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| **[Faculty/Department/Centre]** [Any additional text, e.g, the name of the author] | **[Dokumenttyp]** SLU ID: SLU.[Enter the registry number here]  MM/DD/20YY |

Data management and preservation plan

1. **General information**

|  |  |
| --- | --- |
| Name of student/researcher (ORCID if applicable) |  |
| Name of project/program and department |  |
| Title |  |
| Funder |  |
| Project/research duration (start and end dates) | Start: YYYY-MM-DD  End: YYYY-MM-DD |
| Version of the plan |  |

1. **Data collection and information security**

**Checklist:**

* How will you collect your data?
* What type of data will you collect?
* What file directory, file naming convention, and file formats will you use?
* How will you manage version control to maintain all changes?
* Will your data be reproducible and accessible later on?
* Can you estimate size of your data and growth rate?
* How will your data be stored and backed up during the ongoing research?

1. **Data documentation and data reuse**

**Checklist:**

* What standards will you use to document your research and create metadata?
* What standards will you use for your raw data?
* How will you secure reuse of your data beyond the end of your project/dissertation?
* What project/study and data identifiers will you assign your data? E.g. Persistent Object Identifiers as DOI or Handle

1. **Use and access rights and open access to data**

**Checklist:**

* Are there any special requirements on access and use for your data? E.g. Data Protection Act, Public Access and Security Act? Other?
* Where and how will you make your data available to the public?
* What software or tools are needed to access and analyse your data?

1. **Data archiving and data preservation**

**Checklist:**

* Who will be in charge of and have responsibility for your data beyond the end of your project/dissertation?
* What would happen if your data became lost or became unusable at a later date?
* How long your data should be retained? 10 years, permanently? And where?
* What criteria for appraisal will you apply?
* What costs will be needed, if any, for the long term preservation of your data. E.g. for migration or emulation, storage and accessibility.