **1.6**  | Name/s odf Partner researchers and ORCIDs |  |  |
| **1.7** | Name of Supervisor (if applicable) |  |  |
| **1.8** | Primary Contact for the data, name and role |  |  |
| **1.9** | Name of School/Centre |  |  |
| **1.10** | Lead partner organisation |  |  |
| **1.11** | Other partner organisations |  |  |
| **1.12** | Funding body/grant numbers |  |  |

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| **2.0** | **Data to be produced** |
| *Describe how you will be collecting the data; the methods or processes for producing the data; the type of data; its characteristics and features; ; expected file formats; use of existing or third party data and any requirements associated with its use.* |
| **2.1** | Data methods | *Describe how you will be collecting the data- the methods, the processes, instruments, tools, software, standards, etc)* |
| **2.2** | Type and format of data  | *Will your project be generating images, interview data, tabular data? What format will you data be generated ie jpegs for images, transcripts or video files for interviews, spreadsheets may be in xls or csv. You may also consider any programming/software assets, such as data analysis scripts, programs, data dictionaries.* |
| **2.3** | Data description (human, animal, size, time span, location, etc.) | *Will your data be personal or animal? Is it collected over a particular timespan? Will the data be specific to a geographic location? What is the estimate size of your dataset?* |

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| **3.0** | **Data Documentation and organizing your data** |
| *Provide details of how your data will be organised such as file name conventions, how your data will be structured, and any supporting documentation you can provide to help if your data is requested at a later date.* |
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| **4.0 Data Storage and Security** |
| *Describe data storage and security arrangements: estimated size/amount of data; the location of where the data will be stored; the location of where the data will be backed-up; frequency of back-up procedures and person responsible; how access to the data will be managed; any security or restriction issues relating to access or storage; and details of any physical or non-digital outputs that need to be stored including their location.* |
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| **5.0** | **Ethics, Copyright and IP** |
| *Detail methods used to manage sensitive, confidential or private information; details of any restrictions on the data due to ethical or privacy considerations; information for consent forms relating to retention of the data and protection of privacy and confidentiality and steps taken to manage these (de-identification, etc.); details of any agreements reached with partner organisations concerning ownership of the data; any copyright or licensing restrictions; or legislative regulations or requirements associated with collecting data from/sending to countries/locations outside of Australia.* |
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| **6.0** | **Making your Data Findable, Accessible, Interoperable and Reusable after Project Completion** |
| *After your project is complete it is important to make sure any appropriately de-identified data is findable by other researchers, accessible, interoperable and reusable.* |
| 6.1 | Making your data findable *(creating a descriptive record in a repository, creating a DOI, depositing a dataset in a data repository or other storage facility)* |  |
| 6.2 | Making your data accessible in the long term (*can this data be shared, does access need to be mediated and if so by whom?)* |  |
| 6.3 | Making your data interoperable in the long term *(are you discipline-specific standards to structure your data? Can your descriptions be machine-readable?)* |  |
| 6.4 | Making your data reusable *(file formats to be used, documentation to be provided to assist in interpretation and reuse)* |  |

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| 7.0 | **Data Retention and Disposal** |
| *Detail how long the data should be retained (in line with University Policy, State Records Act 1998, and/or Funding Body requirements); the disposal date and data disposal approval process that will be followed, in line with University Policy. Please consider using Research Bank for long term storage of your de-identified datasets. Contact the Library for assistance.* |
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