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| **1. Overview** | | |
| Date  Date for the current version | DMP Version Number  Remember to use leading 0s (V02)! | This DMP will be reviewed again in months.  The RDM team recommends that DMPS be reviewed every 6-12 month or when there are major changes to your project. |
| Researcher Name |  | |
| Supervisor(s) Name(s) |  | |
| Project Title |  | |
| Funder(s) and Award Number(s) | This includes grants or awards given directly to the student, as well as grants for which the PhD project is a component of a larger project. | |
| Project Summary | This summary can be a few sentences that describe the project and its goals. | |

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| **2. Data Description (List each dataset on a new line)** | | |
| What types of data will be collected/generated? | What file formats will be used? | Estimated size of the collected data |
| List each dataset that you will create during your project. You might divide datasets based on methodology, research question, sample location, etc. | What file formats will you use to work with your data during your project’s active stages. | How large will each dataset be (in GBs or TBs)? You can provide an estimated range if you are unsure. You should specify the estimated data size/range for both raw and processed data. |
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| Are you going to re-use data for your project? If yes, are there any restrictions on how that data can be used? | | |
| Will you use data that you didn’t create, perhaps from your research group or a data repository. If reusing data from a group repository or public dataset, be sure that the data is licensed in a way that allows for reuse and that you have obtained all the necessary written permission to use the data. Also, for the reused data, specify:   * Source: university repository, Zenodo, a discipline specific reposity, experimental collaboration data, etc. * Licensing Restriction: Creative Commons, proprietary restrictions, etc. | | |

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| **3. Documentation** | |
| Dataset (From Section 2) | Are there any discipline specific data standards or metadata standards you will follow to document your data? |
|  | You can look for metadata standards in the [RDA Metadata Catalog](https://rdamsc.bath.ac.uk/#:~:text=The%20RDA%20Metadata%20Standards%20Catalog,to%20help%20address%20infrastructure%20challenges.), check which metadata standards are used by data repositories in your discipline, or what standards are commonly cited in your research community. If no standards exist in your discipline, you can list what information you will systematically collect to support your data. This could be things like sample IDs, location data, pre-treatment methods, calibrations, machine settings, etc. Consider what information you or someone else would need to use your data later and be confident of its quality. |
| Are there any other steps you will take to document your data? | |
| Great options include README files and some specific documentation practices, such as:   * structured lab notebooks, protocols, and instrument logs * annotated code scripts, software versions, executable workflows, or containerized workflows * codebooks and data dictionaries | |

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| **4. Storage and Organization During the Project** |
| How will data be named, organized, and structured? (Incorporate all data listed in Section 2.) |
| Consider how you will name your files and which pieces of information you will include in your file names. Important information could include sample IDs, dates, locations, analysis method, etc. Try to think about what information would allow you to quickly find a file later. Then consider your overarching file structure. You can divide files by analysis type, project phase, sampling location, etc. Another common approach is to divide files between raw, processed, and analyzed files. Remember to document your data structure too! Finally, if you research group already has a data management system in place, be sure to use that system instead of developing your own. |
| How and where will the data be stored during the project? |
| The RDM Team recommends that all data be stored using university storage services such as [u:cloud](https://zid.univie.ac.at/ucloud/) or [Share](https://zid.univie.ac.at/en/share/). These storage solutions are secure and managed by ZID. You receive a set amount of u:cloud storage for free, but if you need more space you’ll need to use u:cloud pro or Share. These services charge 0.03 cents per GB per year, so speak with your mentors about financing. It’s likely that your research group already has a storage solution set-up. Avoid using things like USB sticks, external hard drives, or unbacked-up servers to store your data. |
| How will data be backed up during the project? |
| Try to only use university supported solutions with automated back-up, especially to store raw data. |
| Who will have the right to access the data during the project? Will access be restricted during the project? |
| This is especially important for legally or ethically sensitive data but formalizing a plan (for any data) can ensure that expectations are clear. |

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| **5. Long-Term Data Preservation and Publication** | | |
| Data Type (From Section 2) | Where will the data be archived? | What file formats will be used to archive the data? |
|  | Whenever possible, archive your data in a discipline specific repository and avoid only publishing your data in your papers/supplemental materials. You can use [re3data.org](https://www.re3data.org/) to search for trusted repositories. If you cannot find a discipline specific repository, you can archive it using UNIVIE’s in-house repository [PHAIDRA](https://phaidra.univie.ac.at/) or on a generalist repository like [Zenodo](https://zenodo.org/). Different datasets from the same project can be sent to different repositories, but avoid depositing the same data in more than one repository.  Software and code can be archived on Github or GitLab. Just remember to assign a DOI to your git repository via Zenodo. | These file formats might be different than those you listed in Section 2. During the active phases of your project you can use file formats that easiest for you or your research group to manage. During the archiving phase of your project, you should opt for formats that are open source and non-proprietary whenever possible. If you are trying to choose between a proprietary feature rich file format and a basic non-proprietary option and your files are not too large, you can consider just sharing files in both formats. |
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| Are there any data or subsets of data generated during your project that will not be published or archived? If so, please provide reasoning for this decision. | | |
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| **6. Data Sharing and Access** | | |
| Data Type (From Section 2) | Who will be able to access the archived data? If access is restricted, explain why this is necessary. | What license will be applied to the data? |
|  | Data should be as open as possible and as closed as necessary. Typical examples of access level are: public (e.g. CC-BY licensed open data), restricted (e.g. embargo period, institutional access only), confidential (e.g. legally/ethically/commercially sensitive data).  If you work with sensitive data and access need to be restricted, how will this be managed? Some repositories offer special services where they manage and log who has access to sensitive data. In other cases, researchers must manage access related issues themselves. | Creative Commons licenses are often used to license research data and CC-BY is the most often used option. The UNIVIE Research Data Management Policy also guarantees researchers the right to release their data under open licenses. If you want to explore the Creative Commons options, you can use the [CC License Chooser](https://chooser-beta.creativecommons.org/). Please note that some funders have requirements regarding data licensing, so discuss any contractual obligations with your mentor.  Also remember that software and code should not be assigned CC licenses. Instead, you should use specialized software licenses. This tool can help you [choose a the right software license](https://choosealicense.com/) for your project. |
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| **7. Ethics and Intellectual Property** |
| Who owns the data in your project? |
| If you are an employee of UNIVIE, the university likely owns any data you create but check with your supervisor regarding third-part funding agreements (they may claim ownership of data you create) and intellectual property considerations (see also next point). Also note that arrangements from collaborations or dual affiliations may further complicate data ownership. If you are unsure, consult your supervisor or a member of the Research Data Management Team. |
| Are there any commercial or legal considerations related to your research project? How will you address these considerations? |
| For example, is it possible that patents or other kinds of marketable IP will come from your project? Or are you collaborating with a company who has a commercial interest in your work? If collaborating with industry, document confidentiality agreements (e.g. NDA), commercial interests (e.g. patent potential). |
| Are there any ethical considerations related to your research project? How will you address these considerations? |
| If your research makes use or poses and harm or risk to other people, animals, or the environment, explain how significant the risks are and how they are mitigated. Also, if applicable, be sure that you obtained all the necessary approvals from the relevant committees. If unsure, ask your supervisor. |

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| **8. Next Steps** |
| Are there any new resources you need to implement this data management plan? |
| Do you require additional computing/storage resources? Any funding requirements for data management? |
| Are there any data management tasks you need to complete before the next review of this data management plan? |
| Outline key tasks before the next DMP review (e.g. metadata annotation, repository selection, configuration of backup setup). |

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PhD Candidate Signature Date

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Supervisor Signature Date