Data Management Planning Exercise: Discussion Points

List of issues	Data Management Plan: template headings
1. Identify relevant policies, requirements and guidelines on data management, data sharing and data security? Refer to these in data management plan wherever appropriate e.g. ESRC Research Data Policy, University policies (Research Data Management; Data Protection, Intellectual Property, IT), Data Protection Act. 2. Lines 1-3: Standard procedures (e.g. file sharing and storage), protocols (e.g. file formats, file naming, file structures, and version control) and policies (e.g. security) to enable efficient working and data sharing: [a] within project; [b] outside project. 3. Lines 5-16: Informed consent from parents/guardians for secure storage of personal data, and appropriate access controls e.g. accessible only to researchers and coded so that participants can not be identified, and that only anonymized data will be made open access. Anonymise data as early in the study process as possible. Keep study identifiers separately and securely from the anonymized data. 4. Lines 5-16: Quality assurance procedures at each stage of data collection, data entry/capture, and data checking. To illustrate, consistency and quality of data collection/generation will be controlled and documented, through standardized and optimized experimental methods, processes of calibration, repeat samples or measurements that are statistically robust, standardised data capture or recording, data entry validation, peer review of data or representation with controlled vocabularies. 5. Lines 18-21: To address ESRC guidance on existing data, indicate resources that have been consulted (e.g. UK Data Archive) to ensure the project is not creating new data when existing resources could be re-used. 6. Lines 18-21: Does the project have express permission from rights holders to re-use existing data? For data licensed under Creative Commons (Attribution-NonCommercial-ShareAlike) is this consistent with future use of that data e.g. commercial spin-offs and making project data available to others? 7. Lines 23-27: Explicitly describe all the data that will be created, how it will be collected and in which formats (e.g. open, non-proprietary, in common use by the research community), and how that data will be documented (e.g. contextual information about the models, collection of data and control mechanisms applied, and documented results).	**Assessment of existing data** 5 **Information on new data** 7 **Quality assurance of data** 4 **Backup and security of data** 1, 2, 8, 9, 10 **Expected difficulties in data sharing** 3 **Copyright/intellectual property right** 1, 6, 11 **Responsibilities** 12 **Preparation of data for sharing and archiving** 13, 14, 15

8. Line 23-27: Protocols for storage and backup of data, both within the project and outside the project. To illustrate, standard procedures (e.g. file sharing and storage), protocols (e.g. file formats, file naming, file structures, and version control) and policies (e.g. security).
9. Lines 23-27: Ameliorate security risks for data on camcorders, laptops and devices e.g. physical security, passwords and encryption. Secure (e.g. encrypted) and timely transfer of data to managed, secure and backed up storage system, and subsequently the secure deletion of data from camcorders, laptops and devices.
10. Lines 23-27: Secure storage of paper data, such as consent forms e.g. stand-alone, locked cabinets in secure facilities.
11. Lines 29-30: Ownership and IPR of new data with considerations of data sharing and re-use. Consider creating a project/consortium agreement.
12. Consider responsibilities – options might include:
    - Principal Investigator (PI) responsible for data management including the data management plan across the lifecycle of the project.
    - Work Package Leads responsible for their own data according to project protocols.
    - Metadata, quality assurance, and delivery of data for archiving will be a shared approach, led by the Principal Investigator.
    - If there is a Project Manager, then (s)he may play a management and coordination role.
    - Co-Investigators will advise and assist as required.
    - Project will work with support services for advice as required.
13. Responsibility for overseeing archiving / preservation of data in alignment with ESRC expectations e.g. Principal Investigator.
14. Timescales for publishing data and metadata e.g. subject to relevant policies, consider reserving the right not to publish until outcomes from the project have been published, or the project's final reports have been submitted to the funder.
15. Sharing / publishing data outside the research project e.g. subject to relevant policies, ethics and data protection. Consider managing data in tiers: fully publically accessible; publically accessible in anonymized summary form, only available to immediate research team.