



Corso di formazione a distanza
Scienza aperta e gestione dei dati
per le scienze umane e
del patrimonio culturale

Photo by Martin Adams on Unsplash

20 maggio – 9 giugno 2021

Data Management Plan

CNR, maggio
2021



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UN MODO STRUTTURATO
DI PENSARE AI DATI

REGOLE CHIARE=MENO
ERRORI DA SUBITO

UN MODO NUOVO DI PENSARE
ALLA VOSTRA RICERCA, DALLA
PROSPETTIVA DEI DATI

È UN «LIVING DOCUMENT»,
CRESCE COL PROGETTO

È LA SEDE IN CUI
GIUSTIFICATE LE SCELTE
OPEN/CLOSED

...DOVE METTERE TUTTE QUESTE INFORMAZIONI?
NEL DATA MANAGEMENT PLAN

DMP?

...CHIARIAMO:
IL PROBLEMA NON È
«IMPARARE» A FARE UN DMP
MA IMPARARE A GESTIRE I
DATI IN MODO FAIR E
RESPONSABILE

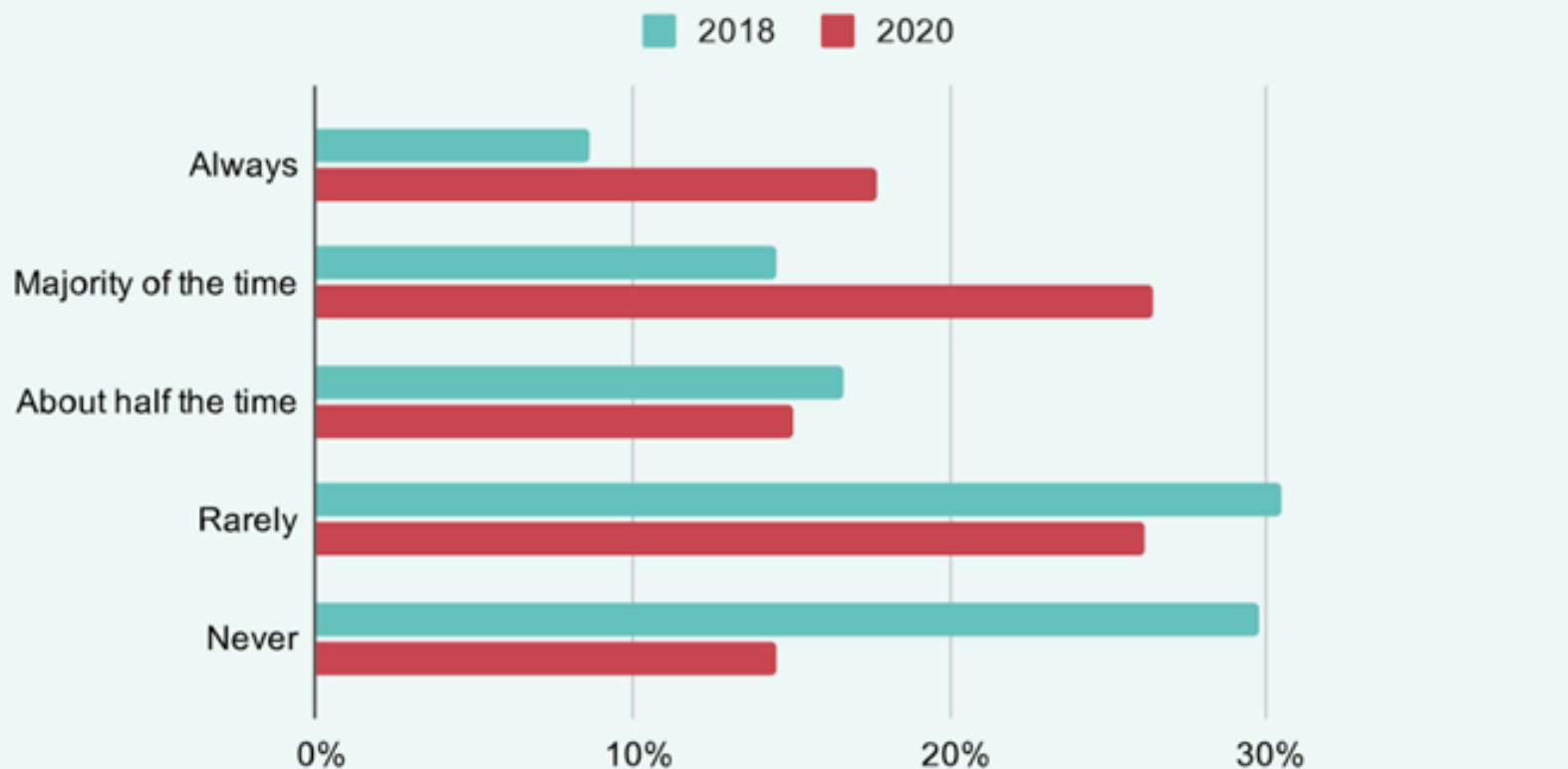
NEL DMP SEMPLICEMENTE
«DICHIARO» COME TRATTERÒ
I MIEI DATI

NON È UNA FORMALITÀ MA
UNA RESPONSABILITÀ (E UNO
STRUMENTO PREZIOSO)



DMP in crescita

How often do you create a data management plan for the research you carry out? by Year



Trucchi e suggerimenti

SINTETICO E
SPECIFICO

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 the advice is definitely is!



ESSERE GENERICI NON SERVE
A NULLA
[we expect a huge size of data;
data will be available]

NON COPIATE

OGNI DATASET È
UNICO, OGNI
INFRASTRUTTURA È
UNICA, OGNI RICERCA
HA LA SUA
IMPOSTAZIONE

- USATE TABELLE,
ELENCHI PUNTATI
- SIATE SCHEMATICI E
NON DILUNGATEVI

CIÒ CHE DICHIARATE NEL
DMP POI VA FATTO
VERAMENTE... QUINDI
A) NON FATE GLI
SPLENDIDI
B) NON IMPEGNATEVI A
FARE COSE CHE
SAPETE IMPOSSIBILI
Es. DATI PSEUDONIMIZED, non
ANONIMIZED

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

Tips&tricks / 2

A data planning process ensures that all aspects of data management are holistically explored at the start of a project. Short-term and long-term aims can be balanced, so that decisions made early in a project do not negatively impact on the ability to find and use the research data in future.

Effective management of data provides researchers with many benefits, including

- time saved through reduced duplication of effort
 - decreased risk of loss, theft or inappropriate use of data
 - good research practice ensures the integrity and quality of data
 - data can be understood and used now and in the future
-
- helps researchers find and gain access to data management – expertise and infrastructure offered at the University
 - increased researcher profile through data dissemination and re-use.

A data planning process is particularly important in the context of collaborative research projects. Researchers may identify areas of potential difficulty or conflict, and these can be resolved with colleagues and collaborators before they escalate into issues. Clarifying ownership of data, and ensuring early agreement on technical standards and frameworks across institutions, are an important part of establishing trust and ensuring that a project runs smoothly.

EVITA SFORZI DI
DUPLICAZIONE
EVITA LA PERDITA
RISOLVE I
CONFLITTI

Vantaggi di un DMP

CESSDA Guide



⊖ Benefit 3. Clarifies needed budget


Data management is not free. You do not want to find yourself running out of funding before the end of the project because you have ignored or underestimated the cost of structured, detailed, and safe data management. Therefore, an important aspect of a DMP is its use in calculating how much money will be required for managing your research data during your research project.

A DMP can be useful in the process of applying for funding. Grant applications should not only include time and resources for collecting, analysing, and publishing on data in their budget, time and resources for careful documentation as well as server space, backup solutions, and documentation software need to be included as well. A DMP is also useful once funding is granted to plan and manage your expenses. Many research funders require a DMP as part of the application and decision-making process. The arguments for making data available are several, the most popular being that the data produced by public funds should be used to the greatest extent possible and available to the public. Unless there are legal, ethical or commercial barriers, data should also be openly available so that research results can be verified, replicated and reused.

Examples of Data Management cost assessments are given by the [University of Utrecht](#) (n.d.) and the Dutch Landelijk Coördinatiepunt Research Data Management ([LCRDM](#), n.d.) inspired by the '[Data management costing tool](#)' by UK Data Service, 2013.

È FONDAMENTALE PER
STIMARE I COSTI DI GESTIONE
- STIMATE LA DATA
STEWARDSHIP (IN-KIND?)
- POSSIBILI COSTI DI STORAGE
COSTI ERANO RIMBORSABILI IN
H2020 (6.2.D.3 AMGA) E IN
HORIZON EUROPE (6.2.C.3)

Guida al DMP



SCIENCE
EUROPE


Jan. 27, 2021

Contact us | Member log in | Q

ABOUT US | OUR PRIORITIES | WHAT'S GOING ON | OUR RESOURCES

> Our resources

27.01.2021



SCIENCE EUROPE
PRACTICAL GUIDE TO
THE INTERNATIONAL ALIGNMENT OF
RESEARCH DATA MANAGEMENT
Extended Edition
with DMP Evaluation Rubric

Practical Guide to the International Alignment of Research Data Management - Extended Edition

This resource offers targeted guidance for organisations, scientific communities, as well as individual researchers, to organise research data and preserve it appropriately

Originally released in 2019, and following its successful uptake by many organisations, the extended edition features a brand-new rubric to facilitate the evaluation of a data management plan (DMP). The guide also presents core requirements for DMPs, criteria for the selection of trustworthy repositories, and guidance to comply with organisational requirements.

EDIZIONE AGGIORNATA
DELLA GUIDA 2018

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

- How will new data be collected or produced and/or how will existing data be re-used?
- What data (for example the kinds, formats, and volumes) will be collected or produced?



2. Documentation and data quality

- What metadata and documentation (for example the methodology of data collection and way of organising data) will accompany data?
- What data quality control measures will be used?



3. Storage and backup during the research process

- How will data and metadata be stored and backed up during the research process?
- How will data security and protection of sensitive data be taken care of during the research?



4. Legal and ethical requirements, codes of conduct

- If personal data are processed, how will compliance with legislation on personal data and on data security be ensured?
- How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable?
- How will possible ethical issues be taken into account, and codes of conduct followed?

SEZIONI MINIME IN UN DMP



5. Data sharing and long-term preservation

- How and when will data be shared? Are there possible restrictions to data sharing or embargo reasons?
- How will data for preservation be selected, and where will data be preserved long-term (for example a data repository or archive)?
- What methods or software tools will be needed to access and use the data?
- 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

- Who (for example role, position, and institution) will be responsible for data management (i.e. the data steward)?
- 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)?

CORE REQUIREMENTS
FOR DATA MANAGEMENT PLANS



SCIENCE EUROPE

PRACTICAL GUIDE TO
THE INTERNATIONAL ALIGNMENT OF
RESEARCH DATA MANAGEMENT

Extended Edition
with DMP Evaluation Rubric

Jan. 27, 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.

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.

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PER CAPIRE
QUALI DOMANDE
FARSI



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DMP – Rubric for evaluation



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.

DMP questions

CESSDA guide

Adapt your Data Management Plan

A list of Data Management Questions based on the Expert Tour Guide on Data Management



Overview

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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PER CAPIRE
QUALI DOMANDE
FARSI

Organising and documenting your data

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?

ORGANISE &
DOCUMENT

DMP questions

Processing your data

Versioning

- What is your strategy concerning versioning your data files (and scripts) during the project?
- Will you create and/or follow a convention for versioning your data?
- Who will be responsible for securing that a "Masterfile" will be maintained, documented and versioned according to the project guidelines?
- How can different versions of a data file be distinguished?

Interoperability

- Will you make use of established software and hardware? If not, how does the software and hardware you use relate to other research?

If applicable:

- Will you make use of established terminologies/ontologies (i.e. structured controlled vocabularies) in the project? If not, how do your terminologies relate to established ones?
- Which coding is used (if any)? Will you build on established coding schemes? If not, how does your coding relate to other research?

Storing your data

Storage

- How and where will the data be stored during the project?
- For how long will the data be stored?

Backup

- How, where and at what intervals will the data be backed-up?
- How will data be recovered in the case of a data loss incident?

Security

- How will sensitive data be protected? (if applicable)
- How will data access be managed?

Protecting your data

Ethical review (if applicable)

- Does your project require approval by a local ethics committee?

Informed consent (if applicable)

- Do you require informed consent for your project?
- If so, how will permission be obtained?
- How are consent files organised and stored?

(sensitive) Personal data /confidential information (if applicable)

- How will access to (sensitive) personal data during the project be controlled?
- How will collaborators be granted access to the data in a secure way?
- If the research project is going to have data that includes confidential information or information that requires informed consent, is there a requirement to notify a privacy officer?
- Is there any confidential information within the material that requires special treatment and/or limits the access to it during/after the project?
- How will the material be protected during/after the project?
- How will permissions and restrictions be enforced?

Intellectual property rights (IPR)/Copyrights

- Are there IPR or copyright issues to consider?
- Will permission be needed to collect/reuse the data?
- Will these rights be transferred to another organisation for data distribution and archiving?

Agreements (if applicable)

- What are the agreements with other stakeholders?

Restrictions (if applicable)

- Any other restrictions that need to be considered?

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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 online

PERSONALIZZABILE

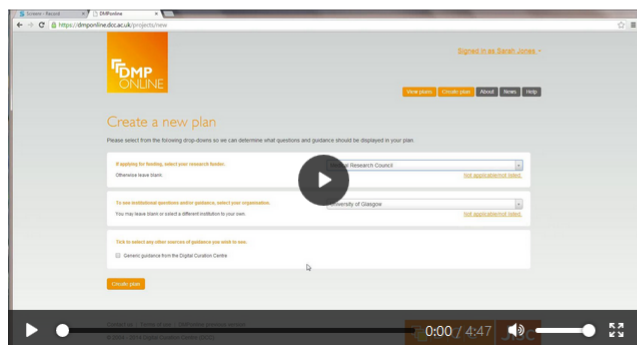


Home About Future plans Help Change language

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:

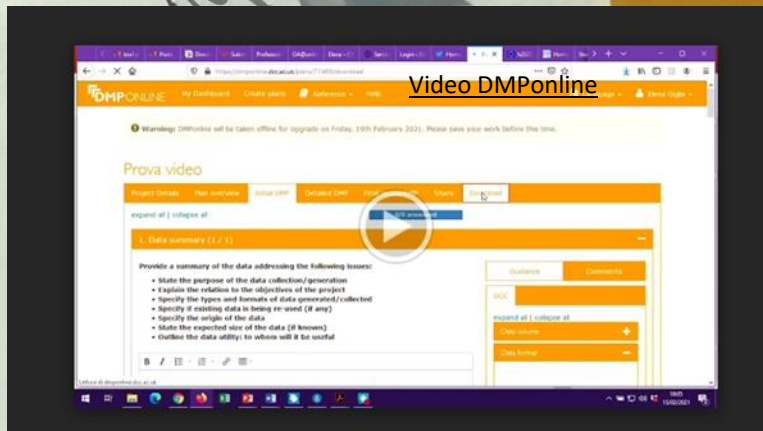
- What type, format and volume of data?
- Do your chosen formats and software enable sharing and long-term access to the data?
- Are there any existing data that you can reuse?

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

DMP online e Data Wizard video



Video DMPonline

OA@unito.it

In UnitO Come Cos'è utile Perché è importante Editori italiani Eventi Corsi e formazione Video

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

- **sintetico**: evitate sproloqui, non è una dissertazione. Frasi chiare che diano informazioni precise
- **schematico**: utilizzate il più possibile tabelle e punti elenco
- **preciso**: evitate frasi (viste davvero) tipo "we expect a huge size of data" o "data will be available". Servono solo a far perdere tempo a chi lo scrive e a chi lo legge. Quantificate: we expect max 50 GB; data will be available in Zenodo upon publication of the paper
- **specifico**: non copiate da modelli. Ogni ricerca è a sé, ogni ente ha le sue procedure
- **coerente**: scrivete solo ciò di cui siete certi, se non sapete, ditelo.

GUIDE AL DMP OVVERO: LE DOMANDE CHE DOVETE FARVI

- Science Europe **Practical Guide** to the International Alignment of Research Data Management (2021)
- DMP tips and tricks (2021)
- CESSDA **Adapt your DMP** (2019)

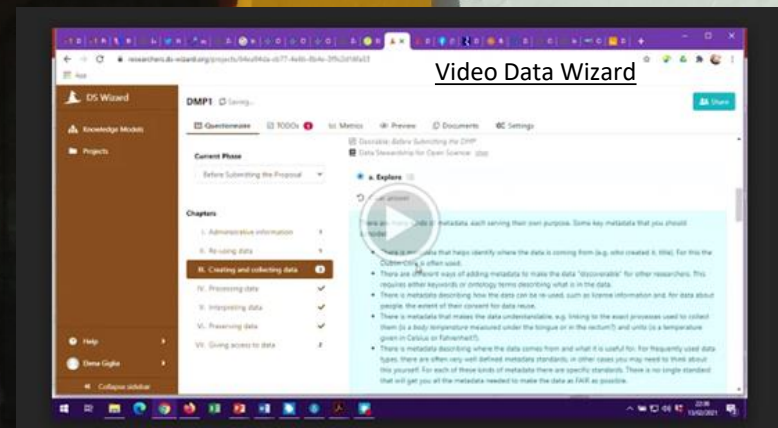
STRUMENTI ONLINE PER SCRIVERE UN DMP

- DMP online con modello per Horizon2020 – **Video tutorial** su come utilizzarlo
- Data wizard con modello Horizon2020 e Science Europe – **Video tutorial** su come utilizzarlo
- DMPtool per funder USA
- ARGOS OpenAIRE

COME VALUTARE UN DMP (ma serve anche a capire come scriverlo bene)

In UnitO
Regolamento di Ateneo
Open Access in pratica
Open Data
Eventi
Horizon2020
Risorse

OA@UniTO



Video Data Wizard

VISITA PLAZA DE TOROS

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

CONDIVISIBILE
PER
SCRIVERLO
INSIEME

IDENTIFICATIVI

GUIDA

Prova

Project Details

Plan overview

Initial DMP

Detailed DMP

Final review DMP

Share

Download

* Project title

☒ mock project for testing, practice, or educational purposes

Funder

Grant number

Project abstract

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

[See the full list](#)

Save

Guidance

Write your plan, DMPonline can show you from a variety of organisations.

5 organisations to see their

Curation Centre

from additional organisations

ID

Principal Investigator

Name

ORCID iD

Email

Phone

Data Contact Person

☒ Same as Principal Investigator

Save

[Project Details](#)[Plan overview](#)[Initial DMP](#)[Detailed DMP](#)[Final review DMP](#)[Share](#)[Download](#)

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

PRIVATO O PUBBLICO?

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
elena.giglia@unito.it	Owner

Invite collaborators

* Email

* Permissions

- ☐ Co-owner
- ☐ Editor
- ☐ Read only

SI POSSONO INVITARE
COLLABORATORI CON LIVELLI DI
PERMESSO DIVERSI

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)



Initial DMP (6 sections, 9 questions)

Instructions

Once a project has had its funding approved and has started, you must submit a first version of your DMP (as a deliverable) within the first 6 months of the project. The Commission provides a DMP template, the use of which is recommended but voluntary. That template has been replicated by the UK Digital Curation Centre for use in DMPonline.

It is not required to provide detailed answers to all the questions in the first version of the DMP that needs to be submitted by month 6 of the project. Rather, the DMP is intended to be a *living document* in which information can be made available on a finer level of granularity through updates as the implementation of the project progresses and when significant changes occur. Therefore, DMPs should have a clear version number and include a timetable for updates.

Write 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

2. FAIR data

2.1 Making data findable, including provisions for metadata:

- Outline the discoverability of data (metadata provision)
- Outline the identifiability of data and refer to standard identification mechanism. Do as Digital Object Identifiers?

- Outline the approach for clear versioning
- Specify standards for metadata creation (if any). If there are no standards in your discipline describe what metadata will be created and how

2.2 Making data openly accessible:

- Specify which data will be made openly available? If some data is kept closed provide rationale for doing so
- Specify how the data will be made available
- Specify what methods or software tools are needed to access the data? Is documentation about the software needed to access the data included? Is it possible to include the relevant software (e.g. in open source code)?
- Specify where the data and associated metadata, documentation and code are deposited
- Specify how access will be provided in case there are any restrictions

2.3 Making data interoperable:

- Assess the interoperability of your data. Specify what data and metadata vocabularies, standards or methodologies you will follow to facilitate interoperability.
- Specify whether you will be using standard vocabulary for all data types present in your data set, to allow inter-disciplinary interoperability? If not, will you provide mapping to more commonly used ontologies?

2.4 Increase data re-use (through clarifying licenses):

- Specify how the data will be licenced to permit the widest reuse possible
- Specify when the data will be made available for re-use. If applicable, specify why and for what period a data embargo is needed
- Specify whether the data produced and/or used in the project is useable by third parties, in particular after the end of the project? If the re-use of some data is restricted, explain why
- Describe data quality assurance processes
- Specify the length of time for which the data will remain re-usable

3. Allocation of resources

Explain the allocation of resources, addressing the following issues:

- Estimate the costs for making your data FAIR. Describe how you intend to cover these costs
- Clearly identify responsibilities for data management in your project

GUIDA E
SUGGERIMENTI

expand all | collapse all

0/9 answered

1. Data summary (0 / 1)

2. FAIR data (0 / 4)

3. Allocation of resources (0 / 1)

4. Data security (0 / 1)

5. Ethical aspects (0 / 1)

6. Other (0 / 1)

...E NON «A HUGE AMOUNT OF DATA»

Data volume

- 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?

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- 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?

expand all | collapse all

0/9 answered

1. Data summary (0 / 1)

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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

= README FILE

Guidance

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Data volume

Data format

Data description

Data format

TABELLA PER DATI DI FORMATO DIVERSO

- 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](#).

ALTRE GUIDE SPECIFICHE

SCRIVETE DIRETTAMENTE (USATE TABELLE E PUNTI ELENCO)

Save

IN OGNI PASSAGGIO POTETE SALVARE E CONTINUARE DOPO

USATE FORMATI STANDARD (CON ELENCO)

2. FAIR data (0 / 4)

In general terms, your research data should be 'FAIR' that is findable, accessible, interoperable and re-usable. These principles precede implementation choices and do not necessarily suggest any specific technology, standard or implementation-solution.

2.1 Making data findable, including provisions for metadata:

- Outline the discoverability of data (metadata provision)
- Outline the identifiability of data and refer to standard identification mechanism. Do you make use of persistent and unique identifiers such as Digital Object Identifiers?
- Outline naming conventions used
- Outline the approach towards search keyword
- Outline the approach for clear versioning
- Specify standards for metadata creation (if any). If there are no standards in your discipline describe what metadata will be created and how

Guidance





Comments

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The Research Data Alliance provides a [Metadata Standards Directory](#) that can be searched for discipline-specific standards and associated tools.

APRE LA
DIRECTORY DEI
METADATA
STANDARDS

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2.2 Making data openly accessible:

- Specify which data will be made openly available? If some data is kept closed provide rationale for doing so
- Specify how the data will be made available
- Specify what methods or software tools are needed to access the data? Is documentation about the software needed to access the data included? Is it possible to include the relevant software (e.g. in open source code)?
- Specify where the data and associated metadata, documentation and code are deposited
- Specify how access will be provided in case there are any restrictions

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RICORDA GENTILMENTE CHE
TUTTI I DATI DEVONO ESSERE
APERTI (SE POSSIBILE)

Guidance

Comments

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Participating in the ORD Pilot does not necessarily mean opening up all your research data. Rather, the ORD pilot follows the principle "**as open as possible, as closed as necessary**" and focuses on encouraging sound data management as an essential part of research best practice.

The Commission recognises that there are good reasons to keep some or even all research data generated in a project closed. Where data need to be shared under restrictions, explain why, clearly separating legal and contractual reasons from voluntary restrictions.

Note that in multi-beneficiary projects it is also possible for specific beneficiaries to keep their data closed if relevant provisions are made in the consortium agreement and are in line with the reasons for opting out.

The [Registry of Research Data Repositories](#) provides a useful listing of repositories that you can search to find a place of deposit.

APRE REGISTRY OF
REPOSITORIES

2.3 Making data interoperable:

- Assess the interoperability of your data. Specify what data and metadata vocabularies, standards or methodologies you will follow to facilitate interoperability.
- Specify whether you will be using standard vocabulary for all data types present in your data set, to allow inter-disciplinary interoperability? If not, will you provide mapping to more commonly used ontologies?

B I [list icon] [link icon] [table icon]

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Guidance

Comments

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Interoperability means allowing exchange and re-use between institutions, organisations, countries (i.e. adhering to standards for as much as possible compliant with (open) software applications, a particular facilitating re-combining different datasets from different

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Guidance

Comments

Add comments to share with collaborators

B I [list icon] [link icon] [table icon]

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2.4 Increase data re-use (through clarifying licenses):

- Specify how the data will be licenced to permit the widest reuse possible
- Specify when the data will be made available for re-use. If applicable, specify why and for what period a data embargo is needed
- Specify whether the data produced and/or used in the project is useable by third parties, in particular after the end of the project? If the re-use of some data is restricted, explain why
- Describe data quality assurance processes
- Specify the length of time for which the data will remain re-usable

B I [list icon] [link icon] [table icon]

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The [EUDAT B2SHARE](#) tool includes a built-in license wizard that facilitates the selection of an adequate license for research data.

Reasons for embargoes may include time to publish or seek patents. If an embargo is sought, specify why and for how long,

29.3 Open access to research data

OPTION 1a for actions participating in the open Research Data Pilot: Regarding the digital research data generated in the action ('data'), the beneficiaries must:

(a) *deposit in a research data repository and take measures to make it possible for third parties to access, mine, exploit, reproduce and disseminate — free of charge for any user — the following:*

(i) *the data, including associated metadata, needed to validate the results presented in scientific publications as soon as possible;*

RICORDATE LORO CHE HANNO FIRMATO UN GRANT AGREEMENT...

3. Allocation of resources (0 / 1)

Explain the allocation of resources, addressing the following issues:

- Estimate the costs for making your data FAIR. Describe how you intend to cover these costs
- Clearly identify responsibilities for data management in your project
- Describe costs and potential value of long term preservation

Guidance

Comments

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Note that costs related to open access to research data are eligible as part of the Horizon 2020 grant (if compliant with the Grant Agreement conditions).

Costs are eligible for reimbursement during the duration of the project under the conditions defined in the H2020 Grant Agreement, in particular [Article 6](#) and [Article 6.2.D.3](#), but also other articles relevant for the cost category chosen.

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COSTI SONO
RIMBORSABILI

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4. Data security (0 / 1)

Address data recovery as well as secure storage and transfer of sensitive data

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DI ATENEO; SAREBBE SEZIONE
PRECOMPILATA

Guidance

Comments

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Also consider whether the data is safely stored in certified repositories for long term preservation and curation.

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5. Ethical aspects (0 / 1)

To be covered in the context of the ethics review, ethics section of DoA and ethics deliverables. Include references and related technical aspects if not covered by the former

Guidance

Comments

EC

DCC

Consider whether there are any ethical or legal issues that can have an impact on data sharing. For example, is informed consent for data sharing and long term preservation included in questionnaires dealing with personal data?

BASE LEGALE PER DATI
PERSONALI; CONSENSI
INFORMATI VANNO IN
QUESTA SEZIONE

Save

6. Other (0 / 1)

Refer to other national/funder/sectorial/departmental procedures for data management that you are using (if any)

Guidance

Comments

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Related policies

- Consider whether there are any existing procedures that you can base your approach on. If your group/department has local guidelines that you work to, point to them here.
- List any other relevant funder, institutional, departmental or group policies on data management, data sharing and data security.

QUI SAREBBE
URGENTE UNA
POLICY DI ATENEO

Save

Download settings

Select phase to download Initial DMP ▼

Optional Plan Components

- ☐ project details coversheet
- ☒ question text and section headings
- ☒ unanswered questions

Format

pdf ▼

PDF formatting

Font

Face
Arial, Helvetica, Sans-Serif ▼

Size (pt)

10 ▼

Top

25 ▼

Bottom

20 ▼

Left

12 ▼

Right

12 ▼

Margin (mm)

Download Plan

AL TERMINE SI SCARICA NEL
FORMATO PREFERITO
(PDF, CSV, HTML, TXT) CON UN
MINIMO DI FORMATTAZIONE

DMP in Horizon Europe

IN HORIZON EUROPE
- NELLA PROPOSTA 1 PAGINA
SULLA GESTIONE DEI DATI
- DMP COME DELIVERABLE



⚠ *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.*

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

Esempio: DMP sintetico HEU proposal

Type of data:

- original, observational data
- existing data reused: video on You Tube with CC By license

Format and sizes are described in Table 1.

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

2. Findability

- In order to make data FAIR, a Community XYZWJK will be created in Zenodo

Entity	Identifier/Metadata
Datasets	DOI
Researchers	ORCID-ID
Interviews/transcriptions	DDI
Video, audio	DC
Customized metadata schema if needed	Schemas will be created adopting standards (RDA metadata directory) and will be deposited in the Zenodo Community

2. Accessibility

Data will be available in Zenodo

Dataset	When	How
Raw data [not GDPR subject]	End of the project	Open Access CC0 + credit sentence
GDPR subject data	End of the project	Restricted Access, upon confidentiality agreement
Processed, anonymized data	Upon publication in journal papers	Open Access CC0 + credit sentence

3. Interoperability

The FOAF ontology (<http://xmlns.com/foaf/spec/>) has been used in the data description.

Transcriptions rules followed the UK Data service template

(<https://www.ukdataservice.ac.uk/media/622355/ukda-example-transcription-instructions.pdf>)

4. Reusability

4.1. Documentation

The documentation to validate and reuse the research will be stored in the Zenodo Community and will be openly available, identified with a DOI.

It is composed of

- Research design
- Interview templates
- Consent template
- Registry of the reused material and relative licenses
- Versioning chart
- ReadMe file for file naming, folder structure, legenda
- Technical reports

4.2 Licenses

Type	License	Note
Reports, papers	CC BY	
Datasets	CC0	A sentence on how we want to be credited will be added to each dataset

5. Legal/ethical aspects

The consent form for the interviews has been generating using the DARIAH consent wizard (<https://consent.dariah.eu/>)

Personal data will be removed from the interviews before depositing, using Amnesia. Whenever privacy issues will arise, restricted access upon confidentiality agreement will be set.

6. Backup, storage and costs

6.1 Backup

Data will be stored in the institutional server (with institutional weekly backup and recovery schema). Additional backup on 2 different devices will be put in place.

6.2 Storage

- Data management during the project: institutional server

The research data manager of the project (N.N.) ensures that only authorized persons have access to the data through the following measures:

Development of a project-related research data policy, which is presented to all (relevant) employees of the project partners for information (protocol of signature).

- Long term preservation:

Data will be deposited in Zenodo, according to its policies (<https://about.zenodo.org/policies/>). Due to the relatively small size of data, no appraisal is needed

6.3 Budget

The following expenses are expected for data management:

- Creation of the metadata description: xx FTE over xx years
- For the storage of the amount of data (budget data handling) and the associated data backup an effort of xx Euro is calculated
- No costs foreseen at the moment for the Zenodo services, due to the small size of data.

Esempio di disseminazione

Le attività devono essere state dettagliate nel Dissemination Plan e collegate a un target.

- Pubblicazione (devo assicurare deposito + accesso Open a embargo zero):
- Libro: RICORDARSI CHE VENGONO RIMBORSATE SOLO SPESE PER ONLINE, NON PER STAMPA
- OAPEN OA book toolkit (<https://oabooks-toolkit.org/>)

The OAPEN Open Access Books Toolkit covers specific topics related to open access books. Each article offers a quick and brief introduction to a particular aspect of open access book publishing. The toolkit also serves as a signposting tool: articles include a list of sources for further reading and links to definitions of key terms.



- Articolo:

1. Open Research Europe (e sono conforme)
2. Open Access Journal + deposito in Zenodo della **versione pubblicata** e dei dati (e sono conforme)
3. Journal tradizionale: verifico policy embargo, nel caso aggiungo clausola per mantenere diritti + deposito in Zenodo del **postprint** e dei dati (e sono conforme)

The screenshot shows the DOAJ website interface. At the top, there's a navigation bar with 'DOAJ', 'SUPPORT', 'SEARCH', 'DOCUMENTATION', and 'ABOUT'. Below this, a search bar is visible with the URL <https://doaj.org/> entered. The main heading is 'Find open access journals & articles.' Below this, there are tabs for 'Journals' and 'Articles'. A 'Refine search results' section on the left shows filters for 'With a DOAJ Seal' and 'Without article processing charges (APCs)'. A 'SUBJECTS' dropdown menu is open, showing a search bar and a list of subjects: 'Germanic languages. Scandinavian languages', 'Greek language and literature. Latin language and literature' (selected), 'Greek philology and language', and 'Indo-Iranian languages and literature'. On the right, there are dropdowns for 'LANGUAGES' (showing 'Italian' and 'English' selected) and 'LICENSES' (showing 'CC BY' selected). Below these, a list of journals is displayed, including 'Ciceroniana On Line', 'Keria: Studia Latina et Graeca', and 'eTopoi. Journal for Ancient Studies'. Each journal entry includes its name, publisher, language(s), and a 'Last updated' date.

**CICERONIANA
ON LINE**

A Journal of Roman Thought

**APPLICO FILTRI E
ARRIVO ALLA
RIVISTA PIÙ
ADATTA**

Publication Information

Title: Classical Quarterly [English]

ISSNs: Print: 0009-8388
Electronic: 1471-6844


URL: <http://journals.cambridge.org/action/displayJournal?jid=CAQ>

Publishers: Classical Association [Associate Organisation]
Cambridge University Press [University Publisher]


Sherpa Romeo


About Search Statistics Help


Classical Quarterly



Published Version  Not Permitted


Accepted Version

Embargo:  No Embargo



Licence:  CC BY-NC-ND

Location:  Institutional Repository, Non-Commercial Subject Repository, PMC, PMC, arXiv, +4

«trusted»?   ?

Conditions:  Upon acceptance for publication
Publisher copyright and source must be acknowledged
Must link to publisher version with DOI

Submitted Version

  Institutional Repository, Non-Commercial Subject Repository, PMC, PMC, arXiv, +3

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POSTPRINT (AUTHORS' ACCEPTED MANUSCRIPT) SENZA EMBARGO
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Bulletin of the Institute of Classical Studies

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Any Website, Journal Website, +3			

Accepted Version

24m	
Institutional Repository, PMC, arXiv, +5	

Embargo

Location

Conditions

24 Months

Author's Home
Institutional Repository
Named Repository (arXiv, AgEcon, PhilPapers, PubMed Central, f
Publisher source must be acknowledged with citation
Must link to publisher version with set statement (see policy)

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Submitted Version

None	
Institutional Repository, PMC, arXiv, +5	

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£	None	CC BY	PMC
Any Website, Journal Website, +3			

OA Fee	This pathway has an Open Access fee associated with it
OA Publishing	This pathway includes Open Access publishing

Embargo No Embargo

Licence CC BY

Copyright Owner Authors

Publisher Deposit PubMed Central

Location Any Website

Institutional Repository

Named Repository (PubMed Central)

Subject Repository

Journal Website

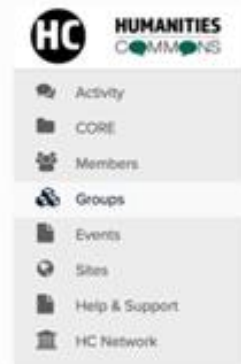
EMBARGO 24 MESI: DEVO AGGIUNGERE
CLAUSOLA PER MANTENERE I DIRITTI

POSSO ANCHE PUBBLICARE
DIRETTAMENTE IN OPEN ACCESS, MA
ESSENDO RIVISTA IBRIDA DEVO SAPERE
CHE I COSTI NON SARANNO RIMBORSATI

Fare comunità / disseminare

Starting Your Own Group

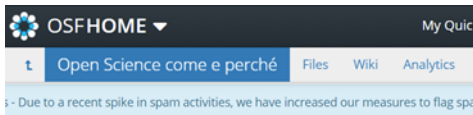
Creating a group is very simple in *Humanities Commons*—anyone can do it by clicking **Groups** in the main menu.



Next, click the **Create a Group** button:



When you click that button, you'll be taken to the first step in creating a group.



Open Science in pratica /

Open Science come e perché

Contributors: [Elena Giglia](#)

Forked from [osf.io/bwrkm](#) on 2021-02-12 09:45 AM

Date created: 2021-02-12 09:45 AM | Last Updated: 2021-02-13 07:18 PM

Identifier: DOI 10.17605/OSF.IO/NCFPZ

Category: ☐ Uncategorized

Description: Add a brief description to your component

License: CC-BY Attribution 4.0 International

Wiki

- Definizione di Open Science
- Tassonomia interattiva, ogni elemento contiene risorse di training, strumenti...

IL VALORE DELLA OPEN SCIENCE (VIDEO)

- Open and inclusive science (P. Masuzzo, 2019, 30')
- Open science, la scienza fatta bene (P. Masuzzo, 2020, 30')
- The research system is broken, and how Open Science can fix it (R.Ainsworth, 2019, 15')



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