



# Data Management Plan

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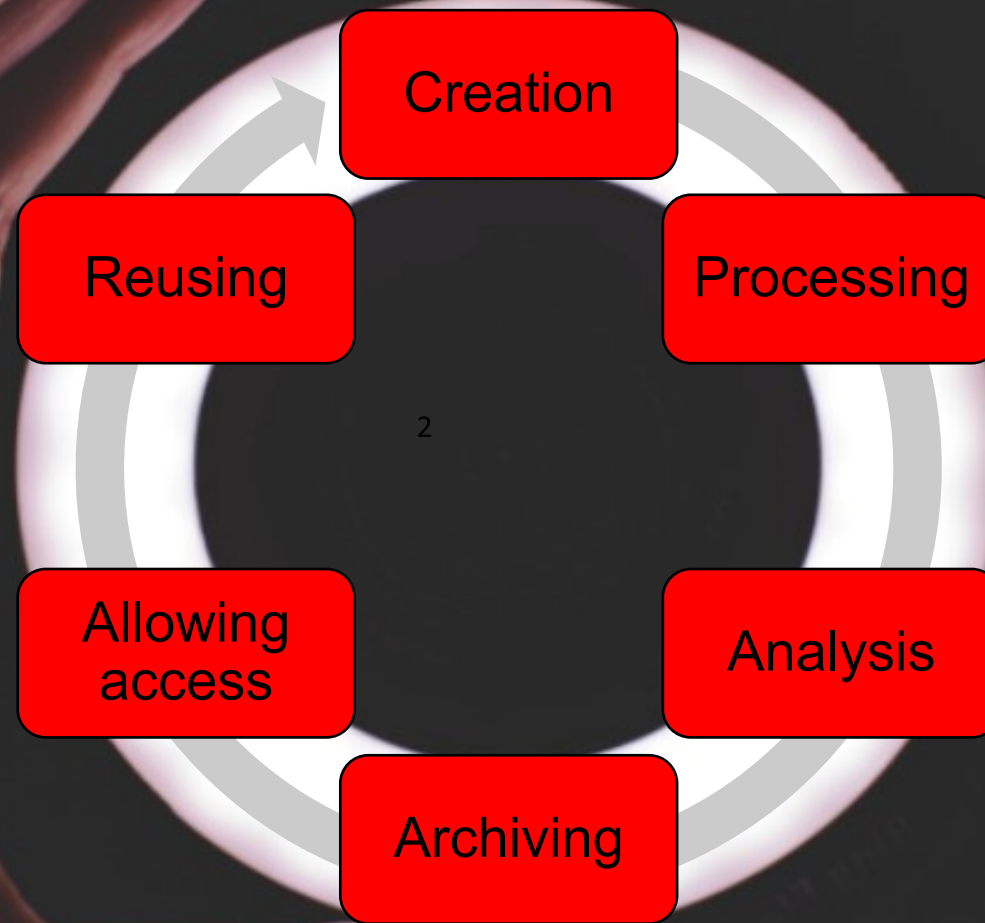
Universitätsbibliothek und ZIM (Zentrum für Informations- und Medienverarbeitung)

Bergische Universität Wuppertal

**English full text version:** <https://doi.org/10.5281/zenodo.1465001>

**German full text version:** <https://doi.org/10.5281/zenodo.1469664>

# WHERE?



# What is a Data Management Plan?

Document that describes how data is handled during a research project and after the project is completed

*Wikipedia*

# Why a Data Management Plan?

- Realises a mandatory basis for common handling of research data
- Facilitates coordination of project partners
- Helps to recognise problems and to develop solutions
- Helps to avoid data loss and security holes
- Defines responsibilities
- Regularizes access rights
- Can be part of a research proposal

# Main Objectives of a Data Management Plan

- Description of data
- Privacy protection and procedures to obtain informed consent
- Intellectual property rights for use and conditions of re-use
- Metadata
- Ordering and naming conventions
- Workflows for generation, ingestion and sharing of research data
- Curation of data
- Responsibilities

# DFG Guidelines

## Consider

- whether and how much of the research data could be relevant for other research contexts
- quality assurance
- data handling and long-term archiving
- data types
- discipline-specific standards
- choice of suitable repositories
- third-party rights
- time schedule

# When Planning?

- Best before proposing the project. Reasons:

**Metadata:**  
Titel, Author, ?

Meaningful file names

Meaningful directory names

Controlled vocabulary

Data documentation

Software documentation

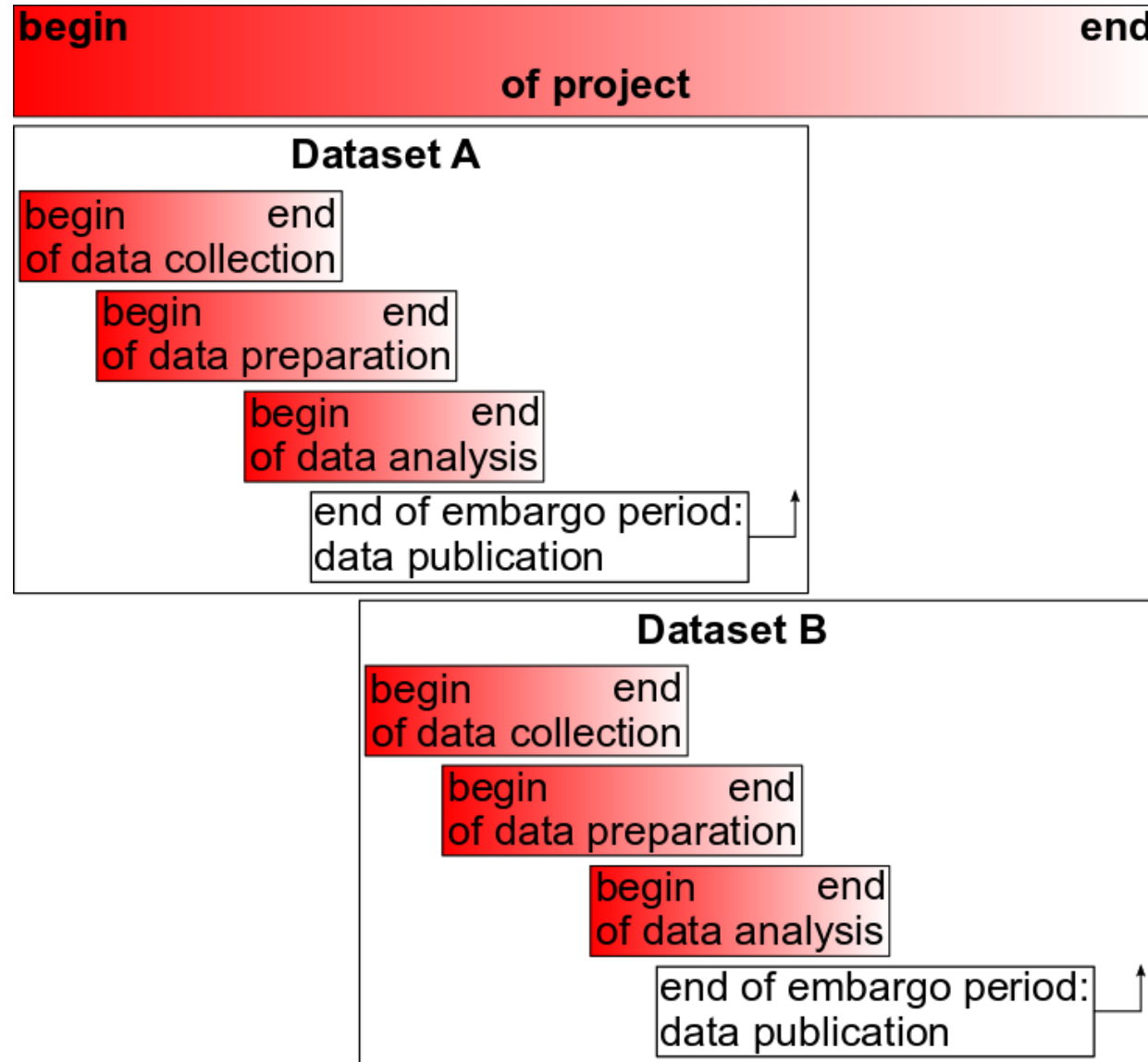
License

Version  
Version information

Quality assurance  
Quality control report

Which repository

# Time Schedule in the Data Management Plan and Milestone Plan



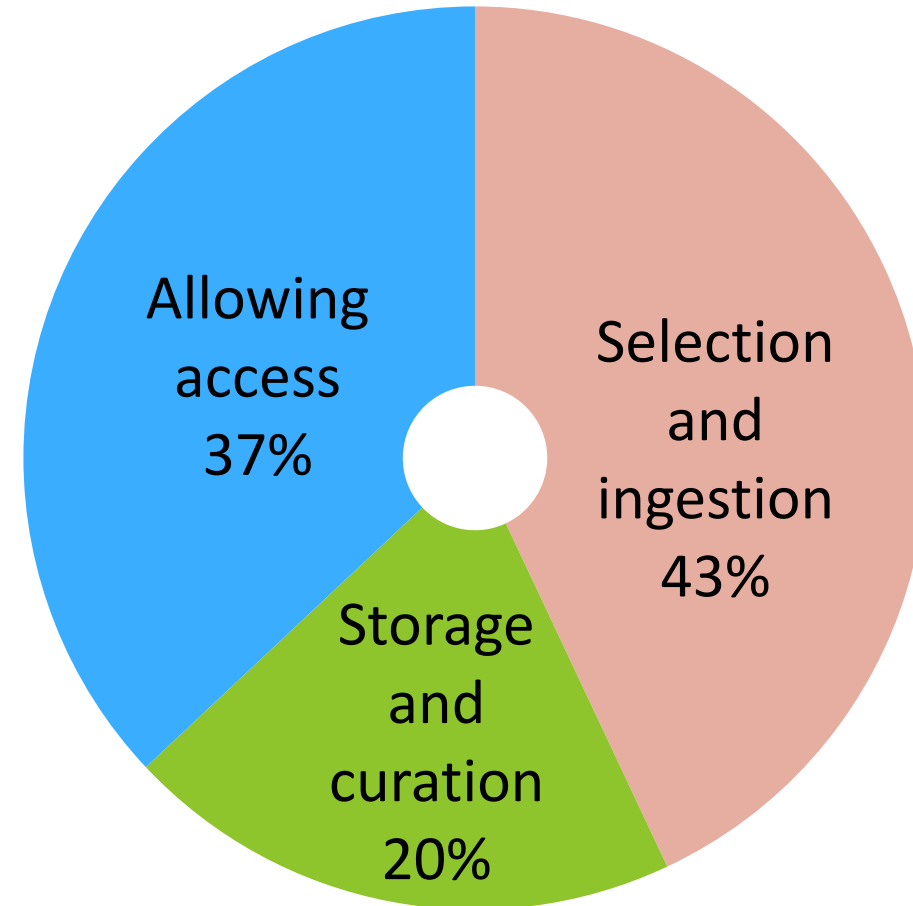


# Costs

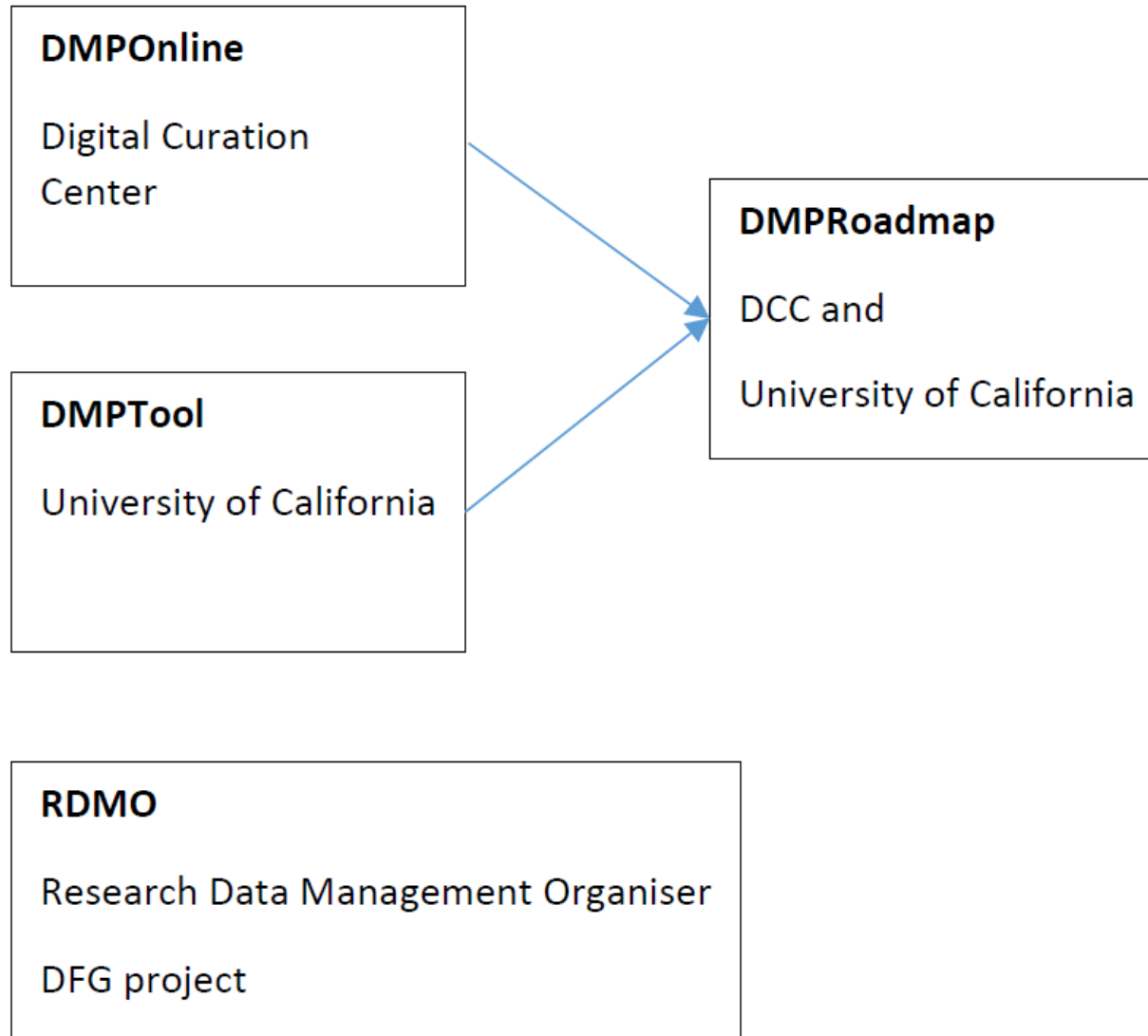
- Usually not in the data management plan
  - Exception: educational science projects funded by BMBF
- But in the specification of costs in the proposal
- Costs for research data management often reimbursed
- Labour costs much higher than material costs

# Costs for Steps in the Data Life Cycle

- From the view of the archive
- Result from [Radieschen](#)



# Software Tools



... and

- Community-specific tools
  - [DMPTY Wizard](#) (CLARIN-D, humanities)
  - [DataWiz](#) (psychology)
- Word processors

# Additional Information

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## **Further reading:**

[forschungsdaten.info](https://forschungsdaten.info)

Kristin Briney, Data Management for Researchers, Pelargic 2015

## **Tools:**

RDMO, <https://rdmo.aip.de/>

DMPonline, <https://dmponline.dcc.ac.uk/>

DMPTool, <https://dmptool.org/>

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