Dig Digital - Data Management Plan Overview

The sections below are the basic components of the Data Management Plan. Each section comprises a series of sections which need to be completed. The Work Digital / Think Archive guidance provides a full version of this document which includes Questions to Consider, Guidance and Examples where appropriate. The final Section, Data Use and Re-use Statement, was added to the resource in 2024.

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| Section 1: Project Administration |
| * Key project details, unique identifiers and contacts |
| Section 2: Data Collection |
| * What data will you collect or create? * How will the data be collected or created? |
| Section 3: Documentation and Metadata |
| * What documentation and metadata will accompany the data? |
| Section 4: Ethics and Legal Compliance |
| * How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues? |
| Section 5: Storage and Backup |
| * How will the data be stored, accessed and backed up during the research? |
| Section 6: Selection and Preservation |
| * Which should be retained, shared, and/or preserved? * What is the long-term preservation plan for the dataset? * Have you contacted the data repository? * Have the costs of archiving been fully considered? |
| Section 7: Data Sharing and Accessibility |
| * How will you share the data and make it accessible? * Are any restrictions on data sharing required? |
| Section 8: Responsibilities |
| * Who will be responsible for data management? |
| Section 9: Data Use and Re-use Statement |
| * How has data reuse been considered? * Where has the potential and significance of the digital archive been discussed? * References to reports or publications related to the collection |

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Section 1: Project Administration

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| Project ID / OASIS ID |
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| Project Name |
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| Project Description |
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| Project Funder / Grant reference |
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| Project Manager |
|  |
| Principal Investigator / Researcher |
|  |
| Data Contact Person |
|  |
| Date DMP created |
|  |
| Date DMP last updated |
|  |
| Version |
|  |
| Related data management policies |
|  |

Section 2: Data Collection

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| What data will you collect or create? |
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| How will the data be collected or created? |
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Section 3: Documentation and metadata

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| What documentation and metadata will accompany the data? |
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Section 4: Ethics and legal compliance

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| How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues? |
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Section 5: Data Security: Storage and Backup

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| How will the data be stored, accessed and backed up during the research? |
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Section 6: Selection and Preservation

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| Which data should be retained, shared, and/or preserved? |
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| What is the long-term preservation plan for the dataset? |
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| Have you contacted the data repository? |
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| Have the costs of archiving been fully considered? |
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Section 7: Data Sharing

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| How will you share the data and make it accessible? |
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| Are any restrictions on data sharing required? |
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Section 8: Responsibilities

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| Who will be responsible for implementing the data management plan? |
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Section 9: Data Use and Re-use Statement

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| How has data reuse been considered? |
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| Where has the potential and significance of the digital archive been discussed? |
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| List any references to reports or publications related to the collection |
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