

**Adapt your Data management Plan**

Editable Form

**Overview**

|  |  |
| --- | --- |
| Title of the project/study |  |
| Date of this plan  |  |
| Description of the project  |  |
| Origin of Data  |  |
| Principal researchers |  |
| Collaborating researchers  |  |
| Funder  |  |
| Data producer  |  |
| Project data contact |  |
| Data owner(s)   |  |
| Roles |  |
| Costs and Resources |  |

**Organising and documenting your data**

|  |  |
| --- | --- |
| Data collection  |  |
| Data organisation  |  |
| Data type and size  |  |
| File format |  |
| Folder structure & names |  |
| File structure & names |  |
| Documentation |  |
| Metadata |  |
| Metadata standard |  |

**PROCESS PLAN**



**Processing your data**



|  |  |
| --- | --- |
| Versioning  |  |
| Interoperability  |  |
| Data quality |  |

**Storing your data and metadata**

|  |  |
| --- | --- |
| Storage |  |
| Backup |  |
| Security |  |

**AN**

 **MENT PLAN**

**Protecting your data**

|  |  |
| --- | --- |
| Ethical review  |  |
| Informed consent  |  |
| (sensitive) Personal data /confidential information  |  |
| Intellectual property rights (IPR)/Copyrights  |  |
| Agreements  |  |
| Restrictions |  |

**Archiving and publishing your data**

|  |  |
| --- | --- |
| Archiving  |  |
| Data formats  |  |
| Access  |  |

**Discovering data**

|  |  |
| --- | --- |
| Identification of needs |  |
| Search for data  |  |
| Evaluation of data quality |  |
| Gaining access to data |  |