



Introduction to data management planning

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Digital Curation Centre

Acknowledgements: content contributed by

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Funded by:



Digital Curation Centre



Facilitating Open Science Training in European Research

<https://www.fosteropenscience.eu/>

The DCC Mission

“Helping to build capacity, capability and skills in data management and curation across the UK’s higher education research community”

Phase 3 Business Plan



www.dcc.ac.uk



Definition of research data

'Research data' refers to information, in particular facts or numbers, collected to be examined and considered as a basis for reasoning, discussion or calculation.

In a research context, examples of data include statistics, results of experiments, measurements, observations resulting from fieldwork, survey results, interview recordings and images. The focus is on research data that is available in digital form.

How does research data fit in with the theme of open science?

“science carried out and communicated in a manner which allows others to contribute, collaborate and add to the research effort, with all kinds of data, results and protocols made freely available at different stages of the research process.”

Research Information Network, Open Science case studies
[www.rin.ac.uk/our-work/data-management-and-curation/
open-science-case-studies](http://www.rin.ac.uk/our-work/data-management-and-curation/open-science-case-studies)

Levels of open data

“Open data and content can be freely used, modified and shared by anyone for any purpose”

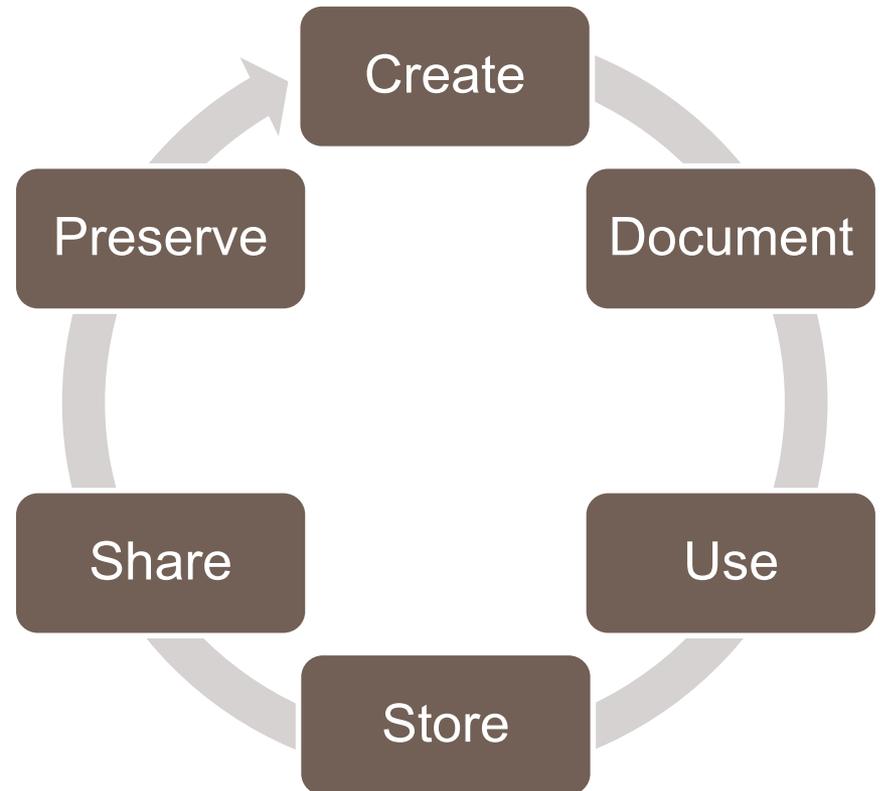
<http://opendefinition.org>

Tim Berners-Lee’s proposal for five star open data - <http://5stardata.info>

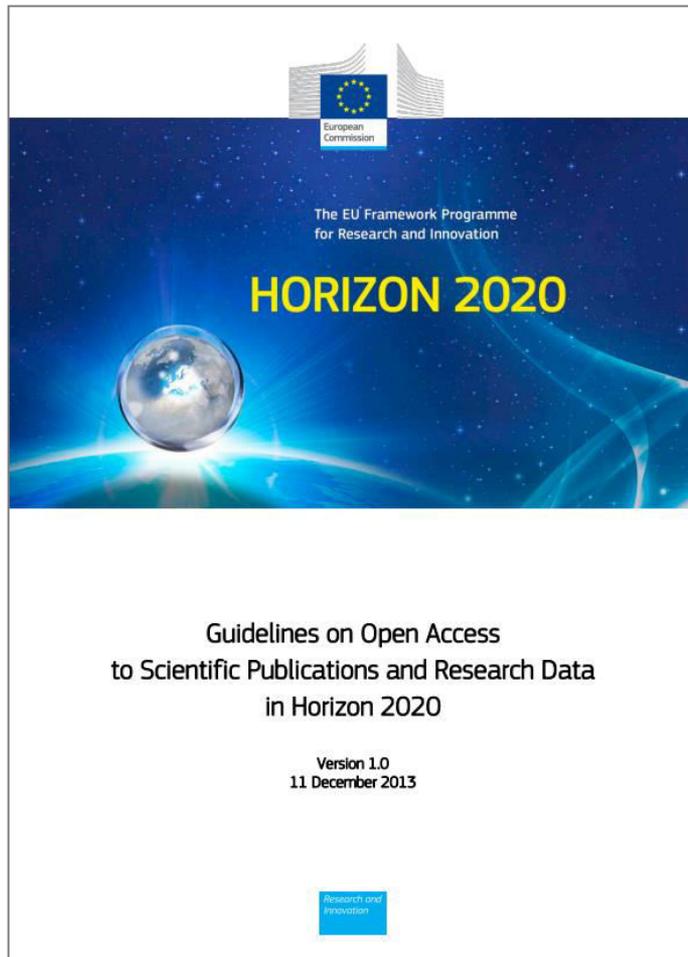
- 1 ? make your stuff available on the Web (whatever format) under an open licence
- 2 ?? make it available as structured data (e.g. Excel instead of a scan of a table)
- 3 ??? use non-proprietary formats (e.g. CSV instead of Excel)
- 4 !!!! use URIs to denote things, so that people can point at your stuff
- 5 !!!!! link your data to other data to provide context

How does research data management fit into the picture?

- Data Management Planning
- Creating data
- Documenting data
- Accessing / using data
- Storage and backup
- Selecting what to keep
- Sharing data
- Data licensing and citation
- Preserving data



Funders have expectations about data sharing...

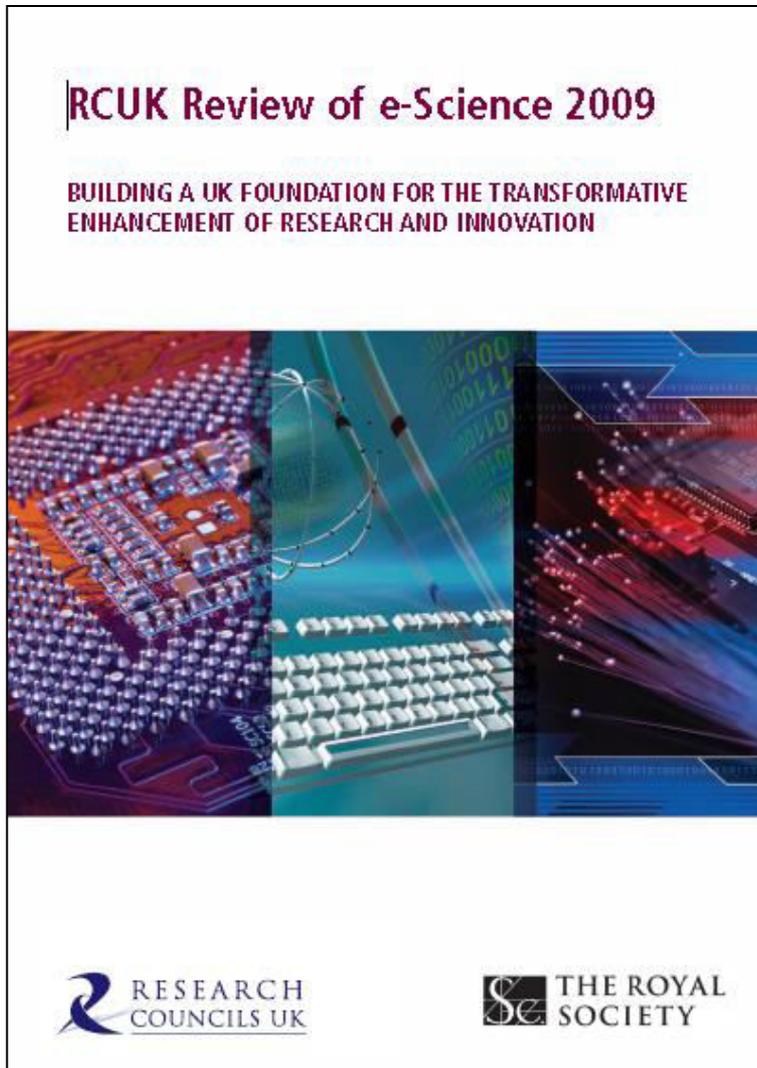


“The European Commission’s vision is that information already paid for by the public purse should not be paid for again each time it is accessed or used, and that it should benefit European companies and citizens to the full.”

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf

Data management plans requested for those participating in Open Data pilot.

...but RDM is part of good research practice!



“Data sets are becoming the new instruments of science”

Dan Atkins, University of Michigan

DMPs can help

Projects participating in the pilot will be required to develop a Data Management plan (DMP), in which they will specify what data will be open.

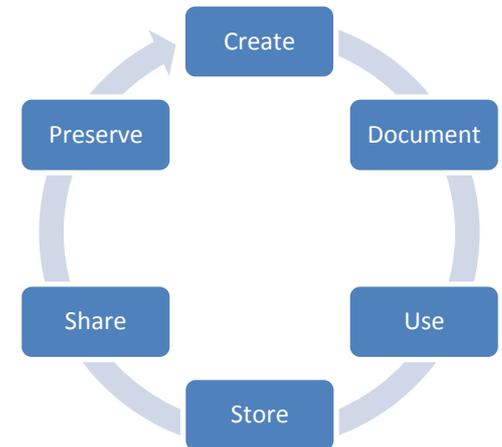
Note that the Commission does NOT require applicants to submit a DMP at the proposal stage.

A DMP is therefore NOT part of the evaluation.

DMPs are a deliverable for those participating in the pilot.

What aspects of RDM should be in a DMP?

- What data will be created (format, types, volume...)
- Standards and methodologies to be used (incl. metadata)
- How ethics and Intellectual Property will be addressed
- Plans for data sharing and access
- Strategy for long-term preservation



A DMP is a plan to share!

What is metadata?

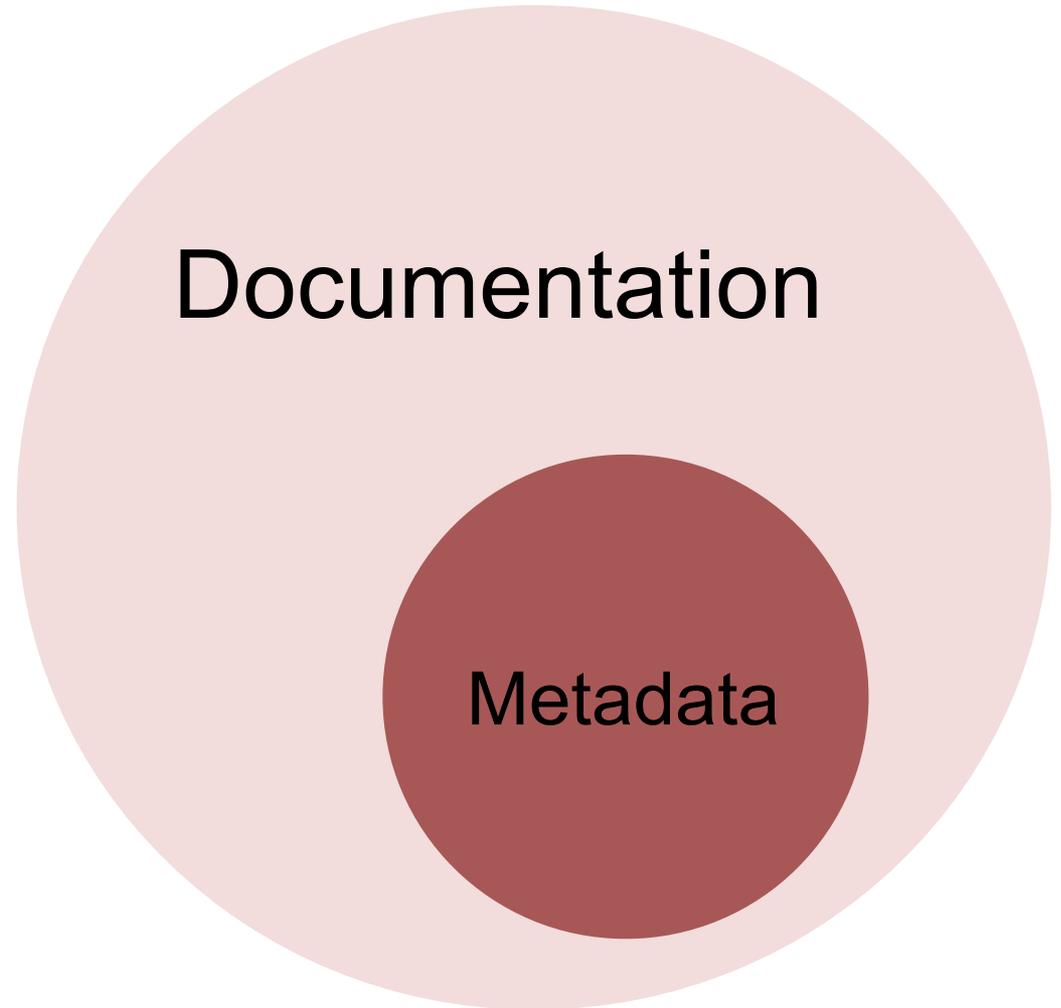
Data
about
data

- Citation
- Discovery
- Reuse



What is the difference?

- Metadata
 - Standardised
 - Structured
 - Machine and human readable



How should you describe your data?

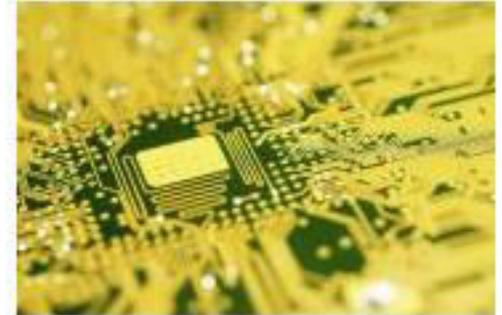
Search by Discipline



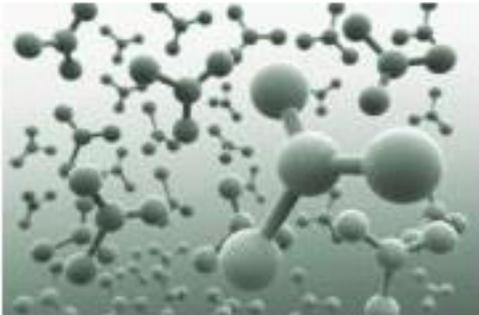
Biology



Earth Science



General Research Data



Physical Science



Social Science & Humanities



What is the minimum required?

- DataCite metadata used by **OpenAIRE**
- Citation/disambiguation
 - Identifier e.g. DOI
 - Creator
 - Title
 - Publisher
 - Publication Year
- Licencing/access conditions



Where will you store the data during your research?

- Your own laptop
- University systems
- Cloud storage
- Combination

Your decision will be based on how sensitive your data are, how robust you need the storage to be, who needs access to the data, and when they need access to the data!

Which data must be kept?

- Data, including associated metadata, needed to validate the results in scientific publications
- Other curated and/or raw data, including associated metadata, as specified in the DMP

Doesn't apply to all data (researchers to define as appropriate)

Don't have to share data if inappropriate – exemptions apply

Responsible researchers: know about exemptions

- If results are expected to be commercially or industrially exploited
- If participation is incompatible with the need for confidentiality in connection with security issues
- Incompatible with existing rules on the protection of personal data
- Would jeopardise the achievement of the main aim of the action
- If the project will not generate / collect any research data
-
- If there are other legitimate reasons to not take part in the Pilot

Can opt out at proposal stage OR during lifetime of project
Should describe issues in the project Data Management Plan

Which additional data might be kept after the project ends?

- **Could** this data be re-used
- **Must** it be kept as evidence or for legal reasons
- **Should** it be kept for its value to you or others
- **Consider costs** – do benefits outweigh cost?

5 steps to decide what data to keep

www.dcc.ac.uk/resources/how-guides/five-steps-decide-what-data-keep

Assign persistent identifiers

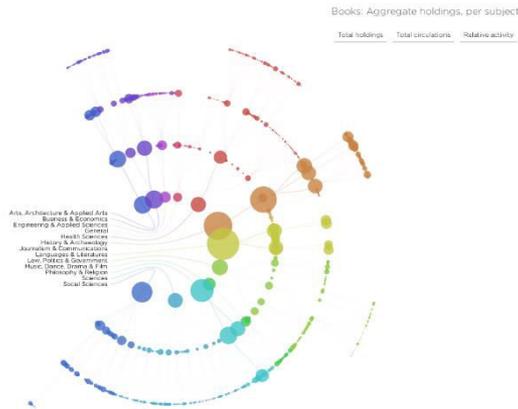
- They are an alphanumeric code identifying a resource, organisation or individual
- They must be
 - Unique
 - Persistent
- Ideally they should be actionable too



Remember to consider physical data, software and models



http://www.ukrcexpmed.org.uk/Coventry_Warwick_CRF/PublishingImages/Tissue%20Bank%201.jpg



http://spatialinformationdesignlab.org/project_sites/library/catalog.html



Software Management Plan Service
Prototype

[Home](#) [About](#) [Help](#)

Welcome.

Software Management Plan Service has been developed by the **The Software Sustainability Institute** to help you write software management plans.

It is powered by **DMPonline** developed by the

Sign in

Email address *

Password *

[Forgot your password?](#)

Remember me

<https://ssi-dev.epcc.ed.ac.uk/>

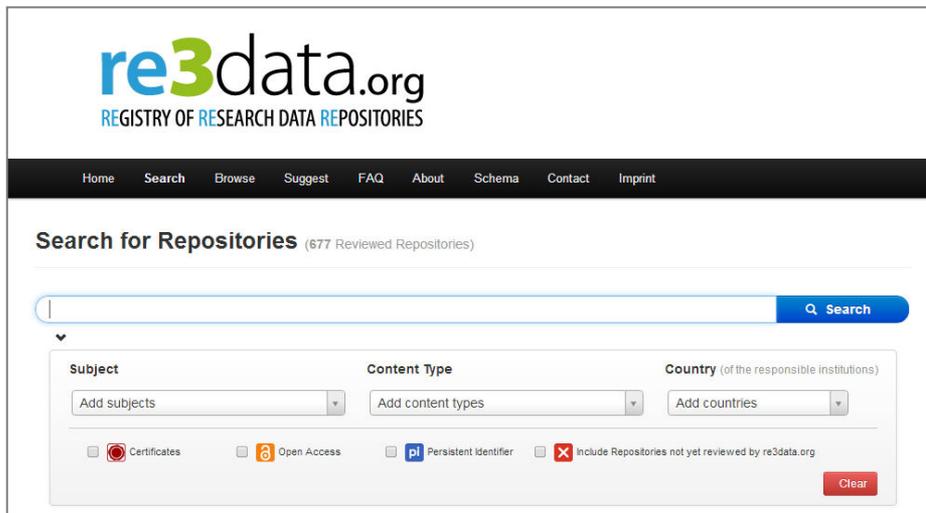
Can your data be shared with others?

- PI/researcher
- Data repository and support staff
- Research participants
- Commercial partners
- Secondary data user



How will it be shared?

- Does your publisher or funder suggest a repository?
- Are there data centres or community databases for your discipline?
- Does your university offer support for long-term preservation?



The screenshot shows the re3data.org website interface. At the top left is the logo 're3data.org' with the tagline 'REGISTRY OF RESEARCH DATA REPOSITORIES'. Below the logo is a navigation bar with links: Home, Search, Browse, Suggest, FAQ, About, Schema, Contact, Imprint. The main content area is titled 'Search for Repositories (677 Reviewed Repositories)'. It features a search input field with a 'Search' button. Below the search field are three dropdown menus for 'Subject', 'Content Type', and 'Country (of the responsible institutions)'. At the bottom of the search area, there are four checkboxes: 'Certificates' (checked), 'Open Access', 'Persistent Identifier', and 'Include Repositories not yet reviewed by re3data.org' (checked). A 'Clear' button is located at the bottom right of the search area.

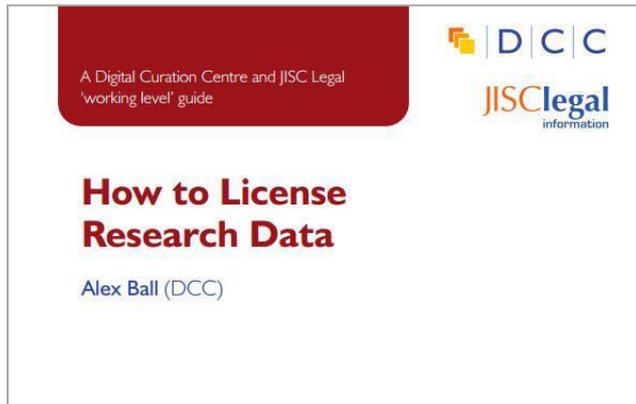
<http://service.re3data.org/search>

Zenodo

- Joint effort by OpenAIRE-CERN
- Multidisciplinary repository
- Multiple data types
- Citable data (DOI)
- Links funding, publications, data & software

www.zenodo.org

Licensing research data



This DCC guide outlines the pros and cons of each approach and gives practical advice on how to implement your licence

Horizon 2020 Open Access guidelines point to:



or

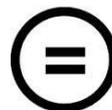


CREATIVE COMMONS LIMITATIONS



NC Non-Commercial

What counts as commercial?



ND No Derivatives

Severely restricts use

These clauses are not open licenses

EUDAT licensing tool

Answer questions to determine which licence(s) are appropriate to use

Do you own copyright and similar rights in your dataset and all its constitutive parts?

Do you allow others to make commercial use of you data?

Creative Commons Attribution (CC-BY)
This is the standard creative commons license that gives others maximum freedom to do what they want with your work.

Public Domain Dedication (CC Zero)
CC Zero enables scientists, educators, artists and other creators and owners of copyright- or database-protected content to waive those interests in their works and thereby place them as completely as possible in the public domain, so that others may freely build upon, enhance and reuse the works for any purposes without restriction under copyright or database law.

<http://ufal.github.io/lindat-license-selector>

Options for open data

- Domain repository
- General repository – Figshare, Zenodo, Dryad
- Institutional repository
- Journal supplementary material
- Departmental web page





Finding external repositories

- General directories

Re3data.org

- Domain specific directories

e.g. life sciences – [Biosharing.org](https://www.biosharing.org)

- Data journal recommendations

Edinburgh research data blog: [Sources of dataset peer review](#)

- Funding body recommendations

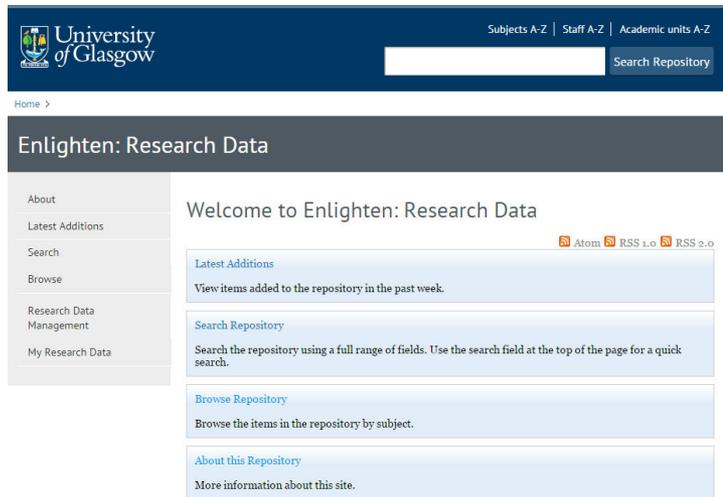
E.g. Wellcome Trust [Data repositories and database sources](#)

Considerations

- There may be an accepted repository used by peers or required by funders
- Multidisciplinary studies may not have an obvious home
- Data types and volumes will impact on decision



How will you make your data discoverable?



University of Glasgow

Subjects A-Z | Staff A-Z | Academic units A-Z

Search Repository

Home >

Enlighten: Research Data

Welcome to Enlighten: Research Data

Atom RSS 1.0 RSS 2.0

Latest Additions
View items added to the repository in the past week.

Search Repository
Search the repository using a full range of fields. Use the search field at the top of the page for a quick search.

Browse Repository
Browse the items in the repository by subject.

About this Repository
More information about this site.

Enlighten: Research Data supports OAI 2.0 with a base URL of <http://researchdata.gla.ac.uk/cgi/oai2>

<http://researchdata.gla.ac.uk/>



<https://www.researchfish.com/>



Home

Digital Curation Centre | Because good research needs good data
www.dcc.ac.uk

RESEARCH COUNCILS UK

Gateway to Research

Technology Strategy Board
Driving Innovation

Welcome to the RCUK gateway to publicly funded research

Search for and analyse information on the latest innovative research in the UK

Please enter a search term.

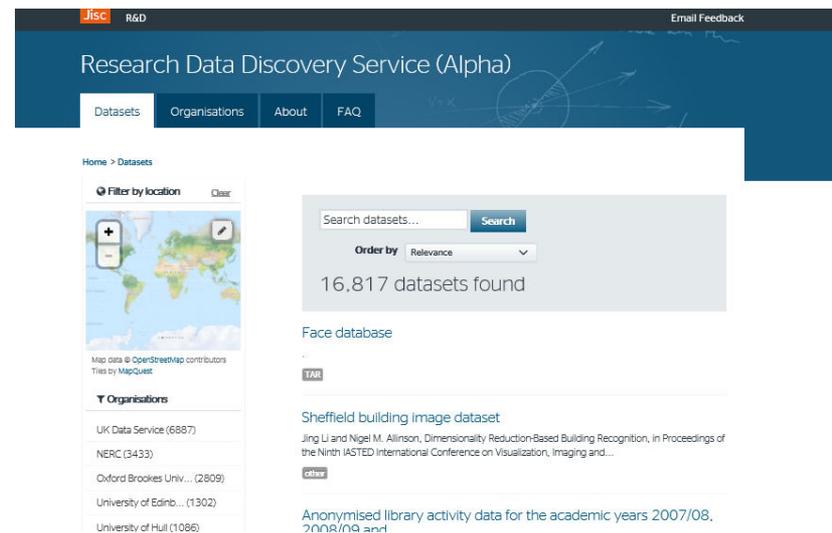
Search Help

Data
The data on this website provides information about publications, people, organisations and outcomes relating to research projects.

APIs
The data is accessible programmatically using one of three application programming interfaces: GIR, GIR-2 and CERIF.

OGL
All content is available under the Open Government Licence v2.0, except where otherwise stated.

<http://gtr.rcuk.ac.uk/>



Jisc R&D

Email Feedback

Research Data Discovery Service (Alpha)

Datasets Organisations About FAQ

Home > Datasets

Filter by location Clear

Search datasets... Search

Order by Relevance

16,817 datasets found

Face database

Sheffield building image dataset
Jing Li and Nigel M. Allinson, Dimensionality Reduction-Based Building Recognition, in Proceedings of the Ninth IASTED International Conference on Visualization, Imaging and...

Anonymised library activity data for the academic years 2007/08, 2008/09 and

UK Data Service (6887)
NERC (3433)
Oxford Brookes Univ... (2809)
University of Edinb... (1302)
University of Hull (1086)

<http://ckan.data.alpha.jisc.ac.uk/dataset>

Options for closed data

- Institutional data archive/vault
- Safe havens – (e.g. secure patient data)
- 3rd party data archiving
- Cloud storage
- Institutional servers – the ‘do nothing’ option





**Approach:
as open as possible,
as closed as
necessary**

Refer to free guides and briefing papers

A Digital Curation Centre and Australian National Data Service 'working level' guide

How to Appraise & Select Research Data for Curation

Angus Whyte (DCC) and Andrew Wilson (ANDS)



Digital Curation Centre, Australian National Data Service 2010.
Licensed under Creative Commons BY-NC-SA 2.0 Scotland:
<http://creativecommons.org/licenses/by-nc-sa/2.0/scotland/>

DCC
ands

AWARENESS LEVEL

A Digital Curation Centre Briefing Paper
1st September 2011

Making the Case for Research Data Management

Angus Whyte (DCC) and Jonathan Tedds (Unl)

5 Steps to Research Data Readiness - a guide for IT managers

Measuring the impact of research data management

- 37% Projected saving in Classics Dept database
- 69% Increase in citations with making their research
- 500% Growth in dataset Data Service 2009-2008

Over-100 delay not to 5 crystallography research synchronisation by Japoyan capture system (DCC)

See sources of further information

Researchers' needs are areas of research data preservation. Research the organisation of data cycle through to the at valuable results. It aims results, and permits re- on existing information that what is transfered or remains fit for seconds 10 years post-project secondary use. It is also are fit to archive, and remain fit for reuse. The data management, its locate these in the DCC programme, and take one institution, the Un

DCC

DCC **Jisc**

DCC 'QUICKSTART' LEAFLET

FIVE STEPS TO DEVELOPING A RESEARCH DATA POLICY

Jan

DCC Checklist for a Data Management Plan

DCC



Guidelines from the Commission

- Factsheet on Open Access
 - https://ec.europa.eu/programmes/horizon2020/sites/horizon2020/files/FactSheet_Open_Access.pdf
- Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020
 - http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf
- Guidelines on Data Management in Horizon 2020
 - http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

Make use of free tools



<https://dmponline.dcc.ac.uk>



May seem like a lot, but take it step by step!

- More visible research outputs and increased impact - even for negative results
- Easier outputs reporting
- Better and more reproducible research!

VALIDATED

Thanks for listening!

joy.davidson@glasgow.ac.uk

www.dcc.ac.uk

Follow us on twitter:

@jd162a

@digitalcuration and #ukdcc



D|C|C

because good research needs good data



DMPonline demo

<https://dmponline.dcc.ac.uk>



Funded by:



Sign-up as UMinho user

The screenshot shows the DMPonline website interface. At the top left is the 'DMP ONLINE' logo with a navigation menu containing 'Home', 'About', 'Roadmap', and 'Help'. Below the logo, a 'Welcome.' message states: 'DMPonline has been developed by the Digital Curation Centre to help you write data management plans.' A video player titled 'Screencast on how to use DMPonline' is embedded on the left. On the right, the 'Sign up' form is visible, featuring fields for 'Email *', 'Organisation' (with a dropdown menu showing 'minho' and 'Universidade do Minho (Portugal)' selected), and 'Password confirmation *'. A checkbox for 'I accept the terms and conditions *' and a 'Sign up' button are at the bottom of the form. The footer contains 'Contact us | Terms of use | DMPonline previous version', '© 2004 - 2016 Digital Curation Centre (DCC)', and logos for 'DCC' and 'Jisc'.



DMPonline: institutional usage by UMinho community

Signed in as Pedro Principe



Templates Guidance **Organisation details** Users

Organisation details

These are the basic details for your organisation.

Name	Universidade do Minho (Portugal)
Abbreviation	UMinho
Description	University of Minho (UMinho) is a public higher education institution, founded in 1973 and is one of the so-called "New Universities". Whilst UMinho is a young university, it is renowned for the competence and quality of its teachers and for the level of excellence in research as well as the wide range of undergraduate and graduate courses offered and the remarkable degree of interaction with other institutions. A student population of over 18000 together with more than 1100 teaching staff and almost 645 technical and administration staff make the University of Minho one of the biggest Portuguese universities. The courses and research projects have gained strong international recognition. UMinho is a research university, committed to the valorisation of knowledge: Research, Development and Innovation, and it is also focused on the socio-economic environment, with many successful partnerships in research, cultural and socio-economic development projects.
Website	http://www.uminho.pt
Organisation type	Institution
Last updated	29-07-2014

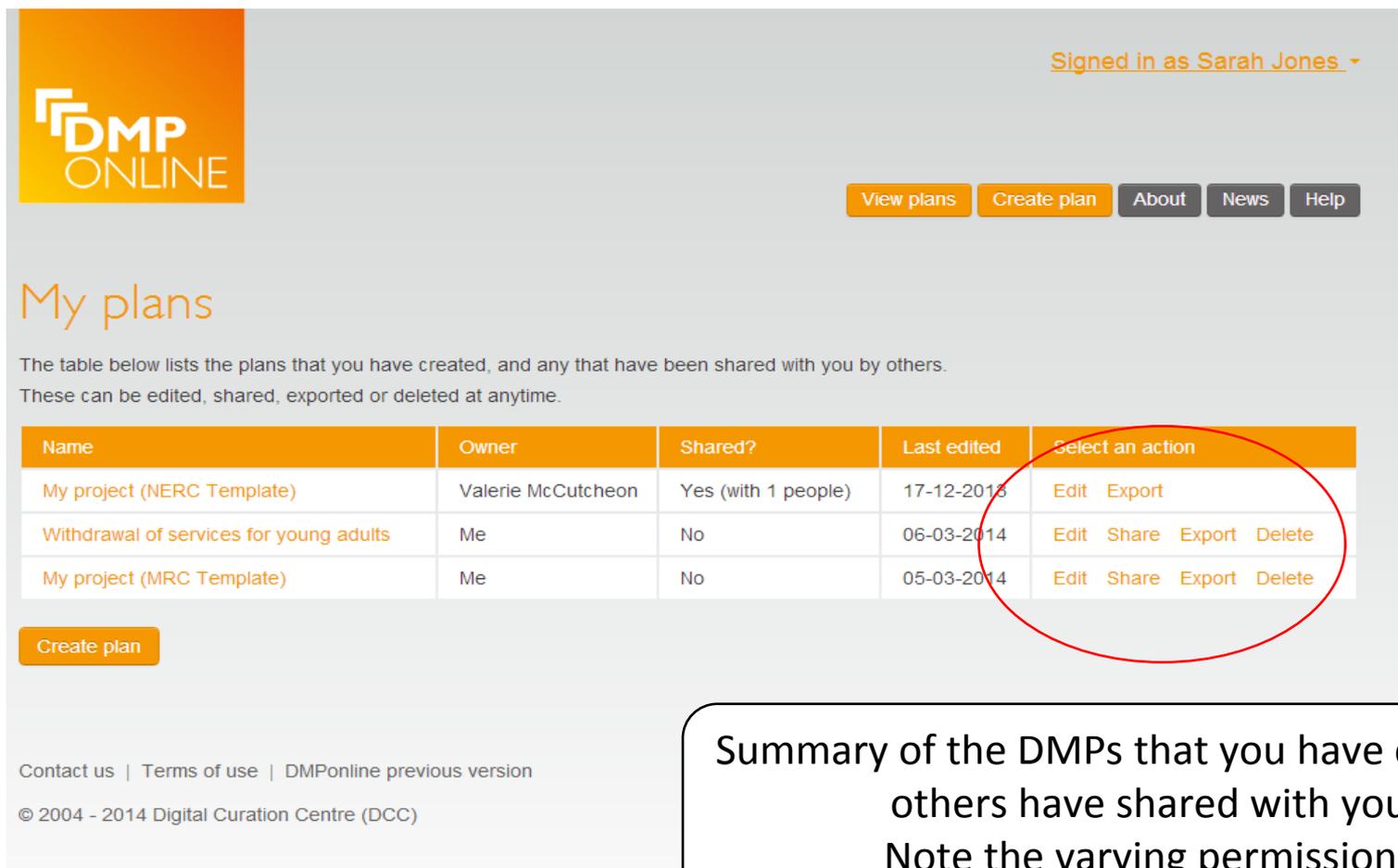
[Edit](#)

Contact us | Terms of use | DMPonline previous version

© 2004 - 2016 Digital Curation Centre (DCC)



Returning users see 'My plans' page



DMP ONLINE

Signed in as Sarah Jones ▾

[View plans](#) [Create plan](#) [About](#) [News](#) [Help](#)

My plans

The table below lists the plans that you have created, and any that have been shared with you by others. These can be edited, shared, exported or deleted at anytime.

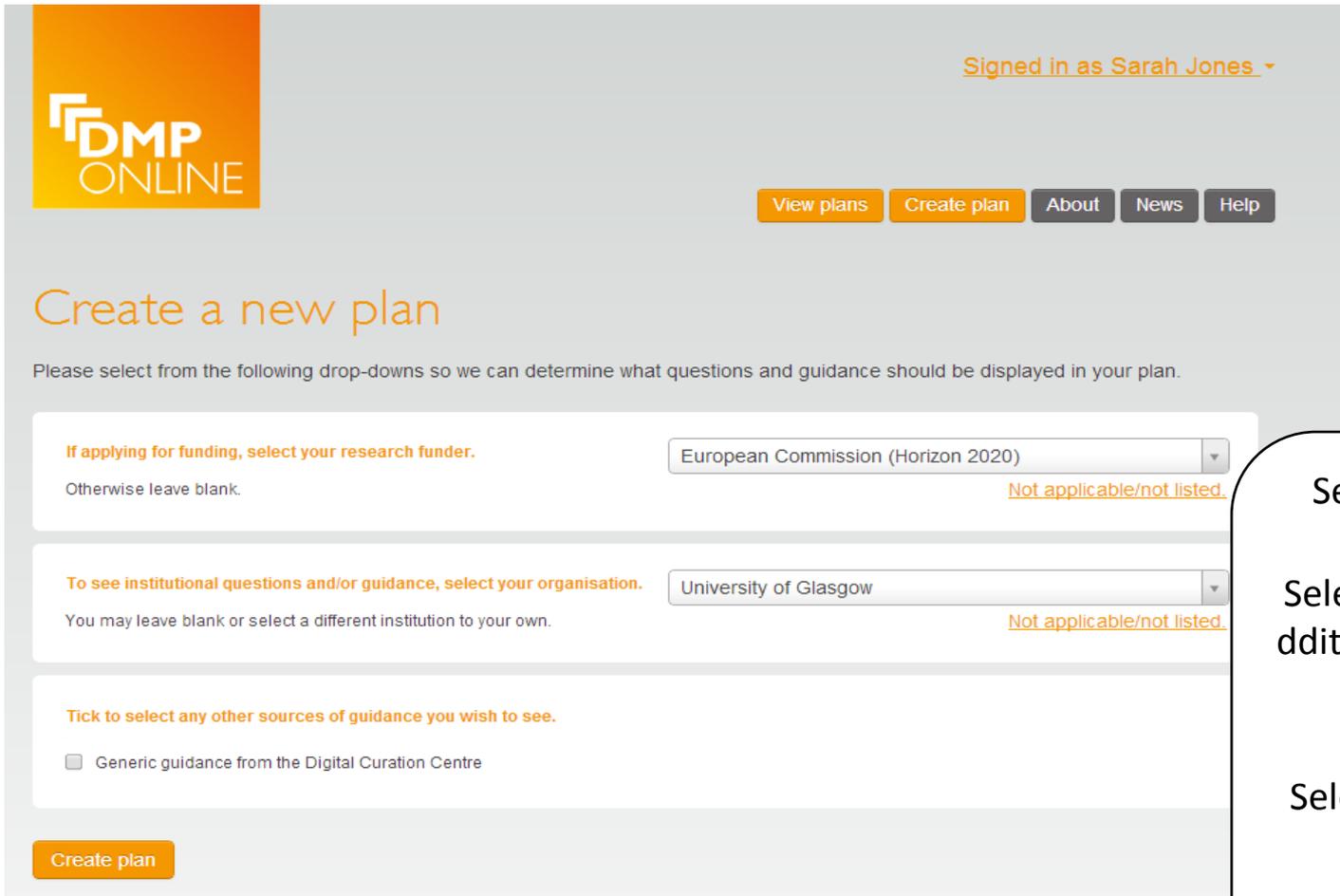
Name	Owner	Shared?	Last edited	Select an action
My project (NERC Template)	Valerie McCutcheon	Yes (with 1 people)	17-12-2013	Edit Export
Withdrawal of services for young adults	Me	No	06-03-2014	Edit Share Export Delete
My project (MRC Template)	Me	No	05-03-2014	Edit Share Export Delete

[Create plan](#)

Contact us | Terms of use | DMPonline previous version
© 2004 - 2014 Digital Curation Centre (DCC)

Summary of the DMPs that you have created, or others have shared with you. Note the varying permissions.

Creating a new plan



The screenshot shows the 'Create a new plan' page on the DMP ONLINE website. At the top left is the DMP ONLINE logo. At the top right, it says 'Signed in as Sarah Jones' with a dropdown arrow. Below this are navigation buttons: 'View plans', 'Create plan', 'About', 'News', and 'Help'. The main heading is 'Create a new plan'. Below the heading is a instruction: 'Please select from the following drop-downs so we can determine what questions and guidance should be displayed in your plan.' There are three sections for selection:

- Research funder:** 'If applying for funding, select your research funder.' The dropdown menu is set to 'European Commission (Horizon 2020)'. Below the dropdown is the text 'Otherwise leave blank.' and a link '[Not applicable/not listed.](#)'
- Organisation:** 'To see institutional questions and/or guidance, select your organisation.' The dropdown menu is set to 'University of Glasgow'. Below the dropdown is the text 'You may leave blank or select a different institution to your own.' and a link '[Not applicable/not listed.](#)'
- Other sources of guidance:** 'Tick to select any other sources of guidance you wish to see.' There is a checkbox labeled 'Generic guidance from the Digital Curation Centre' which is currently unchecked.

At the bottom left of the form is a 'Create plan' button.

Select funder (if any)

Select organisation for additional questions and guidance

Select other sources of guidance

Plan details: summary

This plan is based on:

Funder | Economic and Social Research Council

[Answer questions](#)

[Export](#)

The ESRC requires that all applicants seeking ESRC funding include a statement on data sharing in the relevant section of the Je-S application form. If data sharing is not possible, the applicant must present a strong argument to justify their case.

Sections	Questions
Existing data	<ul style="list-style-type: none">- An explanation of the existing data sources that will be used by the research project (with references)- An analysis of the gaps identified between the currently available and required data for the research
Information on the data that will be produced	<ul style="list-style-type: none">- Methodologies for data collection- Data volume and data type, e.g. qualitative or quantitative data- Data quality, formats, standards documentation and metadata
Planned quality assurance and back-up procedures (security/storage)	<ul style="list-style-type: none">- Quality Assurance- Back-Up
Management and archiving of collected data	<ul style="list-style-type: none">- Plans for management and archiving of collected data
Overcoming data sharing difficulties	<ul style="list-style-type: none">- Expected difficulties in data sharing, along with causes and possible measures to overcome these difficulties.
Consent, confidentiality, anonymisation and other ethical considerations	<ul style="list-style-type: none">- Explicit mention of consent, confidentiality, anonymisation and other ethical considerations
Copyright and intellectual property ownership of the data	<ul style="list-style-type: none">- Copyright and intellectual property ownership of the data
Responsibilities for data management and curation	<ul style="list-style-type: none">- Responsibilities for data management and curation within research teams at all participating institutions

Summary of the sections and questions in your DMP

Overview of sections in a DMP

The screenshot displays the 'DMP ONLINE' interface for a project titled 'My project (NERC Template)'. The user is signed in as 's.jones@arts.gla.ac.uk'. The interface includes navigation buttons for 'View plans', 'Create plan', 'About', 'News', and 'Help'. A progress bar indicates 'No questions have been answered'. The main content area is divided into three tabs: 'Plan details', 'Outline DMP', and 'Full DMP'. Below the tabs is a list of sections, each with a plus sign to expand it. The sections are: Organisation (3 questions, 0 answered), Roles and Responsibilities (1 question, 0 answered), Data Generation Activities (1 question, 0 answered), In-Project Data Management Approach (1 question, 0 answered), Metadata and Documentation (1 question, 0 answered), Data Quality (1 question, 0 answered), Exceptions or Additional Services (1 question, 0 answered), New Datasets (3 questions, 0 answered), and Third Party/Existing Datasets (1 question, 0 answered).

Enables multiple phases

Signed in as [s.jones@arts.gla.ac.uk](#)

[View plans](#) [Create plan](#) [About](#) [News](#) [Help](#)

My project (NERC Template) No questions have been answered

Plan details **Outline DMP** **Full DMP**

Organisation (3 questions, 0 answered)	+
Roles and Responsibilities (1 question, 0 answered)	+
Data Generation Activities (1 question, 0 answered)	+
In-Project Data Management Approach (1 question, 0 answered)	+
Metadata and Documentation (1 question, 0 answered)	+
Data Quality (1 question, 0 answered)	+
Exceptions or Additional Services (1 question, 0 answered)	+
New Datasets (3 questions, 0 answered)	+
Third Party/Existing Datasets (1 question, 0 answered)	+

Summary page with dropdown buttons to expand and answer each section

Answering questions

The screenshot shows a web interface for a project titled "My project (DCC Template)". At the top right, a progress bar indicates "1/13" questions. Below the title, there are navigation tabs: "Plan details", "Generic DMP" (which is active), "Share", and "Export".

The main content area is divided into two sections:

- Data Collection** (2 questions, 0 answered) - collapsed.
- Documentation and Metadata** (1 question, 1 answered) - expanded.

The expanded question asks: "What documentation and metadata will accompany the data?". Below the question is a rich text editor with a toolbar containing "B", "I", "Paragraph", and icons for bulleted list, numbered list, and table. The text in the editor reads: "Metadata will be tagged in XML using the Data Documentation Initiative (DDI) format. The codebook will contain information on study design, sampling methodology, fieldwork, variable-level detail, and all information necessary for a secondary analyst to use the data accurately and effectively."

Below the editor is a "Save" button. To the right of the question, there is a "DCC Guidance" section with the following content:

Questions to consider:

- What information is needed for the data to be read and interpreted in the future?
- How will you capture / create this documentation and metadata?
- What metadata standards will you use and why?

Guidance:

Describe the types of documentation that will accompany the data to help secondary users to understand and reuse it. This should at least include basic details that will help people to find the data, including who created or contributed to the data, its title, date of creation and under what conditions it can be accessed.

Documentation may also include details on the methodology used, analytical and procedural definitions of variables, vocabularies, units, any assumptions made, and the format of the data. Consider how you will capture and where it will be recorded. Wherever possible, you should identify and use existing community

At the bottom left, a green notification bar says: "Answered less than a minute ago by Sarah Jones".

Notes who has answered the question and when

Progress bar updates how many questions remain

Institutions can provide examples and suggested answers

What data is being generated or reused in this research?

Example answer

Historic possum abundance (trap-catch) and possum control effort data will be provided by OSPRI. We will collect possum abundance (trap-catch) and movement (GPS collar) data during the project. Broad habitat/vegetation class information will be extracted from LCDB3.

B *I* Paragraph ▾ ☰ ☷ ☲ ▾

Identify the repository to which the data will be offered for deposit

Suggested answer

The University of Edinburgh undertake to maintain the digital outputs of this project for the long term and will utilise university infrastructure (the Edinburgh DataShare repository) to ensure preservation and continued access. We will make all data outputs available under permissive licensing allowing broad community adoption and re-purposing.

B *I* Paragraph ▾ ☰ ☷ ☲ ▾

Sharing plans

Withdrawal of services for young people

Plan details

ESRC Data Management Questions

Share

Export

You can share your plan to allow others to read or edit it. Please insert the email address of the person you wish to share it with. You can leave a note to explain why you are sharing the plan, or what you wish them to look at.

Collaborators

User name	Permissions	
Sarah Jones	Owner	
Laura Molloy	<input type="text" value="Read only"/>	Remove user access

Add collaborator

Permissions:

Add collaborator

Allow colleagues to read-only, read-write, or become co-owners

Internal and external partners

Collaborative writing of DMPs

The screenshot shows the DMP ONLINE interface. At the top left is the logo 'DMP ONLINE'. At the top right, it says 'Signed in as Laura Molloy'. Below the logo are buttons for 'View plans', 'Create plan', 'About', 'News', and 'Help'. The main heading is 'My project (DCC Template)' with a progress bar showing '1/13'. Below this are tabs for 'Plan details', 'Generic DMP', and 'Export'. The 'Generic DMP' tab is active, showing a list of sections: 'Data Collection (2 questions, 0 answered)', 'Documentation and Metadata (1 question, 1 answered)', 'Ethics and Legal Compliance (2 questions, 0 answered)', 'Storage and Backup (2 questions, 0 answered)', 'Selection and Preservation (2 questions, 0 answered)', 'Data Sharing (2 questions, 0 answered)', and 'Responsibilities and Resources (2 questions, 0 answered)'. The 'Documentation and Metadata' section is expanded and shows a message: 'This section is locked for editing by Sarah Jones.' Below this message is a question: 'What documentation and metadata will accompany the data?' followed by an answer: 'Metadata will be tagged in XML using the Data Documentation Initiative (DDI) format. The codebook will contain information on study design, sampling methodology, fieldwork, variable-level detail, and all information necessary for a secondary analyst to use the data accurately and effectively.' The answer is attributed to 'Sarah Jones' and is timestamped 'Answered 7 minutes ago'. At the bottom right of the page is an 'Export' button.

Signed in as Laura Molloy

View plans Create plan About News Help

My project (DCC Template) 1/13

Plan details Generic DMP Export

Data Collection (2 questions, 0 answered) +

Documentation and Metadata (1 question, 1 answered) -

This section is locked for editing by Sarah Jones.

What documentation and metadata will accompany the data?

Metadata will be tagged in XML using the Data Documentation Initiative (DDI) format. The codebook will contain information on study design, sampling methodology, fieldwork, variable-level detail, and all information necessary for a secondary analyst to use the data accurately and effectively.

Answered 7 minutes ago by Sarah Jones

Ethics and Legal Compliance (2 questions, 0 answered) +

Storage and Backup (2 questions, 0 answered) +

Selection and Preservation (2 questions, 0 answered) +

Data Sharing (2 questions, 0 answered) +

Responsibilities and Resources (2 questions, 0 answered) +

Export

Sections are locked for editing when they're being worked on by colleagues

Templates can have multiple phases

Withdrawal of services for young adults

Plan details | **Initial DMP (within first 6 months)** | Mid-term Review DMP | Final review DMP | Share | Export

This page gives you an overview of your plan. It tells what your plan is based on and gives an overview of the questions that you will be asked.

Project name	Withdrawal of services for young adults
ID	-
Grant number	-
Principal Investigator/Researcher	Sarah Jones
Project data contact	-
Description	-

This plan is based on:

Funder	European Commission (Horizon 2020)
Institution	University of Glasgow

Remember to update the DMP throughout the life of the project!

Exporting DMPs

Withdrawal of services for young people

ESRC Data Management Questions

Can export as plain text, PDF, html...

Existing data

Questions	Answers
- An explanation of the existing data sources that will be used by the research project (with references)	The ESDS archive has been systematically searched using a series of search terms related to and derivative of 'public service withdrawal', 'impacts', and/or 'children' and 'young people'. Our overall assessment is that there are no datasets that will adequately address the aims of this project. The following datasets are tangentially related to this project.
- An analysis of the gaps identified between the currently available and required data for the research	Given the contemporary nature of the proposed project, we know of no datasets that cover users' (especially young people's) views and experiences of austerity measures and service withdrawal. The proposed project will therefore capture new and unprecedented data, for which there is an evident demand among national and regional stakeholders, decisionmakers and service-providers (see 'Pathways to Impact' attachment). Moreover, whilst several datasets incorporate longitudinal data, none includes data gleaned from oral history and multigenerational family interview methods central to the proposed project. The proposed project therefore represents an extension to the methods and data quality of the tangentially-related projects listed in section 1. Finally, the novel use of 'impact' activities to generate data (e.g. workshops, mapping software) exceeds the scope of all extant and even tangentially-related datasets.

Information on the data that will be produced

Questions	Answers
- Data volume and data type, e.g. qualitative or quantitative data	The project shall generate new quantitative data (Bristol Online Survey outputs, SPSS data and outputs), qualitative data (digital audio files, audio transcripts, digital photographic and video data, workshop outputs, NVivo files), and mapping data (TIFF files). Metadata, in the form of pdfs and Excel spreadsheets, shall be used to facilitate the management and archiving of these data. Data shall be stored in password-protected folders on the host institution's secure servers. Data transfer between the PI and Co-I shall take place via face-to-face meetings.
	Quantitative data shall be generated from an anonymous online survey (target 10,000 responses). The survey will be administered via Bristol Online Surveys (BOS) software: a secure, quality-assured, widely-used online survey tool. Data will be exported to SPSS for analysis.

Good practice when creating DMPs

- Start early
- Cost in sufficient effort to application
- Write the plan collaboratively
- Be realistic
- Update DMP

DMPonline: Library can provide support to UMinho users

Signed in as Pedro Principe.



Templates Guidance Organisation details **Users**

List of users

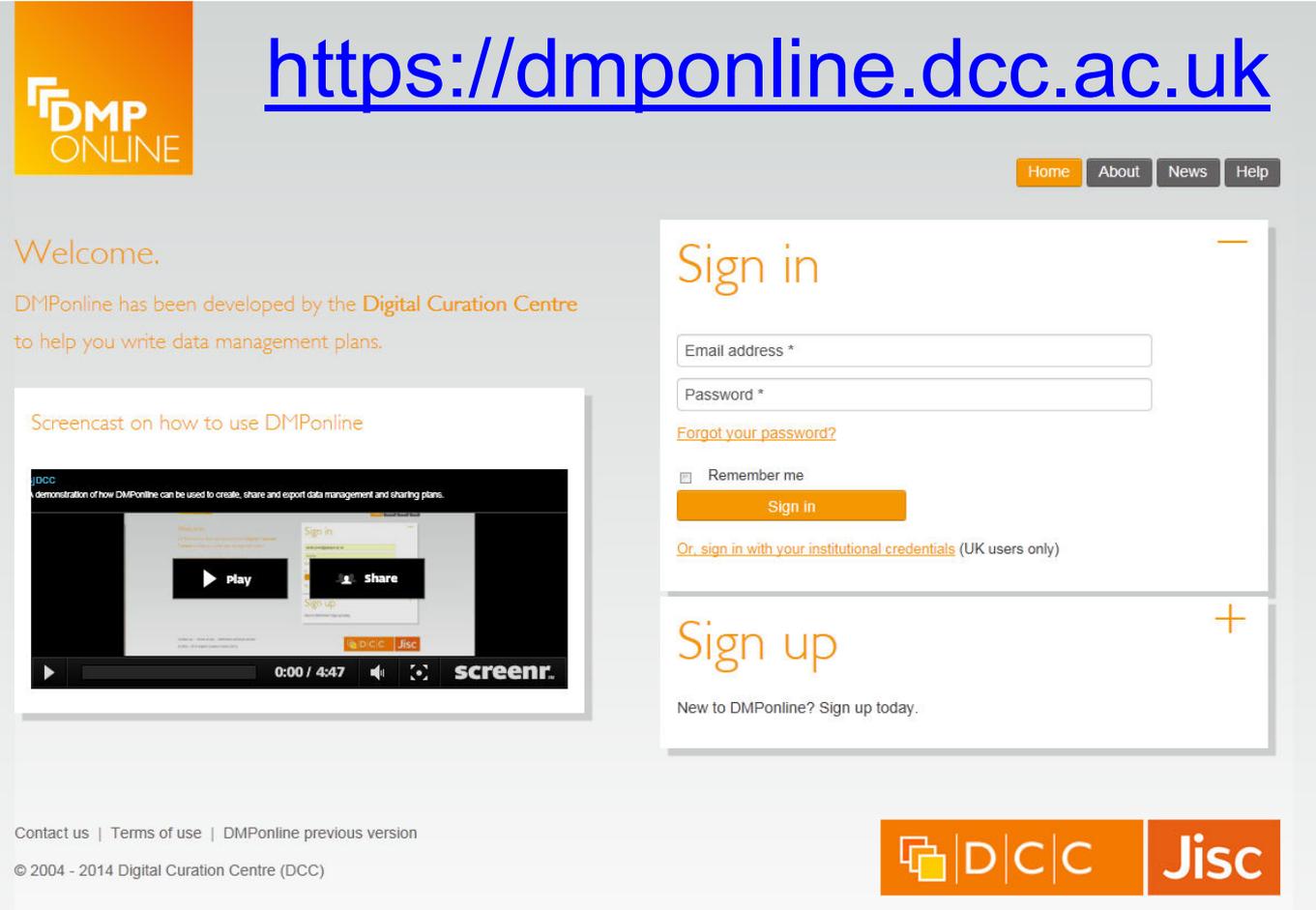
Below is a list of users registered for your organisation. You can sort the data by each field.

Name	Email address	Last logged in	How many plans?
Pedro Principe	pedroprincipe@s dum.uminho.pt	20-04-2016	9
Clara Boavida	claraboavida@s dum.uminho.pt	26-02-2014	0
José Carvalho	josekarvalho@gmail.com	16-05-2014	1
Eloy Rodrigues	eloy@s dum.uminho.pt	05-01-2015	1
Raquel Truta	raquel@s dum.uminho.pt	16-05-2014	0
Ricardo Saraiva	rsaraiva@s dum.uminho.pt	28-07-2014	0

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Try it out



The screenshot shows the homepage of the DMPonline website. At the top left is the DMP ONLINE logo. To its right is the URL <https://dmponline.dcc.ac.uk> in blue text. A navigation bar contains links for Home, About, News, and Help. The main content area is divided into two columns. The left column features a 'Welcome' message, a description of the service, and a video player titled 'Screencast on how to use DMPonline'. The right column contains a 'Sign in' form with fields for email and password, a 'Remember me' checkbox, and a 'Sign in' button. Below the sign-in form is a 'Sign up' section with a '+' icon and the text 'New to DMPonline? Sign up today.'. At the bottom, there is a footer with contact information and logos for DCC and Jisc.

DMP ONLINE

<https://dmponline.dcc.ac.uk>

Home About News Help

Welcome.

DMPonline has been developed by the Digital Curation Centre to help you write data management plans.

Screencast on how to use DMPonline

0:00 / 4:47

screenr.

Sign in

Email address *

Password *

[Forgot your password?](#)

Remember me

Sign in

[Or, sign in with your institutional credentials \(UK users only\)](#)

Sign up

New to DMPonline? Sign up today.

Contact us | Terms of use | DMPonline previous version

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DCC Jisc

Thanks – any questions?

DMP guidance, tools and resources:

www.dcc.ac.uk/resources/data-management-plans

Follow us on twitter:

@digitalcuration and #DMPonline

Thanks for listening!

joy.davidson@glasgow.ac.uk

www.dcc.ac.uk

Follow us on twitter:

@jd162a

@digitalcuration and #ukdcc



D|C|C

because good research needs good data