

## What do you think of this Data Management Plan? An Exercise on Sample 'DMPs'

### A quick recap on Data Management Plans

A Data Management Plan (DMP) is '[a formal document](#) you develop at the start of your research project which outlines all aspects of managing your data, both during and after your project.'

A DMP should ideally be created as soon as possible in the research project. However, it is never too late to create a DMP.

A DMP is a 'living document' and should be reviewed and kept up to date.

A DMP can be created in many different ways, using different templates and tools.

### The exercise

In this exercise, we have selected a number of different DMPs from different disciplines. We ask you to:

- Skim read through the description of the DMPs below and **select one that you would like to focus on** (perhaps it relates to your disciplinary area, or perhaps you just find the project most interesting) (5 mins)
- Read through as much of your chosen DMP as possible (15 minutes)  
As you are reading, consider the following questions
  - What project does the DMP relate to, and what type of data does it concern?
  - How has the DMP been structured?
  - What information has been provided?
  - What do you think is good about the DMP?
  - What could be improved?
  - Is there anything you have learnt from reading this DMP that you plan to carry into your own research?
- We will discuss your answers to the last question with the whole group (10 minutes)

*Remember, that no Data Management Plan is perfect. There is always room for improvement and by its nature, a DMP should be updated over the lifespan of the research project, and ideally again at its completion. In addition, the FAIR principles are guidelines that together represent an 'ideal', and researchers can make small steps towards 'FAIRness'*

### Sources for this training:

Sarah Jones: [Developing and reviewing Data Management Plans](#). DCC-DANS training, Amsterdam, 2017

With thanks to Marjan Grootveld and Ellen Leenarts for presentation '[Why is this a good DMP?](#)'

## **DMP 1: For project on use of accelerators in data centres**

The present document provides the 1st update of the Data Management Plan (DMP) submitted in July 2016 (deliverable D8.2) of the VINEYARD project, which relates to the use of programmable dataflow accelerators in data centres. The revision of DMP covers an update on the data management life cycle for all datasets collected, processed or generated by the project, during the first eighteen months of the project.

### **Download and read the DMP:**

Candela Bravo, Alexandre Almeida, & Christoforos Kachris. (2017). D8.3 Data Management Plan (Intermediate version). Zenodo. <https://doi.org/10.5281/zenodo.936394>

### **Notes:**

- What project does the DMP relate to, and what type of data does it concern?
- How has the DMP been structured?
- What information has been provided?
- What do you think is good about the DMP?
- What could be improved?
- Is there anything you have learnt from reading this DMP that you will plan to carry into your own research?

## **DMP 2: For a project that seeks to understand and transform urban material flows and to co-create and test circular and regenerative solutions at business, governance and citizen level**

### **Information about the project:**

REFLOW is an EU H2020 funded project, from 2019 to 2022, that seeks to understand and transform urban material flows and to co-create and test circular and regenerative solutions at business, governance and citizen levels. The vision of REFLOW is to develop circular and regenerative cities through the re-localisation of production and the reconfiguration of material flows at different scales.

### **Download and read the DMP:**

Milena Juarez, Guillem Camprodon, & Pablo Muñoz. (2019). Data Management Plan (1.0). Zenodo. <https://doi.org/10.5281/zenodo.3585515>

### **Notes:**

- What project does the DMP relate to, and what type of data does it concern?
- How has the DMP been structured?
- What information has been provided?
- What do you think is good about the DMP?
- What could be improved?
- Is there anything you have learnt from reading this DMP that you will plan to carry into your own research?

## **DMP 3: A Study on the history of Marts (livestock marketplaces) in Irish Agricultural History**

**Source:** Coffey, A. M. (2021, October 28). Sample Data Management Plans for training purpose. Zenodo. <https://doi.org/10.5281/zenodo.5608377>

### **Information about the project:**

Marts are a significant feature in the Irish agricultural landscape however their origins are relatively modern (circa mid to late 1950s). Embedded in rural landscapes they are a key element of livestock trade and can be an important factor in the economies of farming towns and communities around the country. This project considers the histories, economies and identities of those involved in marts and their evolution from more informal fair days to lynch pins of rural economies. A WordPress website will provide a central hub and home for the collected and created material and will be handed back to the community at the end of the project. This project is funded by the Irish Research Council.

#### **1. Data Collection**

New data will be collected from project partners, stakeholders, supported enterprises and participants; through surveys and questionnaires, event sign-up, social media analysis, consolidation of financial and employment information.

Existing data will be collected during external evaluation and through historical research. This data will be collected through archival research, literature research, social media / website research, census analysis, report reading.

Research data may include secondary reports, journal articles and essays, as well as archival content: maps, photographs, video content, first-hand accounts, interview transcripts, and historical records. It may also include tabular metadata in .csv format.

Project delivery outputs could include documentary video clips, commissioned artwork, community publications, creative content for apps, and leaflets. These may be in physical form and/or in .jpeg, .pdf, and .doc formats. Physical artwork storage will be decided based on type and location, taking due consideration to security.

#### **2. Documentation, metadata and data quality**

Data will be organised into folders on Microsoft Teams.

Naming should be descriptive and follow the following convention:

YYYYMMDD Document type Version

Eg: 20191212 Data Management Plan v.1

Versions should be controlled through naming Version 1, 2, etc (in the case of relatively significant changes) and subdivided for minor edits, to Version 1.1, 1.2 etc.

Folders should be structured as follows:

Team folder -> Work package-> [activity sub-folder if needed]

New research data will be created and collected as part of the project. This will include:

1. archival material, e.g. text, pictures, pre-existing historic films of marts etc;
2. oral history interviews with members of mart communities;
3. potential interviews with community groups, heritage groups etc. already working on mart heritage;
4. metadata using the Dublin Core expanded schema generated by Omeka Content Management System.

### 3. Data storage and back-up during active research

Data will be stored on devices synced to Microsoft Teams. The Omeka content management system is hosted on a UCC virtual machine with weekly redundant backups and serves as a storage and backup repository for project data.

### 4. Legal and ethical requirements and codes of conduct

The project beneficiaries will ensure compliance with GDPR throughout the project lifespan. Stakeholders and other project participants may be asked to provide some minimal personal data. Explicit and informed consent will be secured for these individuals, and they will be provided with a data protection notice. The consent form will vary in complexity depending on the data it relates to.

Copyright and permission restrictions may apply in the case of third-party data. While the project will endeavour to secure full and open dissemination rights for content, there may be instances where conditions of use place restrictions or disallow re-use. Rights conditions will be made clear wherever project data is shared in such a way as it may be re-used.

### 5. Data sharing and long-term preservation

Research / archival data will be shared through a variety of means throughout the project:

- Publicity and communication (WP6); Tweets, Instagram posts, project website, journal articles, external events, conference presentations, leaflets, web-forums, e-newsletter.
- Community art meetings and sessions (WP2).
- Documentary films, five of which will be created under WP3.
- Graphic panels, apps (WP4)
- Community heritage meetings and sessions (WP5)
- Open project database, making data available for use under a license such as CC BY 4.0 International license.
- Project website will be handed over to stakeholders for long-term use.

It is envisioned that original project research and data may also be made directly available to interested parties, using Zenodo, or Figshare.

## 6. Resources and Responsibilities

Responsibility for research data management lies primarily with Principal Investigators (PIs).

Questions to consider:

- Will the data described in this DMP meet the criteria outlined in the FAIR principles?
- What improvements could be suggested to the researcher?
- Are there international, national, or local regulations, policies or guidelines which should be taken into consideration?

## **DMP 4: Study assessing qualitative and quantitative outcomes of an intervention aimed to alleviate loneliness and isolation of nursing home residents during the Covid pandemic**

**Source:** Coffey, A. M. (2021, October 28). Sample Data Management Plans for training purpose. Zenodo. <https://doi.org/10.5281/zenodo.5608377>

### **Information about the project:**

*(n.b. the following is based on a real project, though modified and anonymised)* This study will assess qualitative and quantitative outcomes of an intervention aimed to alleviate loneliness and isolation of nursing home residents during the Covid pandemic. A multiple case study design will be employed where a nursing home will be the unit of analysis. Nursing homes throughout Europe will be included. Qualitative and quantitative perspectives of different stakeholders in each home will be collected before and after intervention. Data will be collected by collaborators at each site and data will be collated and analysed by the project lead in UCC. The anonymised data will be shared and combined with data from five other partner countries. The coordinator will be based in University College Cork. Each partner will be expected to draft and implement an appropriate data management plan to ensure the interoperability of the data. This project is funded by the Health Research Board, Ireland.

### **DMP:**

#### **1. Data Collection and Description**

Data collected during this study will include a profile of the nursing home, interviews with key stakeholders including managers, staff and facilitators, and questionnaires completed by nursing home residents and a retrospective chart review. Data will be collected both pre and post intervention and will be collated in spreadsheets. Data will be analysed using SPSS and NVivo.

#### **2. Documentation, Meta-data and Data Quality**

Data quality will be monitored throughout the collection phase. All manual data entry will be double-checked. Documentation created by the project will include an information sheet, consent form template, questionnaires, and descriptions of all the datasets. To ensure interoperability, templates will be harmonised across the project. A codebook will be generated for data analysed using NVivo.

#### **3. Storage and Back-up During Research**

Data will be stored on an encrypted and password protected laptop and will be backed up to the primary researchers OneDrive. Data will be shared using HEAnet filesender.

#### **4. Legal and Ethical Requirements**

Ethical approval has been given by the Clinical Research Ethics Committee of the Cork Teaching Hospitals. Participants involved in this study will be informed about all measurement procedures involved in this study. All participants will be reassured that the information they provide will remain confidential and participants will not be named on any documentation. Under GDPR participants also have the right to access their data. Participants are provided with contact details of researchers for queries relating to study and UCC's Data Protection Officer for queries relating to processing of data. Participants will be allowed to withdraw from the study at any time. All data provided to the research team during the course of this study will be processed in accordance with UCC Code of Research Conduct v2.3 and the national EU code on data processing.

## **5. Data Sharing and Long-term Preservation**

The data collected over the course of the study will be kept for a period of up to 10 years after the end of the study in a NAS storage facility. Audio recordings will be destroyed once analysis is complete while the pseudo anonymised transcripts will be retained.

Data from this study will not be shared outside of the project consortium.

## **6. Data Management Responsibilities and Resourcing**

No additional resources will be required, and data management activities will be incorporated into the day-to-day activities of the Primary Investigator and post-doc researcher. The post-doc researcher associated with the project in UCC will be primarily responsible for data management including data submitted from the project partners.

### **Notes:**

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