# Data management plan template – Peatland Research and Monitoring

**Lopez-Gonzalez, Gabriela;** [0000-0002-0814-8830](https://orcid.org/0000-0002-0814-8830)

**Angiolini, Emily;** [0000-0002-4342-7819](https://orcid.org/0000-0002-4342-7819/0000-0002-4342-7819)

**Andrews, Robert;** [0000-0002-3491-2361](https://orcid.org/0000-0002-3491-2361)

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Each section includes subsections with prompt questions to fill in the DMP. The DMP is a live document. **You should review it after the first data collection/generation to update and ensure that your team is following data management best practices.**

**Version control**

|  |  |  |
| --- | --- | --- |
| Version | Date | Description of changes and the person responsible for changes (name in parenthesis) |
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|  |  |  |

## Descriptions of the data

#### Information about the project

* + - What is the name of your project?
    - Where is the project taking place?
    - Length of the project? Start and end dates.
    - Who is funding the project?

#### Type of data collected/ generated by the project.

* + - What type of data will be collected or created by the project? See Reed et al., 2022 for more information on “What to measure?” in peatland research and monitoring [10.19189/MaP.2021.OMB.StA.2340](http://dx.doi.org/10.19189/MaP.2021.OMB.StA.2340)

#### Origin of the data

* + - Is the data from the field, maps, or other repositories? What method do you use for data collection (i.e. peat cores, data loggers for water table monitoring, GIS)?

#### Format and size of the data

* + - In which format is the data recorded? (i.e. CSV files from dataloggers, shapefiles from GIS, manually recorded data that needs to be transcribed to Excel)
    - How much computer or cloud storage would you need for the data collected/generated?

## Data collection/generation

#### Methods for data collection

* + - What method or protocol do you plan to use for data collection? For example, Eyes on the Bog (<https://www.iucn-uk-peatlandprogramme.org/get-involved/eyes-bog>)

#### Data quality and standards

* + - How will you ensure data quality? Which best practices and standards for data collection will you use?

## Data management, documentation and curation

#### Storage and accessibility of the data by team members

* + - Where will the data be stored during the project so team members can access it?
    - What process needs to be agreed so team members from different institutions can access the data?
    - Where will the data be stored ( i.e. server from your institution, server from a collaborating institution, third-party cloud service; a data management application for peatland research like PeatDataHub- https://peatdatahub.net/ )

#### Metadata standards and data documentation

* + - Which metadata standards will you use? Note: a set of peatland metadata standards are in development by the PeatDataHub community.
    - How will you document the data collected (e.g., methods, software)?

#### Data curation- preservation and archival after project funding

* + - What will happen to the data after the project ends?
    - If your project includes long-term monitoring data, how will you ensure the curation and preservation continuity of the data collected?

## Data sharing and access

* + - Where will the data be shared? Will you use an institutional repository or a peatland-specific repository?
    - How and when will the data be available?
    - Agree with your team on contributor categories to be published when data is shared and assigned a DOI (see Responsibilities for more information)

## Data security

* + - What are the risks to data security and how to mitigate them? For example, agree with your team to not store information on personal computers or external hard drives to avoid losing or corrupting data.
    - How GDPR (<https://ico.org.uk/for-organisations/data-protection-and-the-eu/data-protection-and-the-eu-in-detail/the-uk-gdpr/>) relates to your data collection process? For example, if you collect data from your field team, including volunteers.

## Capabilities

* + - Does your institution have the IT infrastructure and support to manage and preserve the data collected? If not, where would you manage and process your data? Your IT and/or library team can advise you on their capabilities.

## Environmental considerations

* + - What are the energy costs for storing and managing your data? Your IT and/or library team can advise you on the energy costs of managing your data.

## Responsibilities

* + - Who is responsible for data collection, processing, analysis, sharing, etc.? Discuss and agree with your team who is responsible for managing the data. You can agree on roles for each stage of the Research Data Life cycle (include the link to RDM in Peatlands video) and/or using DataCite Contributor information (<https://datacite.org/blog/contributor-information-in-datacite-metadata/> )

## Relevant institutional, departmental or study policies on data sharing and data security –

* + - Contact your library, IT department and collaborators to identify the team/person responsible for institutional support regarding data management.
    - Review the data management requirements of your institution and funding organisation.