

Data Management Plans at Stockholm University - the why and the how?

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Content

- Why a DMP – what's in it for You?
- DMP tools
- DMP online – how to do it!
- Different templates (DCC, ERC, H2020, VR ...)
- DMP real example
- Data repositories – why deposit?
- Archiving ->

Why a Data Management Plan?

- Grant application requirement – e.g. Swedish Research Council 2019
- Facilitates open data publication (Accessibility), long-term sustainability (archiving) and Re-useability
- Project planning and cooperation tool
- Answers questions about What? Where? When? and How? data will be collected / produced / processed/ published / stored in the project



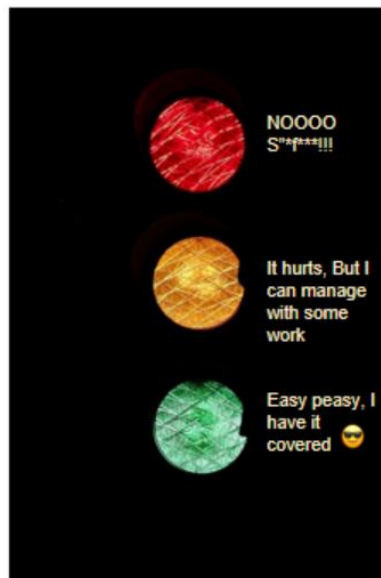
Pixabay CC0

Why a DMP – what's in it for You ?

If still not enough for you, consider the following questions from a Presentation by *Shalini Kurapati* and *Michiel de Jong* for PhD students ... at TU Delft (201809): <https://doi.org/10.5281/zenodo.1409027>

How much of your data would you lose if...?

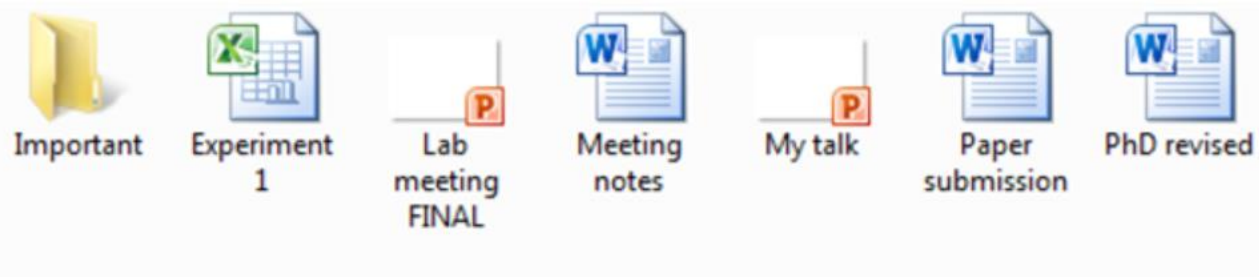
- Your laptop got stolen
- You lost your USB stick
- Your portable hard drive got damaged
- Your stuff on Dropbox / Google Drive disappeared



Why a DMP – what's in it for You?

Kurapati & De Jong (2018): <https://doi.org/10.5281/zenodo.1409027>

File naming conventions – do they matter?



In 3 years time would you know what these are?

Why a DMP – why store/share/ archive data?

Kurapati & De Jong (2018): <https://doi.org/10.5281/zenodo.1409027>

Again, think about yourself

- What if someone asks you for data supporting your publication?
- What if someone asks you for data supporting your publication, 5 year after publication?
- What if the request comes 10 years later?

National requirement

- As from 2019, all grantees from [Swedish Research Council](#) must have a **data management plan** if the research generates research data.
- **Swedish Research Council** (VR) & Association of Swedish Higher Education Institutions (**SUHF**) collaborated on partially reworked version of **Science Europe's** Core Requirements for Data Management Plans – now a template in the **DMP Online** tool
- Other DMP tools: [DSW](#), [easyDMP](#), [RDMO](#), [SND checklist](#)
- ... all more or less converging to [RDA Common Standard](#) to produce more *machine-actionable*, *maDMPs*



DMP Online – login from <https://dmp.su.se>

[Home](#)[Public DMPs](#)[Funder requirements](#)[Help](#)

Language ▾



Sign in

Welcome

DMPonline helps you to create, review, and share data management plans that meet institutional and funder requirements. It is provided by the Digital Curation Centre (DCC).

Join the growing international community that have adopted DMPonline:



17,622 Users



203 Organisations



23,083 Plans



89 Countries

Some funders mandate the use of DMPonline, while others point to it as a useful option. You can [download funder templates](#) without logging in, but the tool provides tailored guidance and example answers from the DCC and many research organisations. Why not sign up for an account and try it out?

Sign in

Create account

* Email

* Password

[Forgot password?](#)☐ Remember email

Sign in

- or -

Sign in with your institutional credentials

Which organisation would you like to sign in with?

Start typing the name of your organisation (e.g. Anywhere College) in the search box, and options will appear below.

Stockholm University



Stockholms universitet

remove x

Stockholm University

Continue

[or Let me choose from a list](#)[Need help logging in?](#)

The UK Access Management Federation
[Accessibility statement](#) [Privacy and Cookies Policy](#)

Search over [All Sites](#)

Forgotten your password?

[Change password](#)[Activate University account](#)[Privacy Policy](#)[Service Definition](#)

Log in with University account

Username

Password

Log in

Create plan -> select funder template

Create a new plan

Before you get started, we need some information about your research project to set you up with the best DMP template for your needs.

* What research project are you planning?

If applying for funding, state the project title exactly as in the proposal.

☐ mock project for testing, practice, or educational purposes

* Select the primary research organisation


- or - ☐ No research organisation associated with this plan or my research organisation is not listed


* Select the primary funding organisation

- or - ☐ No funder associated with this plan or my funder is not listed

* Select the primary funding organisation

Go to...


[My Dashboard](#)
[Create plans](#)


Reference ▾
































[Help](#)

Stockholm University

Public DMPs
Funder requirements

Funder requirements

Templates for data management plans are based on the specific requirements listed in funder policy documents. The DCC maintains these templates, however, researchers should always consult the funder guidelines directly for authoritative information.

Template Name	Download	Organisation Name	Last Updated	Funder Links	Create a new plan	Sample Plans (if available)
AHRC Data Management Plan	 	Arts and Humanities Research Council (AHRC)	14-08-2019	Data Management Plan guidance Data Management Points	 	Religious studies DMP from Bristol Language studies DMP from Glasgow UK and German International Criminal Co-operation example from Robert Gordon University
BBSRC Template	 	Biotechnology and Biological Sciences Research Council (BBSRC)	16-05-2019	BBSRC policy on DMPs	 	TRDF Grant DMP from Cambridge Drosophila Genetics DMP from Glasgow
Datamanagementplan NWO (Dutch) - voor projecten die zijn gehonoreerd vóór 1 januari 2020	 	Netherlands Organisation for Scientific Research (NWO)	20-12-2019	Datamanagementprotocol NWO	 	
Data Management Plan NWO (English) - for grants awarded before 1 January 2020	 	Netherlands Organisation for Scientific Research (NWO)	20-12-2019	Data management protocol NWO	 	Seeds4Ever example from Wageningen
Datamanagement ZonMw-template 2016-2018	 	ZonMw (Nederlands)	16-05-2019	ZonMw FAIR data management (2016-2018)	 	ischemic heart disease example
Data management ZonMw-template 2019	 	ZonMw (Nederlands)	25-04-2019	ZonMw FAIR data management (2019)	 	
DCC Template	 	Digital Curation Centre	18-05-2018		 	
EPSRC Data Management Plan	 	Engineering and Physical Sciences Research Council (EPSRC)	16-05-2019	Policy framework on research data	 	Synthetic chemistry example from Glasgow
ERC DMP	 	European Research Council (ERC)	18-10-2018		 	

Project Details

Plan overview

Write Plan

Share

Download

* Project title

VR-DMPtemplateTest

☒ mock project for testing, practice, or educational purposes

Funder

Swedish Research Council

Grant number

e.g. 123456

Project abstract

ID

50003

-Principal Investigator-

Name

Joakim Philipson

ORCID iD

0000-0001-5699-994X

Email

joakim.philipson@su.se

Phone

-Data Contact Person-

☒ Same as Principal Investigator

Save

Select Guidance

To help you write your plan, DMPonline can show you guidance from a variety of organisations.

Select up to 6 organisations to see their guidance.

☒ Digital Curation Centre

☒ Karolinska Institutet

Umeå University

- ☒ UmU - draft
- ☐ KBC@UmU - draft

If applying for funding, state the name exactly as in the grant proposal.

Project details:
partly autofilled

Possibility of
selecting Guidance.

Plan overview: template questions

VR-DMPtemplateTest

[Project Details](#)[Plan overview](#)[Write Plan](#)[Share](#)[Download](#)

Swedish Research Council Template

This plan is based on the "Swedish Research Council Template " template provided by Swedish Research Council.

As from 2019, all who are awarded a grant from the Swedish Research Council must have a data management plan if the research generates research data. The plan shall describe how data collected and/or created will be managed during the course of the research, and how they will be dealt with afterwards.

Template version 0, published on 16 December 2019

[Instructions](#)

The Swedish Research Council has collaborated with the Association of Swedish Higher Education Institutions, SUHF, to produce a partially reworked version of Science Europe's "Core Requirements for Data Management Plans". It consists of six central parts that a data management plan should include, with associated questions. The six central parts and associated questions can provide support when you produce a data management plan.

Please note that you must not send any documentation to us. According to our general grant terms and conditions, your administrating organisation must confirm that a data management plan will be in place when you start your project, and also that the plan will be maintained.

In addition to the central documentation below, a data management plan should also include basic administrative information, such as project title, project leader, registration number or corresponding, date and version of the data management plan.

General Information

- Project Title
- Project Leader
- Registration number at the Swedish Research Council
- Version
- Date

Write plan

Swedish Research Council template questions

VR-DMPtemplateTest

[Project Details](#)[Plan overview](#)[Write Plan](#)[Share](#)[Download](#)[expand all](#) | [collapse all](#)

19/19 answered

[General Information \(5 / 5\)](#)[Description of data – reuse of existing data and/or production of new data \(2 / 2\)](#)[Documentation and data quality \(2 / 2\)](#)[Storage and backup \(2 / 2\)](#)[Legal and ethical aspects \(2 / 2\)](#)[Accessibility and long-term storage \(4 / 4\)](#)[Responsibility and resources \(2 / 2\)](#)

Horizon 2020 template questions

FORCEStest

Project Details

Plan overview

Initial DMP

Detailed DMP

Final review DMP

Share

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Horizon 2020 DMP

This plan is based on the "Horizon 2020 DMP" template provided by European Commission (Horizon 2020).

The Commission is running a flexible pilot under Horizon 2020 called the Open Research Data Pilot (ORD pilot).

Projects participating in the pilot must submit a first version of the DMP (as a deliverable) within the first 6 months of the project. The DMP needs to be updated over the course of the project whenever significant changes arise.

Further details are provided in the [Guidelines on FAIR Data Management in Horizon 2020](#) (v.3, 26 July 2016).

Template version 1, published on 16 May 2019

Initial DMP (6 sections, 9 questions)



Detailed DMP (9 sections, 31 questions)



Final review DMP (9 sections, 31 questions)



DMP Online DCC template

Project Details

Plan overview

Write Plan

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DCC Template

This plan is based on the "DCC Template" template provided by Digital Curation Centre.

The default DCC template

Instructions

The DCC default template

Data Collection

- What data will you collect or create?
- How will the data be collected or created?

Documentation and Metadata

- What documentation and metadata will accompany the data?

Ethics and Legal Compliance

- How will you manage any ethical issues?
- How will you manage copyright and Intellectual Property Rights (IPR) issues?

Storage and Backup

- How will the data be stored and backed up during the research?
- How will you manage access and security?

Selection and Preservation

- Which data are of long-term value and should be retained, shared, and/or preserved?
- What is the long-term preservation plan for the dataset?

Data Sharing

- How will you share the data?
- Are any restrictions on data sharing required?

Responsibilities and Resources

- Who will be responsible for data management?
- What resources will you require to deliver your plan?

Share your DMP and collaborate!

RD-citationMDqualityEffects

Project Details

Plan overview

Write Plan

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Set plan visibility

Public or organisational visibility is intended for finished plans. You must answer at least 50% of the questions to enable these options. Note: test plans are set to private visibility by default.

- ☒ Private: visible to me, specified collaborators and administrators at my organisation
- ☐ Organisation: anyone at my organisation can view
- ☐ Public: anyone can view

Manage collaborators

Invite specific people to read, edit, or administer your plan. Invitees will receive an email notification that they have access to this plan.

Email address		Permissions	
joakim.philipson@su.se		Owner	
jomtov@bahnhof.se		Editor ▼	Remove

Invite collaborators

* Email

* Permissions

- ☐ Co-owner
- ☐ Editor
- ☐ Read only

Submit

DMP Online DCC template example:

Global corporate capital flows and biosphere resilience

Project Details

Plan overview

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expand all | collapse all

13/13 answered

Data Collection (2 / 2)



Documentation and Metadata (1 / 1)



Ethics and Legal Compliance (2 / 2)



Storage and Backup (2 / 2)



Selection and Preservation (2 / 2)



Data Sharing (2 / 2)



Responsibilities and Resources (2 / 2)



Global corporate capital flows and biosphere resilience

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13/13 answered

Data Collection (2 / 2)

What data will you collect or create?

I will not collect data but will use existing data and third-party sources.

The main publicly available sources of data are:

- Geolocalised data from the Brazilian Institute of spatial studies about land use and forest cover in the Amazon biome. **Shapefiles**. <http://www.inpe.br/> Creative Commons Attribution-ShareAlike (CC BY-SA) 3.0
- Economic statistics from the Brazilian Institute of Geography and Statistics, municipal and state level. **Spreadsheets**. <https://www.ibge.gov.br/> CC BY-SA
- Database created in a previous project about flows of foreign capital to companies in Brazil, from the Central Bank of Brazil, 2000-2011. **CSV**. <https://doi.org/10.17045/sthlmuni.5857716> CC BY-NC 4.0
- Data about flows of foreign capital to companies in Brazil, from the Central Bank of Brazil, 2011-2019. **CSV**. <https://dadosabertos.bcb.gov.br> CC BY-SA
- Data about loans and subsidies extended by the Brazilian Development Bank. <https://www.bndes.gov.br> CC BY-SA
- Data from the research project Trase about exports of different commodities from Brazil. **CSV**. <https://trase.earth/> CC BY 4.0
- Forest cover and forest concessions data from Global Forest Watch. **Shapefiles**. <http://data.globalforestwatch.org/> CC BY 4.0
- Financial statements, annual reports, proxy reports and sustainability reports published by various companies. **PDF**. Various licenses.
- United States Geological Survey Yearbooks on minerals in Brazil. **PDF** <https://www.usgs.gov/> US public domain.

Guidance

Comments

DCC

Questions to consider:

- What **type, format** and **volume** of data?
- Do your chosen formats and software enable sharing and long-term access to the data?
- Are there any existing data that you can reuse?

Guidance:

Give a brief description of the data, including any existing data or third-party sources that will be used, in each case noting its content, type and coverage. Outline and justify your choice of format and consider the implications of data format and data volumes in terms of **storage, backup and access.**

<https://doi.org/10.17045/sthlmuni.5857716.v4>

DMP Global_corporate_capital_flows...:

What data will you collect or create?

Guidance

Comments

... continued:

- News articles. Text / HTML. Copyrighted - I will not re-publish this.
- Data from leaks published by the International Consortium of Investigative Journalists. Text and CSV. <https://www.icij.org/> CC BY-SA

Other public data sources may be added to the list as the project develops.

The format of most of these data is machine-readable. Data volume is expected to remain well within the capacity of one laptop (475 GB). Data backup is achieved with an external hard drive of a capacity of 500 GB. No challenges to the transfer and sharing of data are expected.

I will also use financial and corporate data from commercial databases (through Stockholm University Library subscriptions):

- Corporate data from Orbis. Spreadsheets. <https://orbis.bvdinfo.com/>
- Financial data from Eikon. Spreadsheets.

How will the data be collected or created?

I will not collect data myself, but use existing data and process it using the following softwares: R, QGIS, Access, Excel (depending on the data).

Version control will be done by applying a timestamp (YYYYMMDD) and/or a suffix (v1, v2, v3, etc.) to working file names.

Files will be organised by folders according to the following hierarchy:

- Source (Institution who created the data)
- Database name
- Country (if applicable)
- Geographical subdivision (if applicable)
- Year (if applicable)

Original file names will be retained and a 'readme' document will be created for each database downloaded (indicating source, URL, date accessed).

[expand all](#) | [collapse all](#)

Data volume



Data format



Data description



Data format



DCC

Questions to consider:

- What standards or methodologies will you use?
- [How will you structure and name your folders and files?](#)
- How will you handle versioning?
- What quality assurance processes will you adopt?

Guidance:

Outline how the data will be collected/created and which community data standards (if any) will be used. Consider how the data will be organised during the project, mentioning for example naming conventions, version control and folder structures. Explain how the consistency and quality of data collection will be controlled and documented. This may include processes such as calibration, repeat samples or measurements, standardised data capture or recording, data entry validation, peer review of data or representation with controlled vocabularies.

- Clearly note what format(s) your data will be in, e.g., plain text (.txt), comma-separated values (.csv), geo-referenced TIFF (.tif, .tiff).
- Explain why you have chosen certain formats. Decisions may be based on staff expertise, a preference for open formats, the standards accepted by data centres or widespread usage within a given community.
- Using standardised, interchangeable or open formats ensures the long-term usability of data; these are recommended for sharing and archiving.

Global corporate capital flows and biosphere resilience

[Project Details](#)[Plan overview](#)[Write Plan](#)[Share](#)[Download](#)[expand all](#) | [collapse all](#)

13/13 answered

Data Collection (2 / 2)

Documentation and Metadata (1 / 1)

What documentation and metadata will accompany the data?

Relevant results of the research will be published on a publicly available persistent repository (e.g. Figshare, through the Stockholm University service) in a machine-readable format and given a DOI.

The documentation will include:

- List of data sources, including database name, publishing institution, URL, brief description
- Detailed method for cleaning, processing, analysing and synthesising the data and produce the results, including assumptions made
- Metadata (based on the standards of the platform Figshare):
 - Title of the database and link to the published article(s)
 - Creators and contributors
 - Date of creation
 - License (CC BY-NC)
 - Definitions of variables and units of measurement
 - Format and file type
 - Keywords

[Guidance](#)[Comments](#)

DCC

Questions to consider:

- What information is needed for the data to be read and interpreted in the future?
- How will you capture / create this documentation and metadata?
- What metadata standards will you use and why?

Guidance:

Describe the types of documentation that will accompany the data to help secondary users to understand and reuse it. This should at least include basic details that will help people to find the data, including who created or contributed to the data, its title, date of creation and under what conditions it can be accessed.

Documentation may also include details on the methodology used, analytical and procedural information, definitions of variables, vocabularies, units of measurement, any assumptions made, and the format and file type of the data. Consider how you will capture this information and where it will be recorded. Wherever possible you should identify and use existing community standards.

[RDA Metadata Standards Directory](#)

DMP *Global_corporate_capital_flows...*:

How will you manage any ethical issues?

No personal data will be collected. Only existing publicly available data will be used. Therefore, there is no need for confidentiality or special security measures concerning the data.

Ethics & privacy

- Investigators carrying out research involving human participants should request consent to preserve and share the data. Do not just ask for permission to use the data in your study or make unnecessary promises to delete it at the end.
- Consider how you will protect the identity of participants, e.g., via anonymisation or using managed access procedures.
- Ethical issues may affect how you store and transfer data, who can see/use it and how long it is kept. You should demonstrate that you are aware of this and have planned accordingly.

Guidance	Comments
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DCC

Questions to consider:

- Have you gained consent for data preservation and sharing?
- How will you protect the identity of participants if required? e.g. via anonymisation
- How will sensitive data be handled to ensure it is stored and transferred securely?

Guidance:

Ethical issues affect how you store data, who can see/use it and how long it is kept. Managing ethical concerns may include: anonymisation of data; referral to departmental or institutional ethics committees; and formal consent agreements. You should show that you are aware of any issues and have planned accordingly. If you are carrying out research involving human participants, you must also ensure that consent is requested to allow data to be shared and reused.

DMP *Global_corporate_capital_flows...*:

Ethics and Legal Compliance (2 / 2)

How will you manage copyright and Intellectual Property Rights (IPR) issues?

Please refer to the list of data sources under the section 'Data Collection', which includes a discussion of copyright issues.

Licensing help via repos (e.g. [su.figshare.com](https://figshare.com))

Licence (what's this?)

CC BY-NC 4.0
CC BY 4.0
CC0
CC BY-NC 4.0
CC BY-SA 2.0
MIT
GPL
GPL 2.0+
GPL 3.0+
Apache 2.0

Reference to DMP - Data Management Plan

Example: <https://dmponline.dcc.ac.uk/plans/>

EUDAT licensing wizard:
<https://ufal.github.io/public-license-selector/>

Intellectual Property Rights

- State who will own the copyright and IPR of any existing data as well as new data that you will generate. For multi-partner projects, IPR ownership should be covered in the consortium agreement.
- Outline any restrictions needed on data sharing, e.g., to protect proprietary or patentable data.
- Explain how the data will be licensed for reuse. See the DCC guide on [How to license research data](#) and EUDAT's [data and software licensing wizard](#).

Guidance

Comments

DCC

Questions to consider:

- Who owns the data?
- How will the data be licensed for reuse?
- Are there any restrictions on the reuse of third-party data?
- Will data sharing be postponed / restricted e.g. to publish or seek patents?

Guidance:

State who will own the copyright and IPR of any data that you will collect or create, along with the licence(s) for its use and reuse. For multi-partner projects, IPR ownership may be worth covering in a consortium agreement. Consider any relevant funder, institutional, departmental or group policies on copyright or IPR. Also consider permissions to reuse third-party data and any restrictions needed on data sharing.

DMP *Global_corporate_capital_flows...*:

Storage and Backup (2 / 2)
<p>How will the data be stored and backed up during the research?</p> <p>The data will be stored on my work laptop, which has sufficient storage.</p> <p>Backups will be performed:</p> <ul style="list-style-type: none">• Weekly: all files saved to an external hard drive• Weekly: working files saved to the online service Box provided by the Royal Swedish Academy of Sciences• Daily: working files saved to a server provided by the Royal Swedish Academy of Sciences <p>I will be responsible for backup and recovery.</p>

Guidance	Comments
<p>DCC</p> <p>Questions to consider:</p> <ul style="list-style-type: none">• Do you have sufficient storage or will you need to include charges for additional services?• How will the data be backed up?• Who will be responsible for backup and recovery?• How will the data be recovered in the event of an incident? <p>Guidance:</p> <p>State how often the data will be backed up and to which locations. How many copies are being made? Storing data on laptops, computer hard drives or external storage devices alone is very risky. The use of robust, managed storage provided by university IT teams is preferable. Similarly, it is normally better to use automatic backup services provided by IT Services than rely on manual processes. If you choose to use a third-party service, you should ensure that this does not conflict with any funder, institutional, departmental or group policies, for example in terms of the legal jurisdiction in which data are held or the protection of sensitive data.</p>	

Global_corporate_capital_flows...

Data Sharing (2 / 2)

How will you share the data?

The data necessary to replicate the analysis will be shared on a publicly available persistent repository, probably Figshare, through the service provided by Stockholm University. All data that I am allowed to re-publish will be made available online under a CC BY-NC license. Only the metadata will be described for data that I am not allowed to re-publish (e.g. Orbis data). The data will be made available on the day of publication of the relevant accompanying article in a peer-review journal. The data will have a DOI.

Are any restrictions on data sharing required?

In the event of the analysis uncovering some criminal or illegal activity, anonymisation and/or aggregation of the results may be considered. I will provide the results to the mentioned companies ahead of publication and request their comments, to be published in appendix of the article.

Guidance

Comments

DCC

Questions to consider:

- How will potential users find out about your data?
- With whom will you share the data, and under what conditions?
- Will you share data via a repository, handle requests directly or use another mechanism?
- When will you make the data available?
- Will you pursue getting a persistent identifier for your data?

Data sharing

- How will you share the data e.g. deposit in a data repository, use a secure data service, handle data requests directly or use another mechanism? The methods used will depend on a number of factors such as the type, size, complexity and sensitivity of the data.
- When will you make the data available? Research funders expect timely release. They typically allow embargoes but not prolonged exclusive use.
- Who will be able to use your data? If you need to restrict access to certain communities or apply data sharing agreements, explain why.

Global_corporate_capital_flows...

Responsibilities and Resources (2 / 2)

Who will be responsible for data management?

I will be the sole responsible for data management.

What resources will you require to deliver your plan?

No additonal resources are required. I will make use of the help provided by the Open Data team at Stockholm University when preparing the publication of data on Figshare.

Guidance	Comments
DCC	<p>Questions to consider:</p> <ul style="list-style-type: none">• Who is responsible for implementing the DMP, and ensuring it is reviewed and revised?• Who will be responsible for each data management activity?• How will responsibilities be split across partner sites in collaborative research projects?• Will data ownership and responsibilities for RDM be part of any consortium agreement or contract agreed between partners?
DCC	<p>Questions to consider:</p> <ul style="list-style-type: none">• Is additional specialist expertise (or training for existing staff) required?• Do you require hardware or software which is additional or exceptional to existing institutional provision?• Will charges be applied by data repositories? <p>Guidance:</p> <p>Carefully consider any resources needed to deliver the plan, e.g. software, hardware, technical expertise, etc. Where dedicated resources are needed, these should be outlined and justified.</p>
Budget	+

Sharing your Research Data through a *repository*

Domain specific repositories:

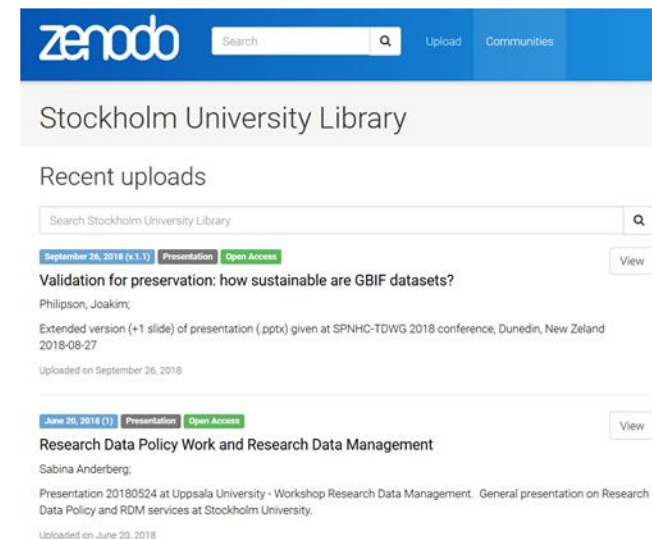
- SU: [Bolin Centre DB](#)
- [GBIF](#), [ICPSR](#), [Open fMRI](#) , [Pangaea](#)

General purpose:

- [Dryad](#)
- [EUDAT B2SHARE](#)
- [Figshare](#)
- [Harvard's Dataverse](#)
- [Zenodo](#)



Data repositories curated by SU RDM-team



<https://zenodo.org/communities/stockholmuniversitylibrary>

- [Bolin Centre DB](#)
- [Dataverse](#)
- [SND - https://snd.gu.se](#)

- ✓ **Create standard metadata** (for DMP q & a)
- ✓ Pre-order **DOI** for your dataset (or [private link](#))
- ✓ **Curation** and counseling from SU
- ✓ *Harvest and transform for **archival** (su.figshare, so far)*
- ✓ One **storage** / backup option during project (embargo)?

Thanks for your attention!

Contact



opendata@su.se