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| **SLU University Library**Data Curation Unit (DCU) | **DOCUMENT TYPE**SLU ID: SLU.[Enter the registry number here]2020-06-03 |

SLU’s Data Management Plan Template Version 2.0

Contains comments from HUV to hopefully help you to begin with the DMP.

Remember that it should be a living document and that you will not have all information from the beginning. During the project you should update it for changes in the handling of data, knowledge on where to publish etc.

For bigger changes make an update and save the DMP as a new version.

The DMP shall be sent to huv.administration@slu.se to be posted in the registry, together with other documents concerning your project (like application, decision, reports etc.).

2021-04-01 / Johan Karlsson

# **General information**

Quality-assured data are key building blocks of the scientific process. Managing that data is, thus, an essential part of good scientific practice and a key component of Open Data (and, as such, Open Science). A Data Management Plan (DMP) will help you manage the data collected, created, and/or processed within and throughout the lifetime of your project and even beyond; i.e., a DMP is to be viewed as a living document in which information can be made available through updates as the implementation of the project progresses. The goals of a DMP are twofold: to meet the requirements of ***1)*** good scientific practice and ***2)*** national and international funding organisations as well as other research organisations.

# **Information about this template**

This DMP template has been designed to help researchers as well as other staff at the Swedish University for Agricultural Sciences (SLU) manage their projects’ data. For practical advice on managing your data as well as related policies see the [Digital Curation Unit’s (DCU) library website](https://www.slu.se/en/subweb/library/publish-and-analyse/Archiving-and-publishing-research-data/). In case you should have any questions regarding DMPs in general and/or are in need of more specific help with respect to the DMP template presented hereinafter, please do not hesitate to contact DCU at [dcu@slu.se](file:///%5C%5Cstorage.slu.se%5CHome%24%5Cjnue0001%5CDesktop%5Cdcu%40slu.se). As for registering and archiving your DMP, please get in contact with either your department’s person in charge regarding ‘registration and archival’ or SLU’s [archive, information management and registration unit](https://internt.slu.se/stod-service/admin-stod/juridik-dataskydd-och-informationshantering/dokument-och-arkiv/kontakt/) (enheten för arkiv, informationshantering och registratur; AIR). Additional resources concerning this matter can be found under Appendix A.

The template itself is based on [recommendations](https://www.vr.se/english/applying-for-funding/requirements-terms-and-conditions/producing-a-data-management-plan.html) made by the Swedish Research Council (VR) and the Association of Swedish Higher Education Institutions (SUHF), thereby adapting [Science Europe’s Core Requirements for Data Management Plans](https://www.scienceeurope.org/media/jezkhnoo/se_rdm_practical_guide_final.pdf). Note that these core requirements are compliant with the [FAIR Data Principles](https://www.nature.com/articles/sdata201618), hence data management based on these core requirements will allow researchers to ensure that their data are FAIR (Findable, Accessible, Interoperable, Re-usable). The template has further been adapted to include information with regard to administration. Be aware that this template represents a temporary solution until [the national working group coordinating the work on DMPs](https://www.vr.se/english/mandates/open-science/open-access-to-research-data.html) (led by VR) provides all Swedish Higher Education Institutions (HEIs) with a core national DMP solution.

Finally, this SLU DMP template has been designed to comply with requirements from the following funding and research organisations: VR, FORMAS (Swedish Research Council for Sustainable Development), NV (Swedish Environmental Protection Agency), and Science Europe. Should you intend to seek or have already sought funding from a funding and research organisation other than mentioned above, please follow their respective requirements in this matter.

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# **Data Management Plan (DMP) Template**

## GENERAL INFORMATION

*This section provides general, administrative information that is essential for the management of the DMP as well as the data.*

|  |  |
| --- | --- |
| **a. DMP** | *Specifies information about the DMP itself.* |
| **title** | Click or tap here to enter the title of this DMP. |
| **dmp\_id** | *Identifier for the DMP itself (e.g., SLU ID [SLU.xxx xxxx.x.x.x-xxxx]). To obtain an SLU ID, please contact your department’s person of charge regarding ‘registration & archival’.* |
| **identifier** | SLU |
| **type** | SLU ID |
| **created** | Click or tap to enter the date this DMP was created. |
| **modified\*** | Click or tap to enter the date this DMP was modified. |
| **description** | Click or tap here to enter any free-form text information describing this DMP. |
| **language** | Choose the language this DMP is written in. |
| **contact person** | *Specifies the party who can provide information on the DMP itself (this is not necessarily the creator of the DMP)* |
| **name** | Click or tap here to enter the contact person’s name. |
| **e-mail** | Click or tap here to enter the contact person’s e-mail address. |
| **contact\_id** | *Identifier for the contact person (e.g., ORCID ID [xxxx-xxxx-xxxx-xxxx])* |
| **identifier** | ORCID |
| **type** | orcid |
| **organisation** | SLU Dpt. Animal Nutrition and Management |
|  | If you chose “other”, click or tap here to provide the following information with regard to the contact person’s organisation: institution, department (e.g., Uppsala University, Department of Ecology and Genetics). |
| **contributor(s)\*\*** | *Specifies the contributing person(s) involved in the creation and management of the DMP itself (i.e., who is responsible for creating, managing, and administrating this DMP)* |
| **role** | Choose the contributor’s role in creating, managing, and administrating this DMP. |
| **name** | Click or tap here to enter the contributor’s name. |
| **e-mail** | Click or tap here to enter the contributor’s e-mail address. |
| **contributor\_id** | *Identifier for the contributor (e.g., ORICD ID [xxxx-xxxx-xxxx-xxxx])* |
| **identifier** | Click or tap here to enter the identifier for the contributor. |
| **type** | Choose the type of the identifier provided. |
| **organisation** | Choose the (main) department the contributor is affiliated with. |
|  | If you chose “other”, click or tap here to provide the following information with regard to the contributor’s organisation: institution, department (e.g., Uppsala University, Department of Ecology and Genetics). |

*🡪\* As for “modified”: This corresponds to the DMP’s document history and indicates the DMP’s version. Use the template provided under Appendix B to document changes made to this DMP throughout the project that you are referring to in this DMP.*

*🡪\*\* As for “contributor”: In case more than 1 contributing person is involved in the creation, management, and administration of the DMP itself, use the template provided under Appendix C.*

|  |  |
| --- | --- |
| **b. Project** | *Specifies information on the project associated with this DMP.* |
| **title** | Click or tap here to enter the title of the project. |
| **description** | Click or tap here to enter any free-form text information describing the project (e.g., aim and purpose of the project, form and type of research [qualitative vs. quantitative, applied vs. fundamental, exploratory vs. conclusive, etc.]). |
| **project\_id** | *Identifier for the project (e.g., SLU ID [SLU.xxx xxxx.x.x.x-xxxx]). To obtain an SLU ID, please contact your department’s person of charge regarding ‘registration & archival’.* |
| **identifier** | SLU |
| **type** | SLU ID |
| **PI** | *Principal investigator (i.e., person) responsible for the data and the intellectual content of the project* |
| **name** | Click or tap here to enter the PI’s name. |
| **e-mail** | Click or tap here to enter the PI’s e-mail address. |
| **PI\_id** | *Identifier for the PI (e.g., ORICD ID [xxxx-xxxx-xxxx-xxxx])* |
| **identifier** | orcid |
| **type** | orcid |
| **organisation** | SLU Dpt. Animal Nutrition and Management |
|  | If you chose “other”, click or tap here to provide the following information with regard to the PI’s organisation: institution, department (e.g., Uppsala University, Department of Ecology and Genetics). |
| **contact person** | *Person who can provide answers to questions related to the project associated with this DMP (both for and beyond the duration of the project; i.e., the project data contact)* |
| **name** | Click or tap here to enter the contact person’s name. |
| **e-mail** | Click or tap here to enter the contact person’s e-mail address. |
| **contact\_id** | *Identifier for the contact person (e.g., ORICD ID [xxxx-xxxx-xxxxx-xxxxx])* |
| **identifier** | ORCID |
| **type** | orcid |
| **organisation** | SLU Dpt. Animal Nutrition and Management |
|  | If you chose “other”, click or tap here to provide the following information with regard to the contact person’s organisation: institution, department (e.g., Uppsala University, Department of Ecology and Genetics). |
| **start** | Click or tap to enter the date the project started. |
| **end** | Click or tap to enter the date the project ended. |
| **funding\*** | *Details on funding related with the associated project* |
| **funder name** | FORMAS (Swedish Research Council for Sustainable Development) |
|  | If you chose “other”, click or tap here to provide the funder’s name. |
| **funder\_id** | *Funder identifier of the associated project (see* [*CrossRef Funder Registry to find Funder ID*](https://doi.crossref.org/funderNames?mode=list)*)* |
| **identifier** | 501100001862 (FORMAS) |
|  | If you chose “other”, click or tap here to provide the identifier for the funder. |
| **type** | fundref |
| **funding status** | granted |
| **grant\_id** | *Grant identifier of the associated project (e.g., dossier number [xxxx-xxxxx] or url provided by the funder for the associated project* |
| **identifier** | Formas |
| **type** | dossier number |
| **contributor(s)\*\*** | *Parties involved in the project associated with this DMP and in managing the project’s data* |
| **role** | Choose the contributor’s role in the project and in the management of the project’s data. |
| **name** | Click or tap here to enter the contributor’s name. |
| **e-mail** | Click or tap here to enter the contributor’s e-mail address. |
| **contributor\_id** | *Identifier for a contributor (e.g., ORCID ID [xxxx-xxxx-xxxx-xxxx])* |
| **identifier** | Click or tap here to enter the identifier for the contributor. |
| **type** | Choose the type of the identifier provided. |
| **organisation** | Choose the (main) department the contributor is affiliated with. |
|  | If you chose “other”, click or tap here to provide the following information with regard to the contributor’s organisation: institution, department (e.g., Uppsala University, Department of Ecology and Genetics). |

*🡪\* As for “funding”: In case more than 1 funding organisation is involved in supporting the project that you are referring to in this DMP, use the template provided under Appendix D.*

*🡪\*\* As for “contributor”: In case more than 1 contributing party is involved in the management of the project’s data, use the template provided under Appendix C.*

## DATA DESCRIPTION

*This section provides a description of the data your project will collect/create and/or re-use. It is important to record this detail to help you and others understand why and how the data was brought about.*

|  |
| --- |
| **1a. How will new data be collected/created and/or existing data re-used?** |
| *In case of collecting/creating new data, specify how new data will be collected/created (e.g., via questionnaire, interview, observation, measurement, recording, etc.) and which methodologies/equipment/software will be used.**With regard to existing data, specify whether or not already existing data will be re-used. If so, state its source and provenance (see* ***Glossary*** *for a more detailed explanation), and specify which methodologies/software will be used in its re-use. Also, state any constraints and restrictions (e.g., copyright, intellectual property rights, etc.) that apply. If not, give reasons for why already existing data cannot be used. Also, if data exists that could be re-used but effectively is not, give reasons for why it is important to collect/create new data.**Explain how data provenance (again, see* ***Glossary*** *for a more detailed explanation) will be documented.* |
| Click or tap here to provide an answer to 1a. |
| **1b. What data will be collected/created and/or re-used (in terms of kind, format, volume, etc.)** |
| *Provide details on the kind of collected/created/re-used data: e.g., numeric (databases, spreadsheets), textual (documents), image, audio, video, mixed data, etc. State for each kind of data whether it will be newly collected/created or re-used.**Provide details on the format of collected/created/re-used data: e.g., pdf, xls, doc, txt, rdf, etc. (i.e., the way in which the data is encoded for storage; often reflected by the filename extension).**Justify the use of certain data formats: e.g., decisions may be based on staff expertise within the host organisation, a preference for open formats, standards accepted by data repositories, widespread usage within the research community, or on the software or equipment that will be used.**Give preference to commonly used, well documented, standardised, interchangeable or open data formats (i.e., not to proprietary formats) as they facilitate sharing and long-term re-use of data (several repositories provide lists of such ‘preferred formats’; see also the* [*SND’s [Swedish National Data Service] information page on file formats*](https://snd.gu.se/en/manage-data/guides/file-formats)*).**Provide details on the volumes: e.g., bytes (storage space required) and/or numbers of objects, files, rows, and columns. Indicate the proportions of raw data, processed data, and other secondary outputs (e.g., reports).**Consider the implications of data volumes in terms of storage and backup, access and preservation. Also, consider whether and how the scale of the data will pose challenges when sharing and transferring data between locations. If so, explain how you will address these challenges.* |
| Click or tap here to provide an answer to 1b. |

## DOCUMENTATION AND DATA QUALITY

*This section provides information on documentation and management of the data your project will collect, create, and/or re-use. It is important to provide detailed information in this respect to help others find, interpret, and re-use the data.*

|  |
| --- |
| **2a. What metadata and documentation will accompany the data (in terms of, for instance, methodology of data collection and way of organising data)?** |
| *Indicate which metadata will be provided to help others understand, find, access, and re-use the data.**Indicate which metadata standards will be used and why.**Use community metadata standards where these are in place (several repositories provide guidance on the use of appropriate metadata standards; see also the* [*RDA’s [Research Data Alliance] directory on metadata standards*](http://rd-alliance.github.io/metadata-directory/standards/)*).**Indicate how the data will be organised during the project (e.g., file/folder naming conventions, version control, and folder structure). Note that consistent, well-ordered research data will be easier to understand, find, access, and re-use (see* [*MIT Libraries’ slides on file/folder organisation*](https://libraries.mit.edu/data-management/files/2014/05/FileOrg_20160121.pdf)*).**Consider what other documentation is needed to enable re-use of data. This may include information on the methodology used to collect/create/re-use the data, analytical and procedural information, definitions of variables, units of measurement, assumptions made, etc.**Consider how this information will be documented (e.g., in a database with links to each item, a ‘readme’ text file, file headers, code books, lab notebooks, log books, protocols, variable lists, etc.).* |
| Click or tap here to provide an answer to 2a. |
| **2b. What data quality control measures will be used?** |
| *Explain how the consistency and quality of data collection/creation/re-use will be controlled and documented. This may include processes such as calibration, repeated samples or measurements, negative and/or positive controls, standardised data capture, data entry validation, peer review of data, or representation with controlled vocabularies.* |
| Click or tap here to provide an answer to 2b. |

## STORAGE AND BACKUP

*This section provides information on storage and backup of the data collected/created and/or re-used throughout the lifetime of your project.*

|  |
| --- |
| **3a. How will data and metadata be stored and backed up during the research?** |
| *Describe where the data will be stored and backed up during the course of research activities and how often the backup will be performed. It is recommended to store data in at least two separate locations.**Give preference to the use of robust, managed storage with automatic backup, such as provided by IT support services of the home institution. Note that storing data on laptops, stand-alone hard drives, or external storage devices such as USB sticks is not recommended (see* [*SLU’s guidelines on data preservation*](https://internt.slu.se/en/support-services/administrative-support/legal-affairs-data-protection-info-management/info-and-archives-mgmt/manual-research-material/management-preservation/)*).* |
| Click or tap here to provide an answer to 3a. |
| **3b. How will data security and protection of data be taken care of during the research?** |
| *Explain how the data will be recovered in the event of an incident.**Explain who will have access to the data during the research and how access to data is controlled, especially in collaborative partnerships.**Consider data security and protection, particularly if your data is sensitive (e.g., personal data, politically sensitive information, trade secrets, etc.). Describe the main risks and how these will be managed.**Should you consider using third-party services with regard to storage and backup, ensure that this does not conflict with funder, institutional, etc. policies.**Explain which institutional data protection policies and security measures are in place.**Identify any formal standards that will be complied with (e.g., ISO 27001). Note that by following* [*SLU’s management system on information security*](https://internt.slu.se/stod-service/admin-stod/sakerhet/informationssakerhet/lis/) *(link only available in Swedish), one automatically complies with ISO 27001. Thus, describe whether or not SLU’s management system on information security will be complied with. See* [*SIS (Swedish Institute for Standards) for further standards SLU employees have access to*](https://www.sis.se/en/subscription/our-standards/) *(link only accessible through SLU’s campus network or VPN service).* |
| Click or tap here to provide an answer to 3b. |
| **3c. Have SLU’s IT (****it-stod@slu.se****, 018-67 6600), Data Curation Unit (DCU;** **dcu@slu.se****), and/or Privacy and Data Protection Function (IDF;** **dataskydd@slu.se****) been contacted in this regard?** |
| [*SLU’s IT department*](https://internt.slu.se/en/support-services/administrative-support/it/) *can help you with technical/practical issues related to data storage, back-up, and recovery.* [*SLU’s DCU*](https://www.slu.se/site/bibliotek/publicera-och-analysera/arkivering-och-publicering-av-forskningsdata/)*, on the other hand, can provide you with general support regarding data storage, back-up and recovery, as well as data policies, security and protection.* [*SLU’s IDF*](https://internt.slu.se/en/organisation--styrning/organisation/universitetsadministration/division-of-strategy-and-planning/privacy-data-protection/) *can provide answers to questions with regard to data protection as well as processing of personal/sensitive data.* |
| IT: Choose an answer.DCU: Choose an answer.IDF: Choose an answer. |

## LEGAL AND ETHICAL ASPECTS

*This section provides information with regard to legal and ethical aspects related to your project.*

|  |
| --- |
| **4a. If personal data are processed, how will compliance with legislation on personal data and on security be ensured?** |
| *Describe whether or not personal data will be processed during the course of the project.**Ensure that when dealing with personal data data protection laws (e.g., GDPR) are complied with:**- Gain informed consent for preservation and/or sharing of personal data.**- Consider anonymisation of personal data for preservation and/or sharing. Note that truly anonymous data are no longer considered personal data.**- Consider pseudonymisation of personal data for preservation and/or sharing. Note that the main difference with anonymisation is that pseudonymisation is reversible.**- Consider encryption of personal data for preservation and/or sharing, which is seen as a special case of pseudonymisation. Note that the encryption key must be stored separately from the data, for instance by a trusted third party.**- Explain whether there is a managed access procedure in place for authorised users of personal data.*[*SLU’s Privacy and Data Protection Function (IDF)*](https://internt.slu.se/en/organisation--styrning/organisation/universitetsadministration/division-of-strategy-and-planning/privacy-data-protection/) *can provide* [*support with regard to data protection and personal data*](https://internt.slu.se/en/support-services/administrative-support/legal-affairs-data-protection-info-management/data-protection/)*. IDF also provides* [*help with regard to how to report processing of personal data*](https://internt.slu.se/en/support-services/administrative-support/legal-affairs-data-protection-info-management/data-protection/report-processing-personal-data/)*.* |
| Click or tap here to provide an answer to 4a. |
| **4b. How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable?** |
| *Explain who will have the rights to control access:**- Explain what access conditions will apply to the data? Will the data be openly accessible, or will there be access restrictions? In the latter case, which? Consider the use of data access and re-use licenses.**- Make sure to cover these matters of rights to control access to data for multi-partner projects and multiple data owners in a consortium agreement.**Indicate whether intellectual property rights (e.g., Database Directive, sui generis rights) are affected. If so, explain which and how they will be dealt with.**Explain whether and, if so, how the data will be licensed for re-use (see, for instance,* [*DCC’s [Digital Curation Centre] guide on how to license research data*](https://www.dcc.ac.uk/guidance/how-guides/license-research-data)*).**Indicate whether there are any restrictions on the re-use of third-party data.* |
| Click or tap here to provide an answer to 4b. |
| **4c. What ethical issues and codes of conduct are there, and how will they be taken into account?** |
| *Consider whether ethical issues can affect how data are stored and transferred, who can see or use them, and how long they are kept. Demonstrate awareness of these aspects and respective planning.**Follow the national and international codes of conduct and institutional ethical guidelines, and check if ethical review (e.g., by an ethics committee) is required for data collection in the research project.* |
| Click or tap here to provide an answer to 4c. |
| **4d. Is there a need for an ethical review (due to collecting/creating/re-using personal and/or other sensitive data)?** |
| Personal data [ ]  Other sensitive data [ ]  |
| **4e. If so, has SLU’s Privacy and Data Protection Function (IDF;** **dataskydd@slu.se****) been contacted in this regard?** |
| Choose an answer. |

## ACCESSIBILITY AND LONG-TERM STORAGE

*This section provides information on accessibility and long-term storage of the collected/created and/or re-used data within your project.*

|  |
| --- |
| **5a. How and when will data be shared? Are there possible restrictions to data sharing or embargo reasons?** |
| *Explain how the data will be discoverable and shared (e.g., by deposit in a trustworthy data repository, index in a catalogue, use of a secure data service, direct handling of data requests, or use of another mechanism).**Outline the plan for data preservation and provide information on how long the data will be retained.**Explain when the data will be made available. Indicate the expected timely release. Explain whether exclusive use of the data will be claimed and if so, why and for how long. Indicate whether data sharing will be postponed or restricted (e.g., due to publishing, protecting intellectual property, or seeking patents).**Indicate who will be able to use the data. If it is necessary to restrict access to certain communities or to apply a data sharing agreement, explain how and why. Explain what action will be taken to overcome or to minimise restrictions (e.g., anonymisation, pseudonymisation, encryption, gaining consent and/or copyright permissions, etc.).* |
| Click or tap here to provide an answer to 5a. |
| **5b. How will data for preservation be selected, and where will data be preserved long-term (e.g., a data repository or archive)?** |
| *Indicate what data must be retained or destroyed for which reasons (e.g., contractual, legal, or regulatory purposes).**Indicate how it will be decided what data to keep. Describe the data to be preserved long-term.**Explain the foreseeable research uses (and/or users) for the data.**Indicate where the data will be deposited. If no established repository is proposed, demonstrate in the DMP that the data can be curated effectively beyond the lifetime of the project. It is recommended to demonstrate that the repositories’ policies and procedures have been checked (including any metadata standards and costs involved).**With regard to repositories, please note that the* [*Swedish National Data Service (SND)*](https://snd.gu.se/en) *(Appendix A, #9) has set up and is maintaining a national research data catalogue, where you can deposit and publish your data.**As for support with regard to data preservation, get in contact with either your department’s person of charge regarding ‘registration and archival’ or* [*SLU’s archive, information management and registration unit (AIR)*](https://internt.slu.se/stod-service/admin-stod/juridik-dataskydd-och-informationshantering/dokument-och-arkiv/kontakt/)*.* |
| Click or tap here to provide an answer to 5b. |
| **5c. What methods or software tools are needed to access and use data?** |
| *Indicate whether potential users need specific tools to access and (re-)use the data. Consider the sustainability of software needed for accessing the data.**Indicate whether data will be shared via a repository (e.g., SND), requests handled directly, or whether another mechanism will be used.* |
| Click or tap here to provide an answer to 5c. |
| **5d. How will the application of a unique and persistent identifier (such as a Digital Object Identifier [DOI]) to each data set be ensured?** |
| *Explain how the data might be re-used in other contexts. Persistent identifiers should be applied so that data can be reliably and efficiently located and referred to. Persistent identifiers also help to track citations and re-use.**Indicate whether a persistent identifier for the data will be pursued. Note that a trustworthy, long-term data repository (e.g., SND) will typically provide a persistent identifier.* |
| Click or tap here to provide an answer to 5d. |

## RESPONISIBILITIES AND RESOURCES

*This section provides information about responsibilities with respect to the management of your data as well as the resources involved.*

|  |
| --- |
| **6a. Who (e.g., role, position, and institution) will be responsible for data management?** |
| *Outline the roles and responsibilities for data management/stewardship (see* ***Glossary*** *for a more detailed explanation) for activities such as data capture, metadata production, data quality, storage and backup, data archiving, and data sharing. Name responsible individual(s) where possible.**For collaborative projects, explain the co-ordination of data management responsibilities across partners.**Indicate who is responsible for implementing the DMP, and for ensuring it is reviewed and, if necessary, revised.**Consider regular updates of the DMP.* |
| Click or tap here to provide an answer to 6a. |
| **6b. What resources (e.g., costs and time) will be dedicated to data management?** |
| *Explain how the necessary resources (e.g., time) to prepare the data for sharing/preservation (data curation) have been costed in. Carefully consider and justify any resources needed to deliver the data. These may include storage costs, hardware, staff time, costs of preparing data for deposition, and repository charges.**Indicate whether additional resources will be needed to prepare data for deposition or to meet any charges from data repositories. If yes, explain how much is needed and how such costs will be covered.**Make sure to check whether or not the funder allows applying for costs related to data management. If so, specify which costs with regard to data management are applied for from the funder.* |
| Click or tap here to provide an answer to 6b. |
| 6c. **What resources (e.g., costs and time) will be dedicated to ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?** |
| *Specify what kind of resources (e.g., time and costs) need to be invested to ensure that data will be FAIR.* |
| Click or tap here to provide an answer to 6c. |

# **Appendix A: List of additional resources**

|  |  |  |
| --- | --- | --- |
| **Resource** | **URL** | **Content** |
| SND | <https://snd.gu.se/sites/default/files/page/Checklist%20Data%20Management%20Plan_2017-10-16.pdf> | SND’s checklist for data management plan |
| VR | <https://www.vr.se/english/applying-for-funding/requirements-terms-and-conditions/producing-a-data-management-plan.html> | VR’s requirements on producing a data management plan |
| Science Europe | <https://www.scienceeurope.org/media/jezkhnoo/se_rdm_practical_guide_final.pdf> | Science Europe’s practical guide to the international alignment of research data management |

# **Appendix B: Template for documenting changes in this DMP (i.e., Document History)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Description** | **Action** |
|  | Click or tap to enter a date. |  |  |
|  | Click or tap to enter a date. |  |  |
|  | Click or tap to enter a date. |  |  |
|  | Click or tap to enter a date. |  |  |
|  | Click or tap to enter a date. |  |  |

# **Appendix C: Template for listing parties contributing to the creation and management of this DMP (see a. DMP) or the associated project (see b. Project) (use one table each)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **E-mail** | **Contributor ID** | **Organisation** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# **Appendix D: Template for listing funding organisations supporting the project associated with this DMP**

|  |  |  |  |
| --- | --- | --- | --- |
| **Funder** | **Funder ID** | **Funding Status** | **Grant ID** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

# **Glossary**

Provenance Provenance with regard to data management is the documentation of where a piece of data comes from and the processes and methodology by which it was produced. See [W3C Incubator Group’s report on what ‘provenance’ is](https://www.w3.org/2005/Incubator/prov/XGR-prov-20101214/#What_is_provenance).

Data steward/

Data stewardship Data stewardship is the accountability and responsibility for data and processes that ensure effective control and use of data. Data stewards are the first point of reference for all data related questions.