



UMEÅ UNIVERSITY

TEMPLATE DATA MANAGEMENT PLAN

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1. Introduction

The template for data management plans at Umeå University basically follows the translation of Science Europe's core requirements for data management plans (<https://www.scienceurope.org/our-resources/>), which was provided by the Swedish Research Council and SUHF, and the basic questions for data management plans of the Swedish National Data Service for administrative information on the research project (<https://snd.gu.se/sv/hantera-data/datahanteringsplan/att-skriva-datahanteringsplan/checklista-datahanteringsplan>).

This template was designed with the purpose that it should be generally applicable to research projects at UmU, which produce, collect or process research data in some form. The scope of DMP-UmU mainly covers research projects that do not already have specific requirements from a research funder and where no funder-specific data management plan exists or is required. The DMP-UmU may also be used, if the funder specifically points out the use of Science Europe's core requirements for data management plans.

The data management plan (DMP) should be seen as a living document that is continuously updated during the course of the research project. A completed DMP at the start of the project belongs to good research practice and can, for the individual researcher/doctoral student, be an effective tool for thinking through the design, collection and management of the research material in an early stage of the project. In addition, with a completed DMP-UmU, you are ready to meet the demands of research funders, publishers and authorities for DMP, open access data, archiving etc.

For more information and guidance on the management and accessibility of research data, please visit the web page of the University Library (<https://www.umu.se/en/library/>). If you would like to contact the library for question about data management plans, please use the contact form (<https://www.umu.se/en/library/contact-us/>) and select the option 'Publishing, thesis and research data'.

This introduction is no part of the data management plan and may be removed when the plan is ready.

2. Administrative information about the research project

[Help text [] can be removed when the data management plan is ready.]

Project title: [name of the on-going or planned research project]

Principal investigator: [person, institution or organization that is responsible for the project. Please include your researcher-ID, such as [ORCID](#).]

Contact person: [The contact person of the research project. Please state name, email and telephone number.]



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Responsible organization: [The organization that owns the data. If there are several organisations involved in the research project, name the organization with the main responsibility, how the ownership is regulated as well as who is responsible for what. If a written agreement already is in place, please include the reference number.]

Project description: [Brief description of the research project covering the questions for the goal of the project, the scientific questions that are going to be addressed, and the reasons for collecting/creating data.]

Funding: [Information about the funding of the study including the funding agencies and the grant numbers.]

Other information relevant for project administration: [Collaborators, persons other than the PI who have specific roles in the project, administration of the project etc.]

3. Data management plan

[Obligatory information, version of the data management plan, date according to xxxx (år)-xx (mån)-xx (dag)] Version 01, xxxx-xx-xx

3.1. Data description and collection or re-use of existing data

3.1.1 How will new data be collected or produced and/or how will existing data be re-used?

3.1.2 What data (for example the kinds, formats, and volumes) will be collected or produced?

3.2. Documentation and data quality

3.2.1 What metadata and documentation (for example the methodology of data collection and way of organising data) will accompany the data?

3.2.2 What data quality control measures will be used?



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3.3. Storage and backup during the research process

3.3.1 How will data and metadata be stored and backed up during the research process?

3.3.2 How will data security and protection of sensitive data be taken care of during the research?

3.4. Legal and ethical requirements, codes of conduct

3.4.1 If personal data are processed, how will compliance with legislation on personal data and on data security be ensured?

3.4.2 How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable?

3.4.3 How will possible ethical issues be taken into account, and codes of conduct followed?

3.5. Data sharing and long-term preservation

3.5.1 How and when will data be shared? Are there possible restrictions to data sharing or embargo reasons?

3.5.2 How will data for preservation be selected, and where will data be preserved long-term (for example a data repository or archive)?

3.5.3 What methods or software tools will be needed to access and use the data?



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3.5.4 How will the application of a unique and persistent identifier (such as a Digital Object Identifier (DOI)) to each data set be ensured?

3.6. Data management responsibilities and resources

3.6.1 Who (for example role, position, and institution) will be responsible for data management (i.e. the data steward)?

3.6.2 What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?