

CORSI DI FORMAZIONE



**Consiglio Nazionale
delle Ricerche**
ILIESI

DMP – Data Management Plan



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 @egiglia



[CODATA-international] Last chance to register: CODATA/DDI Alliance webinar - Questions and Survey Instruments in DDI: Maximizing the Value of Your Metadata. 22 May 2024, 13.00 – 14.30 UTC. Free, online.  

Laura Molloy [Annulla iscrizione](#)
a codata-international ▾

00:48 (7 ore fa) ☆ ↶ ⋮

 Traduci in italiano 

Webinar: Questions and Survey Instruments in DDI - Maximising the Value of Your Metadata

[22 May 2024, 13.00 – 14.30 UTC. Registration closing soon: register here!](#)

CODATA and the DDI Alliance are delighted to announce our new collaborative webinar, "Questions and Survey Instruments in DDI: Maximizing the Value of Your Metadata", free and online tomorrow, Wed 22 May 2024, 13.00 - 14.30 UTC.

Register here: https://us02web.zoom.us/meeting/register/tZAscOggqzItE9Yzvez84dGsymesbNX_IRdm#/registration

Questions and the questionnaires in which they are used serve as an important focus when reusing data, but also serve as a resource which can be used to maximise comparability across studies, and to make the design of questionnaires more efficient. Further, a rigorous description of survey logic and flow can provide the basis for automation of the data collection process, heightening efficiencies for longitudinal and other repeated surveys.

This webinar looks at the DDI structures for describing questions and survey instruments. Our guest speakers illustrate how this metadata can be leveraged to best effect, with examples from CLOSER, a collaborative digital infrastructure for longitudinal population studies, data and research, and two national statistics agencies: Insee (the French National Institute of Statistics and Economic Studies), and StatsCan (Statistics Canada). Becky Oldroyd, Metadata Officer at CLOSER, shares the ways that rich metadata at the variable-, question- and questionnaire-level improves the discoverability of data for longitudinal, cross-study research. Éric Sigaud describes how Insee is developing open-source tooling to support metadata-driven workflows, such as automated creation of survey instruments. Finally, Flavio Rizzolo talks about StatsCan's ongoing work of adopting DDI-Lifecycle tools to design and manage questionnaires using Colectica together with the agency's in-house data tools and systems.

Time will be reserved for questions and discussion with the audience.

Register here: https://us02web.zoom.us/meeting/register/tZAscOggqzItE9Yzvez84dGsymesbNX_IRdm#/registration

We look forward to seeing you on Wednesday!

Best, Laura

DMP?

I DATA MANAGEMENT
PLANS SONO IL PRIMO
«PRODOTTO» DELLA
RICERCA

BROWSE PUBLISH ABOUT
PLOS COMPUTATIONAL BIOLOGY

OPEN ACCESS

2022

EDITORIAL

Ten simple rules for getting and giving credit for data

Elisha M. Wood-Charlson, Zachary Crockett, Chris Erdmann, Adam P. Arkin, Carly B. Robinson

Published: September 29, 2022 • <https://doi.org/10.1371/journal.pcbi.1010476>

Rule 3: Data management plans are your first research product

Now that you have mastered the complexity (or at least scratched the surface) of what it takes to create FAIR, comparable, and reproducible data, we need to talk about data management plans (DMPs). These are often required by funders as supplementary documents to research grants, where you outline when, where, and how data from the project will be preserved and shared. We won't go into best practices for creating a DMP, as that is well articulated by Michener [28]. However, we do want to emphasize that DMPs are no longer just supplementary pdfs. They can (and should) be created as FAIR, machine-actionable, living documents [29]. DMPs establish the initial node in your upcoming research product network (data, code, etc.). DMPs connect the people and data to the funding agency and put a stake in the ground for the

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...IL DATA MANAGEMENT PLAN

Data management ABC – Per partire

Ask yourself this:

What is needed to validate the results of your research?

If you were to produce an article researching, for example, the criminal underclass in early-twentieth century New York, what data would you need to include for someone else to replicate your results? Think about it in terms of your own research.

A bibliography would be the most immediate and obvious starting point, revealing to the reader all the sources that you have used to base your research. But what of the gathering mechanisms you used? Did you use a database or undertake statistical analysis? If so you need to make the database and statistics available. This doesn't just mean providing the files in a readable format, but to provide documentation and to make sure that the data is clearly identified with explicit headings, well-structured, and easily identified.

Focusing on what is needed for validation and re-use, rather than the obvious attributes of research data, is useful. It helps you to think through the process of research from a different perspective and what it is you have actually done to come to your conclusions. It also allows you to show the process you have undertaken; revealing how valuable your approach might be and making the

- COSA SERVE A VALIDARE LA MIA RICERCA?
TUTTO QUESTO VA INSERITO NEL DMP
PROSPETTIVA DIVERSA SULLA VOSTRA RICERCA



Trucchi e suggerimenti

Top tip - keep it short and specific!

This very short extract from a presentation by Peter Dukes, Medical Research Council, is really useful advice on writing a DMP from the funding body perspective. The advice applies to all disciplines. The quality of the video isn't great, but it's definitely 1st!

Advice on writing Data Management Plans

Research Data Improved Data Management Plans

4. Keep it simple

- Informative: two audiences
- Specific: e.g. name standards
- Concise: < 1/4 to 3 pages
- Don't forget: your achievements & innovation

FOSTER toolkit

SINTETICO E
SPECIFICO

NON COPIATE

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data will be available]

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10 TIPS FOR WRITING A DATA MANAGEMENT PLAN

1

START EARLY

Read the guidance and ask for advice early on in the process, as writing a DMP may take some time

2

CONSIDER REUSE

Think about reusing existing data. Describe what you will need to know about your data five years from now

3

CHECK POLICIES

Talk to your supervisor or lab members about existing data management policies and standards

4

MAKE USE OF SUPPORT

Use your in-house support services like RDM Support, the Library, IT department or legal desk

5

THINK BROAD

Also address software code, algorithms and any other valuable research assets in your DMP

6

COPY WHERE YOU CAN

Look at other (submitted) plans and copy when appropriate

7

BE UNIQUE WHERE NEEDED

Since every research project is unique, so are the data it generates. Copying from sample DMPs is not sufficient

8

BE CONCRETE

Make your answers as concrete as possible. Show that you have consulted RDM experts

9

SAY SO IF YOU DON'T KNOW

Indicate what you do not yet know and how you will resolve these questions later

10

UPDATE

DMPs add to the planning of your research methods. Therefore define, carry out and update your DMP just as you would any method

e suggerimenti / 2

DMP Core Requirements

CORE REQUIREMENTS FOR DATA MANAGEMENT PLANS



When developing solid data management plans, researchers are required to deal with the following topics and answer the following questions:

- 1. Data description and collection or re-use of existing data**
 - a. How will new data be collected or produced and/or how will existing data be re-used?
 - b. What data (for example the kinds, formats, and volumes) will be collected or produced?
- 2. Documentation and data quality**
 - a. What metadata and documentation (for example the methodology of data collection and way of organising data) will accompany data?
 - b. What data quality control measures will be used?
- 3. Storage and backup during the research process**
 - a. How will data and metadata be stored and backed up during the research process?
 - b. How will data security and protection of sensitive data be taken care of during the research?
- 4. Legal and ethical requirements, codes of conduct**
 - a. If personal data are processed, how will compliance with legislation on personal data and on data security be ensured?
 - b. How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable?
 - c. How will possible ethical issues be taken into account, and codes of conduct followed?

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SCIENCE EUROPE

- 5. Data sharing and long-term preservation**
 - a. How and when will data be shared? Are there possible restrictions to data sharing or embargo reasons?
 - b. How will data for preservation be selected, and where will data be preserved long-term (for example a data repository or archive)?
 - c. What methods or software tools will be needed to access and use the data?
 - d. How will the application of a unique and persistent identifier (such as a Digital Object Identifier (DOI)) to each data set be ensured?
- 6. Data management responsibilities and resources**
 - a. Who (for example role, position, and institution) will be responsible for data management (i.e. the data steward)?
 - b. What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?

2021



DMP Core Requirements

Translating the Core Requirements into a DMP template

The following example of a data management plan template is based on the core requirements for DMPs.⁶ These core requirements should be considered as a minimum standard, leaving the flexibility to formulate additional guidelines according to the needs of specific domains or to national or local legislation.

The template presented below refers to the 15 questions covering six core requirements for good data management. Additional guidance and explanations are provided to help researchers fill out such a template and to assure that all relevant aspects of research data management are covered. The below table is an example of how the core requirements can be transformed into a DMP template. It will be up to the individual organisations and disciplines to develop templates that fit their needs.

GENERAL INFORMATION

- Administrative information**
- Provide information such as name of applicant, project number, funding programme, version of DMP.

1 DATA DESCRIPTION AND COLLECTION OR RE-USE OF EXISTING DATA

- 1 a**
- How will new data be collected or produced and/or how will existing data be re-used?**
- Explain which methodologies or software will be used if new data are collected or produced.
 - State any constraints on re-use of existing data if there are any.
 - Explain how data provenance will be documented.
 - Briefly state the reasons if the re-use of any existing data sources has been considered but discarded.

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2 DOCUMENTATION AND DATA QUALITY

2 a

What metadata and documentation (for example the methodology of data collection and way of organising data) will accompany the data?

- Indicate which metadata will help others identify and discover the data.
- Indicate which metadata standards (for example DDI, TEI, EML, MARC, CMDI) will be used.
- Use community metadata standards where these are in place.
- Indicate how the data will be organised during the project, mentioning for example conventions, version control, and folder structures. Consistent, well-ordered research data will be easier to find, understand, and re-use.
- Consider what other documentation is needed to enable re-use. This may include information on the methodology used to collect the data, analytical and procedural information, definitions of variables, units of measurement, and so on.
- Consider how this information will be captured and where it will be recorded for example in a database with links to each item, a 'readme' text file, file headers, code books, or lab notebooks.

2 b

What data quality control measures will be used?

- Explain how the consistency and quality of data collection will be controlled and documented. This may include processes such as calibration, repeated samples or measurements, standardised data capture, data entry validation, peer review of data, or representation with controlled vocabularies.

Jan. 27, 2021

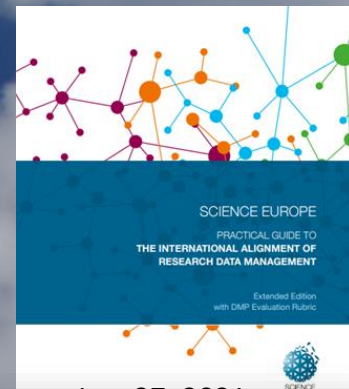


SCIENCE EUROPE
PRACTICAL GUIDE TO
THE INTERNATIONAL ALIGNMENT OF
RESEARCH DATA MANAGEMENT

Extended Edition
with DMP Evaluation Rubric



DMP – Guida



3 STORAGE AND BACKUP DURING THE RESEARCH PROCESS

Guidance for Researchers

3a

How will data and metadata be stored and backed up during the research?

- Describe where the data will be stored and backed up during research activities and how often the backup will be performed. It is recommended to store data in least at two separate locations.
- Give preference to the use of robust, managed storage with automatic backup, such as provided by IT support services of the home institution. Storing data on laptops, stand-alone hard drives, or external storage devices such as USB sticks is not recommended.

Sufficiently Addressed The DMP...

- Clearly (even if briefly) describes:
 - › The location where the data and backups will be stored during the research activities.
 - › How often backups will be performed.
 - › The use of robust, managed storage with automatic backup (for example storage provided by the home institution).

or

- Explains why institutional storage will not be used (and for what part of the data) and describes the (additional) locations, storage media, and procedures that will be used for storing and backing up data during the project.

Insufficiently Addressed The DMP...

- Provides no information or very vague reference to how data will be stored and backed up during the project.

Guidance for Researchers

1a

How will new data be collected or produced and/or how will existing data be re-used?

- Explain which methodologies or software will be used if new data are collected or produced.
- State any constraints on re-use of existing data if there are any.
- Explain how data provenance will be documented.
- Briefly state the reasons if the re-use of any existing data sources has been considered but discarded.

Sufficiently Addressed The DMP...

- Gives clear details of where the existing data come from and how new data will be collected or produced. It clearly explains methods and software used.
- Explains, if existing data are re-used, how these data will be accessed and any constraints on their re-use.

Insufficiently Addressed The DMP...

- Provides little or no details on where the data come from and what data will be collected or re-used.
- Does not, if applicable, provide sufficient rationale for generating new data.

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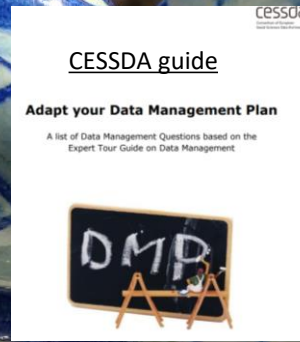
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Overview

PLAN

Title of the project

Date of this plan

Description of the project

- What is the nature of the project?
- What is the research question?
- What is the project time line?

Origin of Data

- What kind of data will be used during the project?
- If you are reusing existing data: What is the scope, volume and format? How are different data sources integrated?
- If you are collecting new data can you clarify why this is necessary?

Principal researchers

- Who are the main researchers involved?
- What are their contact details?

Collaborating researchers (if applicable)

- What are their contact details and their roles in the project?

Funder (if applicable)

- If funding is granted, what is the reference number of the funding granted?

Data producer

- Which organisation has the administrative responsibility for the data?

Project data contact

- Who can be contacted about the project after it has finished?

Data owner(s)

- Which organisation(s) own(s) the data?
- If several organisations are involved, which organisation owns what data?

Roles

- Who is responsible for updating the DMP and making sure that it's followed?
- Do project participants have any specific roles?
- What is the project time line?

Costs

- Are there costs you need to consider to buy specific software or hardware?
- Are there costs you need to consider for storage and backup?
- Are potential expenses for (preparing the data for) archiving covered?

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Organising and documenting your data

ORGANISE & DOCUMENT

Data collection

- How will the data be collected?
- Is specific software or hardware or staff required?
- Who will be responsible for the data collection?
- During which period will the data be collected?
- Where will the data be collected?

Data organisation

- How will you organise your data?
- Will the data be organised in simple files or more complex databases?
- How will the data quality during the project be ensured?
- If data consists of many different file types (e.g. videos, text, photos), is it possible to structure the data in a logical way?

Data type and size

- What type(s) of data will be collected?
- What is the scope, quantity and format of the material?
- After the project: What is the total amount of data collected (in MB/GB)?

File format

- In what format will your data be?
- Does the format change from the original to the processed/final data?
- Will your (final) data be available in an open format?

Folder structure and names

- How will you structure and name your folders?

File structure and names

- How will you structure and name your files?

Documentation

- What documentation will be created during the different phases of the project?
- How will the documentation be structured?

Metadata

- What metadata will be provided with the collected/ generated/ reused data?
- How will metadata for each object be created?
- Is there any program that can be used to document the data?
- Can metadata be added directly into the files or will the metadata be produced in another program or document?

Metadata standard (if applicable)

- What metadata standard(s) will you use?

Basic Information.

- State the purpose of the data collection/generation.
- Explain the relation to the objectives of the project
- Consider what data will be collected or created as part of the study (RAW data).
- Consider what data will be produced by processing the RAW data (Secondary, processed data).
- Specify if existing data is being re-used (if any)
- Specify the origin of the data
- Specify the types and formats you plan to use for the data generated/collected (raw, processed, published).
- Consider what data will be published as the result of your study (Published data).

Volume and Life Cycle of the Data.

If you are using FAIRDOM, we will look after data that will be retained and potentially exchanged by your projects. It will help with local storage for temporarily-held local data prior to processing.

For RAW data, please consider the following:

- How much RAW data you think will be produced (Estimates, per month, year, full project duration)?
- Will all of the RAW data be kept for the duration of the study or will the RAW data be deleted once it is processed?
- For large scale RAW data (images, sequence) have you planned the local storage capacity necessary for processing?
- Do you require help to organise a suitable local management system for RAW data?
- Do you have policies that govern the management and usage of RAW data?
- How long will RAW data be kept? Will there be a long-term archive?

For Secondary and Published data, please consider the following:

- What data processing is foreseen in the project?
- How much processed data will be produced, and stored (can you make estimates per month, year, full project)?
- How much of this data will be published? (Estimates per month, year, full project)?
- Does your institution, or the project funders, have policies governing the access and usage of processed data?

Additional for personally sensitive data (e.g medical data)

- When looking at the data flow through the project, define what data is:
 - aggregated (typically safe to share, if names cannot be recovered)
 - anonymized (name cannot be recovered from the data)
 - pseudonymized (name can be recovered by some)
 - non-anonymized (name linked to data)
- Determine which organisational boundaries have to be traversed by which data.
- Make sure with your "local" data protection officer and ethics commission that the data can be shared with your partners along the flow described with the anonymisation levels as described. Why local? Some laws change across surprising boundaries. E.g. in Germany Universities and other public organisations are subject to another data protection law than enterprises. Why seek advice? In some cases you may be required to be able to recover the name-data-relation, e.g. to enable study participants to "leave" a study.

Data Management Checklist

<https://fair-dom.org/knowledgehub/data-management-checklist/>

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DMP in Horizon Europe

#VisitEP




V.1 Feb. 2021


Horizon Europe (HORIZON)
Euratom Research and Training Programme
(EURATOM)

General Model Grant Agreement
EIC Accelerator Contract

(HE MGA — Multi & Mono)

IN HORIZON EUROPE
- NELLA PROPOSTA DI PROGETTO,
SEZIONE EXCELLENCE/METHODOLOGY:
1 PAGINA SULLA GESTIONE DEI DATI
- UNA VOLTA APPROVATO, DMP COME
DELIVERABLE ENTRO IL MESE 6

 *Proposals selected for funding under Horizon Europe will need to develop a detailed data management plan (DMP) for making their data/research outputs findable, accessible, interoperable and reusable (FAIR) as a deliverable by month 6 and revised towards the end of a project's lifetime.*

 *For guidance on open science practices and research data management, please refer to the relevant section of the [HE Programme Guide](#) on the Funding & Tenders Portal.*


V.2 April 2021



Horizon Europe Programme
Standard Application Form (RIA, IA)

Application form (Part A)
Project proposal — Technical description (Part B)

Version 2.0
22 April 2021

Open science: research data management

The beneficiaries must manage the digital research data generated in the action ('data') responsibly, in line with the FAIR principles and by taking all of the following actions:

- establish a data management plan ('DMP') (and regularly update it)
- as soon as possible and within the deadlines set out in the DMP, deposit the data in a trusted repository; if required in the call conditions, this repository must be federated in the EOSC in compliance with EOSC requirements

AGATHOCLES DMP online

Project Details Contributors Plan overview Initial DMP Detailed DMP Final review DMP Share Download

expand all | collapse all

8/9 answered

TESTO LIBERO. DOVETE SAPERE COSA SCRIVERE PER NON DIMENTICARE NULLA

1. Data summary (1 / 1)

2. FAIR data (3 / 4)

3. Allocation of resources (1 / 1)

4. Data security (1 / 1)

5. Ethical aspects (1 / 1)

- DS Wizard
- Knowledge Models
- Projects

COMPILAZIONE GUIDATA. APPARENTEMENTE PIÙ COMPLESSO MA ALLA FINE GENERA IL DMP AUTOMATICAMENTE

Leiden Booksellers - Giglia IFDS homework week 5

Data stewardship wizard

Questionnaire Metrics Preview Documents Settings

View Comments TODOs Version history

Current Phase: Before Submitting the Proposal

III. Creating and collecting data

We will make sure that we know what data will be coming together in the project, when it will be coming. We also need to make sure that we have adequate storage space to deal with it, and that all the responsibilities have been taken care of.

1 What existing data formats/types will you be using?

Horizon 2020 DMP Science Europe DMP

Have you identified types of data that you will use that are used by others too? Some types of data (for example "images" or "tables") are used by many different projects. For such data, often common standards exist (in our example "JPG" and "CSV" [comma separated values]) that help to make these data reusable. Are you using such common data formats?

Please make sure you list all the data types that are important for your project. You should make sure also to list the formats used in any data sets that you are re-using.

Desirable: Before Submitting the Proposal

Chapters:

- I. Administrative information ✓
- II. Re-using data ✓
- III. Creating and collecting data ✓
- IV. Processing data ✓
- V. Interpreting data ✓
- VI. Preserving data ✓

ABOUT RESOURCES CONTACT LOG IN



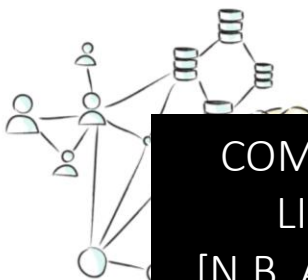
Argos

Plan and follow your data

- Create** machine actionable DMPs.
- Configure** to best fit your discipline.
- Link** to EOSC components out of the box.
- Share** easily in your repository.

Bring your Data Management Plans closer to where data are generated, analysed and stored.

Start your DMP



COMPILAZIONE GUIDATA+ TESTO LIBERO IN MOLTI PASSAGGI [N.B. A VOLTE OPZIONI LIMITATE es. «Research data»]

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DMP ONLINE

- TEMPLATE HEU E SCIENCE EUROPE
- ALTRI TEMPLATE PERSONALIZZABILI

- TESTO LIBERO CON POSSIBILITÀ DI INSERIRE TABELLE ED ELENCHI PUNTATI

- GUIDA SINTETICA PUNTO PER PUNTO

- SCRITTURA COLLABORATIVA

- TEMPLATE HEU E SCIENCE EUROPE
- KNOWLEDGE MODEL (ELIXIR)

- WIZARD MOLTO DETTAGLIATO (DIFFICILE OMETTERE)

- APRE I CAPITOLI DEL LIBRO DI BAREND MONS (DO/DON'T)

- SCRITTURA COLLABORATIVA

- CREA TO DO LIST

- MACHINE ACTIONABLE



- TEMPLATE HORIZON EUROPE E SCIENCE EUROPE

- POSSIBILE ASSOCIARE DIVERSI DATASET A UNO STESSO DMP

- MACHINE ACTIONABLE

- CONNESSO A OPENAIRE RESEARCH GRAPH (LINK FRA DATI E PUBBLICAZIONI)

...non siete soli...

Open Science Café

2023



GIOVEDÌ 12 GENNAIO, 14.30 - 15.30

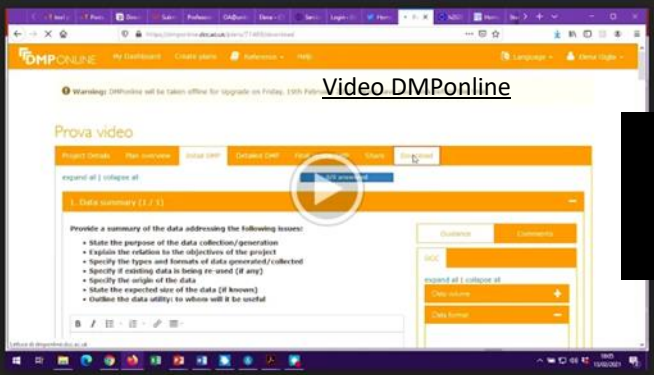
Come scrivere un Data Management Plan (DMP)



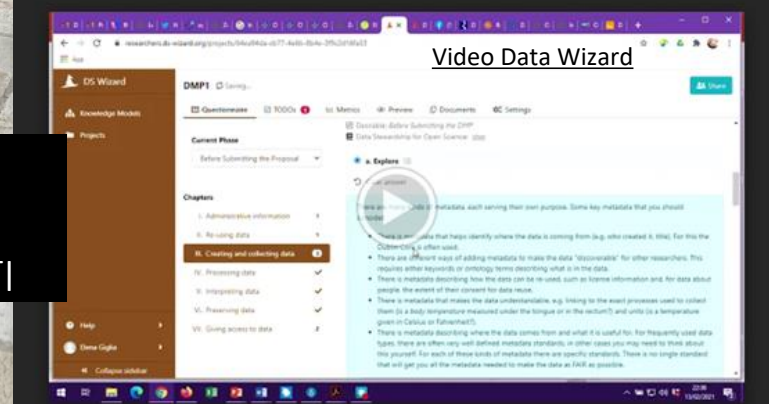
Elena Giglia, Università di Torino
Introduce: Emma Lazzeri, GARR



Video DMPonline



Video Data Wizard



DUE VIDEO
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DMP online

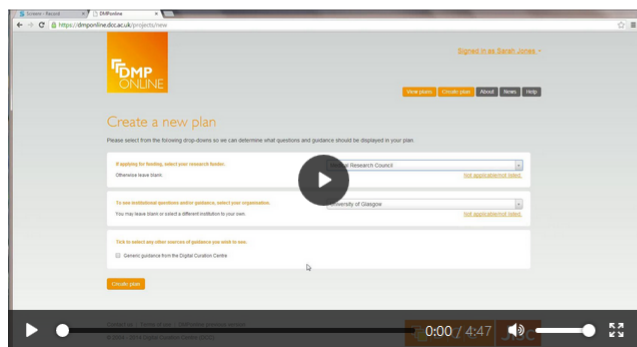


- Home
- About
- Future plans
- Help
- Change language

Welcome.

DMPonline helps you to create, review, and share data management plans that meet institutional and funder requirements. It has been jointly developed by the Digital Curation Centre (DCC) and the University of California Curation Center (UC3).

Screencast on how to use DMPonline



Sign in

Veteran tapes

- Project Details
- Plan overview
- Write Plan
- Share
- Download

expand all | collapse all

13/13 answered

Data Collection (2 / 2)

What data will you collect or create?

B *I*

The "Veteran tape " project will collect and generate different types of datasets:

Type of data	volume	Format	Storage format
Video recordings	600 x 1Gb	.mkv	.mkv
Transcriptions	600 x 1500Kb	MS Word	.txt
Structured interview text	1 x 500Kb	MS word	.txt

For the video recordings the selected format is .mkv; the same .mkv format will be used for the long-term preservation .

Transcriptions will be written in MS Word and then stored as .txt files.

We checked the format compatibility against EASY File format <https://dans.knaw.nl/en/deposit/information-about-depositing-data/before-depositing/file-formats>

As the total volume of data is greater than 50Gb, DANS requires a fee for the storage. We are currently in touch with EASY to determine the costs of archiving.

Save

Guidance

Comments (1)

DCC

DCC guidance

Guidance

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.

GRATUITO
BASTA REGISTRARSI; POI SI
ACCEDE E SI TROVANO TUTTI I
PROPRI DMP NEL DESKTOP

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?

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

- European Commission (Horizon 2020)
- European Research Council (ERC)

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

PREDISPOSTO PER LE 3 VERSIONI

ALLA FINE, SCARICA IL PDF

Prova

Project Details | Plan overview | Initial DMP | Detailed DMP | Final review DM | Share | Download

* Project title
Prova

mock project for testing, practice, or educational purposes

Funder
European Commission (Horizon 2020)

Grant number
Start typing a project name or abbreviation to pre-fill grant r
e.g. 123456

Project abstract
Briefly summarise your research project to help others understand the purposes for which the data are being collected or created.

Save

CONDIVISIBILE PER SCRIVERLO INSIEME

GUIDA

ID
57901

Principal Investigator
Name
PLEASE UPDATE Y

ORCID ID

Email
elena.giglia@unito.it

Phone

Data Contact Person
 Same as Principal Investigator

Save

IDENTIFICATIVI

Data Summary

- Will you re-use any existing data and what will you re-use it for?
- What types and formats of data will the project generate or re-use?
- What is the purpose of the data generation or re-use and its relation to the objectives of the project?
- What is the expected size of the data that you intend to generate or re-use?
- What is the origin/provenance of the data, either generated or re-used?
- To whom might your data be useful ('data utility'), outside your project?

...E NON «A HUGE AMOUNT OF DATA»

- Note what volume of data you will create in MB/GB/TB. Indicate the proportions of raw data, processed data, and other secondary outputs (e.g., reports).

Consider the implications of data volumes in terms of storage, access and preservation. Do you need to include additional costs?

COSTI

- Consider whether the scale of the data will pose challenges when sharing or transferring data between sites; if so, how will you address these challenges?

TABELLA PER DATI DI FORMATO DIVERSO

Data format

- 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.

- See UK Data Service guidance on [recommended formats](#) or DataONE Best Practices for [file formats](#).

SCRIVETE DIRETTAMENTE (USATE TABELLE E PUNTI ELENCO)

IN OGNI PASSAGGIO POTETE SALVARE E CONTINUARE DOPO

USATE FORMATI STANDARD (CON ELENCO)

Perugia Prova

Project Details Contributors Plan overview Write Plan Share Download

expand all | collapse all

0/41

Data Summary (0 / 6)

Will you re-use any existing data and what will you re-use it for?

B I [List Icon] [Table Icon] [Link Icon] [Grid Icon]

Save

Guidance

Comments

DCC

the reasons if re-use of any existing data has been considered but discarded.

PREVIEW DI TUTTE LE DOMANDE

FAIR data

- 2.1. Making data findable, including provisions for metadata: Will data be identified by a persistent identifier?
- 2.1. Making data findable, including provisions for metadata: Will rich metadata be provided to allow discovery? What metadata will be created? What disciplinary or general standards will be followed? In case metadata standards do not exist in your discipline, please outline what type of metadata will be created and how.
- 2.1. Making data findable, including provisions for metadata: Will search keywords be provided in the metadata to help discovery and then potential re-use?
- 2.1. Making data findable, including provisions for metadata: Will metadata be offered in such a way that

- What metadata will be provided to help others identify and discover the data?
- Researchers are strongly encouraged to use community metadata standards where these are in place. The Research Data

FAIR data (0 / 25)

2.1. Making data findable, including provisions for metadata: Will data be identified by a persistent identifier?

Guidance

DCC

Metadata & documentation

GUIDE SPECIFICHE

Save

2.1. Making data findable, including provisions for metadata: Will rich metadata be provided to allow discovery? What metadata will be created? What disciplinary or general standards will be followed? In case metadata standards do not exist in your discipline, please outline what type of metadata will be created and how.

Guidance

DCC

Metadata & documentation

Alliance offers a [Directory of Metadata Standards](#). Data

- repositories may also provide guidance about appropriate metadata standards.
- Consider what other documentation is needed to enable reuse. This may include information on the methodology used to collect the data, analytical and procedural information, definitions of variables, units of measurement, any assumptions made, the format and file type of the data and software used to collect and/or process the data.
- Consider how you will capture this information and where it will be recorded, e.g., in a database with links to each item, in a 'readme' text file, in file

Allocation of resources (0 / 4)

What will the costs be for making data or other research outputs FAIR in your project (e.g. direct and indirect costs related to storage, archiving, re-use, security, etc.) ?

B I ☰ ☷ 🔗 📄

How will these be covered? Note that costs related to research data/output management are eligible as part of the Horizon Europe grant (if compliant with the Grant Agreement conditions)

B I ☰ ☷ 🔗 📄

COSTI SONO
RIMBORSABILI (GRANT
6.2.C.3)

General > Article 6.2.C.3 Other goods, works and services

Costs related to research output management (HE) – Costs for research output management (e.g. *management of research data*) are eligible if the eligibility conditions are fulfilled, including open access to peer-reviewed publications (but see the additional eligibility condition referenced immediately below), research data and other outputs.

CHI RISPONDE DELLA
GESTIONE DEI DATI?

Who will be responsible for data management in your project?

B I ☰ ☷ 🔗 📄

Roles & responsibilities

- Outline the roles and responsibilities for all activities, e.g., data capture, metadata production, data quality, storage and backup, data archiving & data sharing. Individuals should be named where possible.
- For collaborative projects you should explain the coordination of data management responsibilities across partners.
- See UK Data Service guidance on [data management roles and responsibilities](#) or DataONE Best Practices: [Define roles and assign responsibilities for data management](#).

Perugia Prova

- Project Details
- Contributors
- Plan overview
- Write Plan
- Share
- Download**

Format

- pdf
- csv
- html
- pdf**
- text
- docx
- json

project details coversheet
 question text and section heading
 unanswered questions

DIVERSI FORMATI PER ESPORTAZIONE FINALE

PDF formatting

Font

Face: Arial, Helvetica, Sans-Serif
Size (pt): 10
Margin (m): 25

Download Plan

1. Data summary

Provide a summary of the data addressing the following issues:

- State the purpose of the data collection/generation
- Explain the relation to the objectives of the project
- Specify the types and formats of data generated/collected
- Specify if existing data is being re-used (if any)
- Specify the origin of the data
- State the expected size of the data (if known)
- Outline the data utility: to whom will it be useful

Purpose: _____
 Relation: _____
 Data will be created as the research is original.
 Reuse: videos watched on YouTube, chats coming from social platforms
 Origin: interviews and observations; content analysis

Type of data	Format (ongoing)	Format (preservation)	Expected Size	Consent collected	Reuse Rights
A Textual					
A1 [Interview template]	.doc	.txt	10 M		
A2 [Consent form]					
A3 [Interview transcriptions]				x	
A4 [Code book]	.txt				
A5 [Report]					
A6 [Video transcriptions]					CC BY
B Tabular data					
B1 [Participants description]	.xlsx	.csv	50 M		
B2 [Thematic analysis]					
B3 [Content analysis]					
C Audio					
C1 [Recording]	.mp3	still to be decided	10 G	x	
D Video					
D1 [Recorded interviews]	.mp4		100 G	x	
D2 [Downloaded]					CC BY

Data stewardship

KNOWLEDGE MODEL

DS Wizard

Knowledge Models

Projects

Create Project

From Template Custom

Name

Knowledge Model

Common DSW Knowledge Model 2.3.0
DSW Knowledge Model originated from mindmap made by Rob Hooff

Tags

Horizon 2020 DMP Science Europe DMP maDMP

You can filter questions in the Questionnaire by tags. If no tags are selected, all questions will be used.

Cancel Save

TO DO E VERSIONI

ISPAS IMIBAS

Questionnaire Metrics Preview Documents Settings

View Import answers

Current Phase

Before Submitting the Proposal

Chapters

I. Administrative information 1

II. Re-using data ✓

III. Creating and collecting data 2

IV. Processing data ✓

V. Interpreting data ✓

VI. Preserving data ✓

VII. Giving access to data ✓

II. Re-using data

Before you decide to embark on any new study, it is good practice to check all options to re-use existing available data, either collected or generated by yourself in an earlier project, or data from others (Barend Mons calls this "Other People's Data And Services" or OPEDAS). This can include reusable data that have been created for an earlier study, and also so-called "reference data" which is used by many projects.

It is not because we can generate massive amounts of data that we always need to do so. Creating data with public money is bringing with it the responsibility to treat those data well and potentially useful) make them available for re-use by others. And the circle is only complete if such data is actually re-used.

1 Is there any pre-existing data?

Science Europe DMP

Are there any data sets available in the world that are relevant to your planned research?

Desirable: Before Submitting the Proposal

Data Stewardship for Open Science: atq

External links: Google dataset search, Datacite Search

a. No

b. Yes

Clear answer

Warnings 2 Comments TODOs 1 Version history

TEMPLATE

APRE IL LIBRO DI BAREND MONS

Data stewardship wizard

1.b.1 Will you be using any pre-existing data (including other people's data)?

Science Europe DMP

Will you be referring to any earlier measured data, reference data, or data that should be mined from existing literature? Your own data as well as data from others?

Desirable: Before Submitting the Proposal
 Data Stewardship for Open Science: ezi

a. No
 b. Yes

Clear answer

Answered less than a minute ago by Elena Giglia.

Did you research all the data that exists? You may not be aware of all existing data that could be available. Although using and/or integrating existing data sets may pose a challenge, it will normally be cheaper than collecting everything yourself. Even if you decide not to use an existing data set, it is better to do this as a conscious decision.

1.b.1.a.1 Reference database or dataset

Science Europe DMP

Give the name of the database or dataset. You will be shown suggestions of data bases from FAIRSHARE

Desirable: Before Submitting the DMP

NCBI Gene

FAIRsharing <https://fairsharing.org/bsg-d000449>

Clear answer

Answered 11 months ago by Elena Giglia.

1.b.1.a.2 Where is this data available

Science Europe DMP

Specify a URL or a persistent identifier (e.g. DOI) for the database or dataset. If possible, refer exactl

ISPAS IMIBAS

Questionnaire Metrics Preview Documents Settings

View Import answers

Current Phase
Before Submitting the Proposal

Chapters

- I. Administrative information 1
- II. Re-using data ✓

Is there any pre-existing data?

D. Yes

Clear answer

Answered less than a minute ago by Elena Giglia.

1.b.1 Will you be using any pre-existing data (including other people's data)?

Science Europe DMP

Will you be referring to any earlier measured data, reference data, or data that should be mined from existing literature? Your own data as well as data from others?

Desirable: Before Submitting the Proposal
 Data Stewardship for Open Science: ezi

a. No
 b. Yes

Clear answer

Answered 11 months ago by Elena Giglia.

WIZARD
(DIVERSI
PERCORSI)

1.b.1.a.3 What are the conditions of use for this database or dataset?

Science Europe DMP

Although there is no world-wide rule for the application of copyright on data sets (copyright only with explicit permission to use a data set and not to assume that data can be used freely just because you own it, except if you get permission. Such a permission is called a "licence". So: if you can not find a licence, you should assume that the data is not available for reuse.)

External links: [Wikipedia on Copyright](#)

a. They are freely available for any use (public domain or CC0)
 b. They are freely available with obligation to quote the source (e.g. CC-BY)
 c. They are available under some restrictions, which we will follow in our project

Clear answer

URL DEL DATABASE
RIUSATO E CONDIZIONI
DI ACCESSO

Data stewardship

review Documents Settings

Data Stewardship for Open Science: *njx*

1.a.1 Data format/type

Science Europe DMP

Desirable: Before Submitting the Proposal

Data Documentation Initiative Codebook (DDI-Codebook)

FAIRsharing <https://fairsharing.org/bsg-s001512>

Clear answer

Answered 7 months ago by Elena Giglia.

1.a.2 Is this a standard data format widely used by researchers in this field?

Science Europe DMP

a. No

Interoperability

b. Yes

Interoperability

Clear answer

Answered in less than 5 seconds by Elena Giglia.

1.a.2.a.1 Why are you using a non-standard format?

Science Europe DMP

a. There is no standardized format for this data type

b. It is optimized for processing speed and/or volume

c. Another reason

FORMATO DEI DATI
(CON RIFERIMENTO
UNIVOCO)

2.a.1.a.3 Will you document the data with DDI metadata

Science Europe DMP

DDI metadata is more extensive than Dublin Core and DataCite, it details more of what is in the researchers locate your data set as an interesting source.

Desirable: Before Submitting the DMP

External links: [DDI metadata documentation](#)

a. No

Findability Reusability

b. Yes

Findability Reusability

Clear answer

Answered about 1 month ago by Elena G

FORNISCE METRICHE
SU QUANTO SI
ADERISCE AI PRINCIPI
FAIR

VI INSEGUE!!!

Data stewardship

review Documents Settings

Data Stewardship for Open Science: *njx*

1.a.1 Data format/type

Science Europe DMP

Desirable: Before Submitting the Proposal

Data Documentation Initiative Codebook (DDI-Codebook)

FAIRsharing <https://fairsharing.org/bsg-s001512>

Clear answer

Answered 7 months ago by Elena Giglia.

1.a.2 Is this a standard data format widely used by researchers in this field?

Science Europe DMP

a. No

Interoperability

b. Yes

Interoperability

Clear answer

Answered in less than 5 seconds by Elena Giglia.

1.a.2.a.1 Why are you using a non-standard format?

Science Europe DMP

a. There is no standardized format for this data type

b. It is optimized for processing speed and/or volume

c. Another reason

FORMATO DEI DATI
(CON RIFERIMENTO
UNIVOCO)

FORNISCE METRICHE
SU QUANTO SI
ADERISCE AI PRINCIPI
FAIR

VI INSEGUE!!!

2.a.1.a.3 Will you document the data with DDI metadata

Science Europe DMP

DDI metadata is more extensive than Dublin Core and DataCite, it details more of what is in the researchers locate your data set as an interesting source.

Desirable: Before Submitting the DMP

External links: [DDI metadata documentation](#)

a. No

Findability Reusability

b. Yes

Findability Reusability

Clear answer

Answered about 1 month ago by Elena Giglia.

Data stewardship wizard

The screenshot shows the DS Wizard interface. The top navigation bar includes 'DS Wizard', 'Knowledge Models', 'Questionnaire', 'Metrics', 'Preview' (highlighted with an orange box), 'Documents', and 'Settings'. The main content area displays a preview of a 'Data Management Plan' document for 'LABORATORIO PROVA'. The document content includes:

Section A: Data Collection

1. What data will you collect or create?

Re-used datasets

We will use the following reference datasets:

- **databae COVID del Ministero salute**
<https://www.salute.gov.it/portale/nuovocoronavirus/dettaglioPubblicazioniNuovo?lingua=italiano&id=3147>
We will use version "bollettino 9/12/2021 (ver.2.2)" of this dataset. If a new version becomes available during the project, we will stay with the old version.

Data formats and types

We will be using the following data formats and types:

- **tabellari**
It is a standardized format. This is not a suitable format for long-term archiving; however, we plan to convert it to a suitable format before the end of the project. We expect to have 30 GB of data in this format.
- **testuali**

2. How will the data be collected or created?

There will be no instrument dataset in this project.

Storage and file conventions

We will use a filesystem with files and folders with the following folder

Document metadata:

Data Management Plan
LABORATORIO PROVA

Contact person: There are no contact people specified yet
Based on: Common DSW Knowledge Model, 2.3.0 (dswwroot:2.3.0)
Project phase: Before Submitting the Proposal
Created by: Elena Giglio (elena.giglio@unibo.it)
Generated on: 21 Dec 2021

AL TERMINE SCARICA IL DMP... SENZA CHE NOI ABBIAMO SCRITTO NULLA, ABBIAMO SOLO FORNITO RISPOSTE CHE IL SISTEMA RIELABORA E ASSEMBLA OVE RILEVANTE

ARGOS

DMP E DATASET
COLLEGATI (E
COLLEGABILI ALLE
PUBBLICAZIONI)

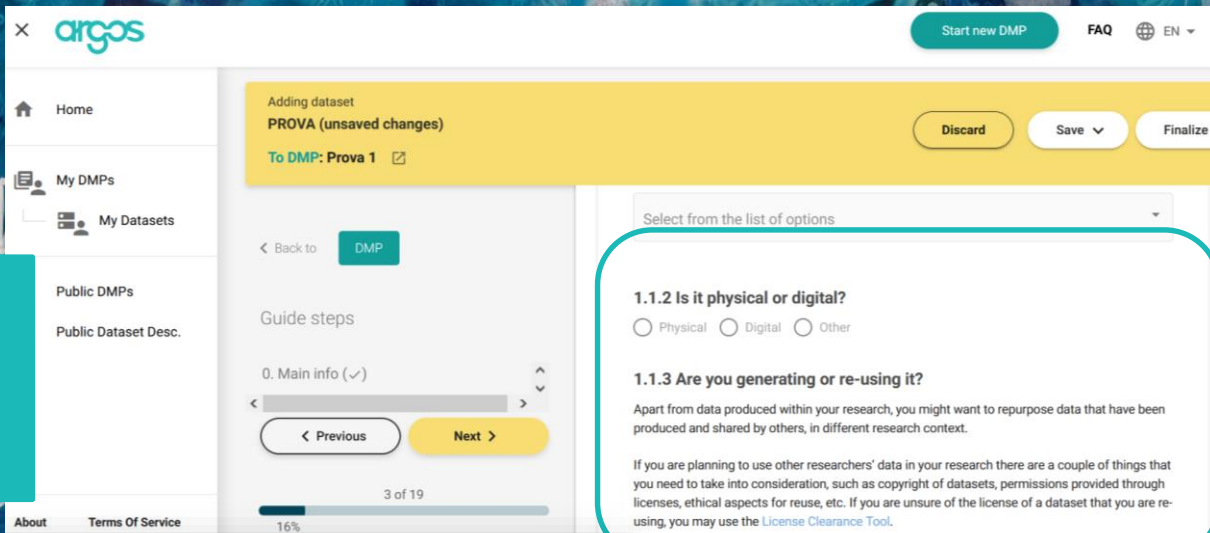
The screenshot shows the ARGOS dashboard. On the left is a navigation menu with 'Home', 'My DMPs', 'My Datasets', 'Public DMPs', and 'Public Dataset Desc.'. At the top right, there is a 'Start new DMP' button and a language selector set to 'EN'. A central modal window explains that a DMP in Argos consists of key information about research and highlights 'Datasets'. A yellow 'Add Dataset' button is highlighted in the modal. On the right side of the dashboard, there are statistics: 'Personal Usa', '1 DMPs', '0 Datasets', and '0 Grants'.

ESSENZIALE PER
FAIR PRINCIPLES

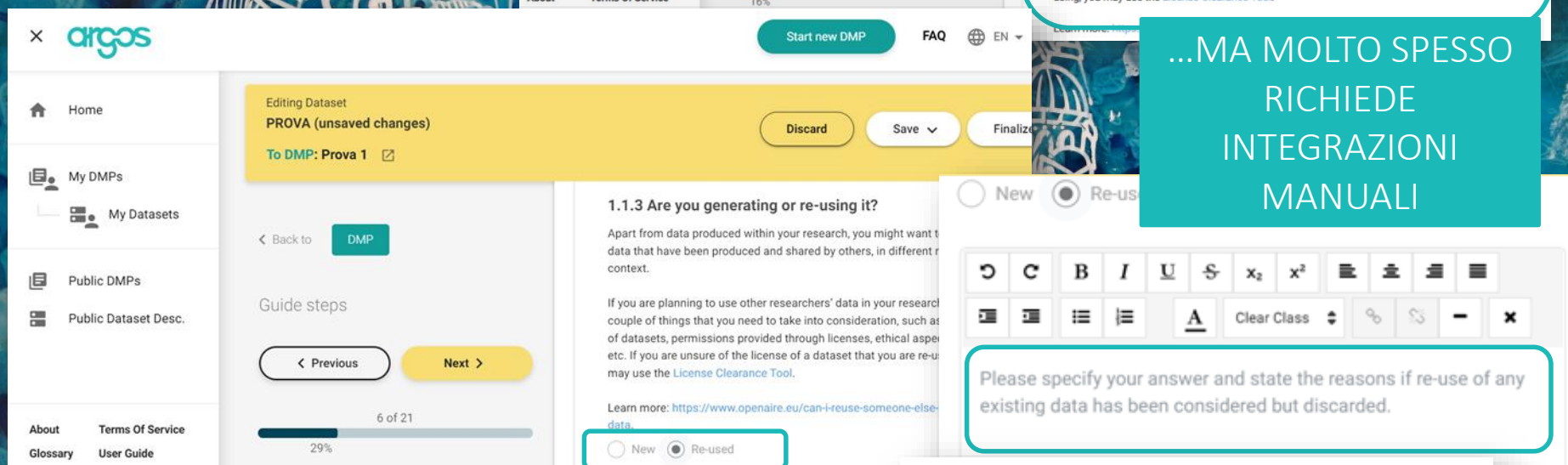
The screenshot shows the 'Editing DMP' interface for 'Prova 1'. It features a 'Save' button and a 'Guide steps' section with four steps: '1. Main info (✓)', '2. Funding (✓)', '3. License', and '4. Dataset info (✓)'. A '+ Add Dataset' button is located below the steps. The '3.1 License' section is highlighted, containing the instruction 'Assign a license to your DMP by selecting the most appropriate from the list.' and a 'License' dropdown menu. Below it, the '3.2 Access Rights' section explains that users can choose between 'Open Access' and 'Restricted Access' for the DMP's visibility on Zenodo after publication. Navigation buttons for '< Previous' and 'Next >' are at the bottom, along with a progress indicator '6 of 6'.

ARGOS

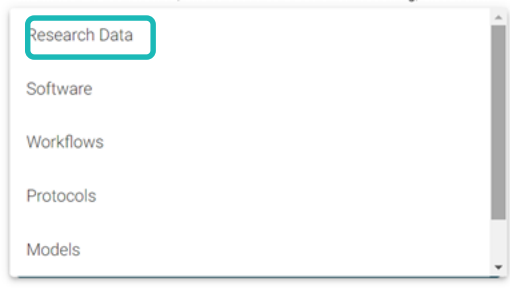
STRUTTURA A WIZARD CON DOMANDE SUCCESSIVE



...MA MOLTO SPESSO RICHIEDE INTEGRAZIONI MANUALI



A VOLTE UN PO' GENERICO/RIGIDO



1.1.1 What kind of research output are you describing?

Research data is information (particularly facts or numbers) collected to be examined and considered, and to serve as a basis for reasoning, discussion or calculation. Open access to research data - the right to access and reuse digital research data under the terms and conditions set out in the Grant Agreement.

Other research outputs refer to outputs that are produced or reused during the research and data management lifecycle. They might be objects, instruments and materials in digital form, such as software, workflows, protocols, models, etc. Equally, in their analog form they might include new materials, antibodies, reagents, samples, etc.

ARGOS

ATTENZIONE! NON FORNISCE NESSUN AVVISO SUL GRADO DI «FAIRNESS» DEL DATASET. QUI POSSO RIPONDERE «IMPUNEMENTE» NO SENZA CHE IL SISTEMA MI AVVISI O ALMENO MI DIA INDICAZIONI SUL PERCHÉ SAREBBE NECESSARIO

Editing Dataset
PROVA (unsaved changes)
To DMP: Prova 1

Discard Save

3.1.1.2 Will you provide metadata for the described dataset / output?

Metadata is data about data and is an essential set of information describing scientific outputs, in the form of either physical or digital objects, in a machine-readable format. According to the expected use, metadata can be given different attributes. Most common type which enables discovery and identification are descriptive metadata. Descriptive metadata contain information about key aspects needed to search for and successfully find a given scientific output, e.g. by its title, author/creator, abstract, keywords. Moreover, metadata may be used for describing a service or a scientific instrument.

Yes No Required

Provide more details for your answer

Start new DMP FAQ EN

Home My DMPs My Datasets Public DMPs Public Dataset Desc

Editing Dataset
PROVA
To DMP: Prova 1
Save Finalize

2.1.1 Does the described output support any scientific publication?
Create the links between scientific publications and research data.
 Yes No

The Multipillar System for Health Care Financing: Thirteen €c
List of values provided by external source(s)

Discrete Mathematics & Theoretical Computer Science
List of values provided by external source(s)

ZENODO
List of values provided by external source(s)

6 of 21
29%

PERMETTE LEGAME CON PUBBLICAZIONI (UTILE PER OPENAIRE RESEARCH GRAPH)

ARGOS

ULTIMATE - Data Management Plan Version 0

Funder
European Commission|EC

Grant
ULTIMATE: indUstry
water-utiLITy symbiosis
for a sMarter wATER
society/ No 869318

Researchers
Aitor Corchero (orcid:0000-0002-8463-4128), Joep van
den Broeke (orcid:0000-0002-5707-740X)

NEL PRODOTTO FINALE SI
VEDE LA DIFFERENZA FRA
TESTO ESTRAPOLATO DAL
SISTEMA E TESTO INSERITO
MANUALMENTE

Datasets

Title: Case Studies Dataset

Template: Horizon 2020

The Case Studies in ULTIMATE are collecting experimental data from laboratory experiments and pilot scale water treatment installations. This dataset contains the public data collected as part of the Case Studies.

Dataset Description

1.1 Data Summary

1.1.1 What is the purpose of the data collection/generation and its relation to the objectives of the project?

- To keep on record
- To develop a product

1.1.2 What are the types of the described generated/collected data?

- sample or specimen data
- observational (e.g.
- sensor data
- data from surveys)
- experimental (e.g.
- gene sequencing data)
- simulation (e.g.
- climate modeling data)

1.1.3 What are the formats of the described generated/collected data?

- Text files
- Numerical
- Models

1.1.3 What are the formats of the described generated/collected data?

- Text files
- Numerical

Batch datasets in CSV and JSON formats

1.1.4 What is the origin of the described data?

Primary data

1.1.5 What is the expected size of the described data?

MB (megabyte)

The size of data is around 100 to 500 MB including electricity, gas and meteorological datasets

1.1.6 To whom might it be useful ('data utility')?

- Researchers
- Research communities

SEZIONE SUL
RIUSO

[per lavorare]

OA@unito.it

Come scrivere un DMP

In Unito Come Cos'è utile Perché è importante Editori e Politiche Open Access (EPOcA) Eventi Corsi e formazione Video Open Science

Come scrivere un Data Management Plan

Il Data Management Plan (DMP) è un documento strutturato, vivo, che cresce con il progetto. Serve a dichiarare come si producono i dati, come li si conserverà e come li si condividerà (se possibile).

Pensatelo come le "Istruzioni per l'uso" dei vostri dati.

Deve essere

[In Unito](#)

[Regolamento di Ateneo](#)

[Open Access in pratica](#)

[Open Data](#)

Seminari

2022

1. Open Science dalla A alla Z, Università Bocconi, 25/11
2. Open Science come e perché / biblioteche UniTO (pro...
3. Laboratorio Open Science prof. Paccagnella nov-dic 2...
4. Open Science come e perché / biblioteche civiche (pre...
5. Open Science why and how / LTTA event (progetto CE...
6. Open Science why and how, MSCA candidates, Unive...
7. Open Science, questa sconosciuta, Dipartimento di N...
8. Come fare Open Access (con un pizzico di Open Scie...
9. Open Science come e perché, Università di Trieste, 05...
10. Open Science why and how, SISSA, Trieste, 05/03
11. Lavorare su Open Science alla luce di Horizon Europe
12. Open Science is here to stay. Digital Humanities course
13. Open Science, la ricerca al...
14. Il futuro è Open: come cam...
15. Open Science A to Z, Phd S...
16. FAIR data basics, ISPAS pro...
17. Open Science dalla A alla Z
18. Principi FAIR (con un pizzic...
19. Open Science A to Z, ISPAS project, IMIBAS, 01/17-19
20. FAIR data basics ISPAS project, University of Girona, 01/11-13

E voglio informazioni su:



Gestione dei dati della ricerca



Sono un:

Ricercatore

TROVATE I CORSI COMPLETI E LA PAGINA SUI DMP

[Open science it](#)

OPEN-SCIENCE.IT

La scienza condivisa

- I dati dalla ricerca tra protezione e licenze per il riuso
- Gestire i dati, un compito fondamentale per se stessi e per gli altri
- Che cos'è il Data Management Plan
- Cosa sono i principi FAIR
- Data Management plan: strumenti e risorse utili