Saxion Data Management Plan (DMP) template

Please read the [Saxion Guidelines for Research Data Management](https://srs.saxion.nl/onderzoek-doen-bij-saxion/datamanagement/) and the [Saxion Data Re-Use Protocol](https://srs.saxion.nl/onderzoek-doen-bij-saxion/datamanagement/).

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| **General Information** | |
| Research-ID | Generated when registered in RIS (<https://srs.saxion.nl/post-it/>) |
| Title Project |  |
| Funder (if relevant) |  |
| Grant Reference Number (if relevant) |  |
| Research Group(s) |  |
| (ass.) Lector ultimately responsible |  |
| Principal Investigator (PI) |  |
| ORCID PI |  |
| Date of First Version |  |
| Data of Last Update |  |
| Have you sought advice from a data steward from Saxion Research Services to fill this DMP out? |  |
| **Data Collection** | |
| Have you explored reusing already existing data?  Are there reasons for not reusing already existing data? |  |
| How will data provenance be documented? | Think about persistent identifiers, for example a DOI. |
| If you are reusing data, are there any constraints on the reuse of this data? | Keep the reuse license in mind. |
| Details on the kind of data that will be collected or produced | What type, format and volume? |
| Which methods will you use if new data are collected or produced? |  |
| **Data Quality and Documentation** | |
| Indicate how your data will be organized during the project. | What is your initial folder structure?  How do you handle version control?  Think about how you plan to control and to document the consistency and quality of your data collection. |
| Are you planning to make your data available for reuse? |  |
| How do you plan to document information that enables re-use of your data? | Indicate which metadata you will provide to help others identify and discover your data.  Data stored in the Saxion Repository contains following metadata: Title, author(s), DOI, date of creation, ownership, use rights, release date. |
| What metadata standards will you be using? | The metadata standard used by Saxion is CERIF. Use community metadata standards where these are in place. |
| **Storage and backup during the research process** | |
| Describe where your data will be stored and backed up during your research activities | Research data may only be stored on Saxion certified and authorized hard- and software infrastructures. After changing your project status to “set up” you will receive access to the Saxion Research Cloud Drive (SRCD). Storage in SRCD is unlimited. SRCD backups are made automatically by SURFsara |
| Who will have access to the data during your research activities and how is access controlled? | Think about trade secrets, sensitive data etc. |
| **Ethical and Legal Requirements** | |
| How will you manage  any ethical issues? | Ensure that when dealing with personal data, data protection laws (for example GDPR) are complied with. For compliance questions contact the GDPR officer <https://srs.saxion.nl/ondersteuning/>).  Consider approval from the Saxion Ethical Committee or the METC (<https://srs.saxion.nl/ethische-commissie/>). Approval must be obtained beforehand. Some journals will not let you publish without approval.  Think about informed consent for preservation and/or sharing personal data.  Consider anonymization, pseudonymisation or encryption in order to protect the identity of participants. |
| How will you manage  copyright and  Intellectual Property  Rights (IPR) issues? | Think about data ownership, rights to control access and reuse.  When working with third parties, draw up a consortium agreement covering the matters of intellectual property rights and of rights to control access to data (<https://srs.saxion.nl/onderzoek-doen-bij-saxion/datamanagementplan-maken/>).  For legal advice, please contact the Saxion Institutional Lawyer. |
| **Data Preservation and sharing** | |
| How will you store your data sets after project completion? | All data sets (raw, cleaned, final) must be stored in the Saxion Repository for 10 years.  If you are considering storing your data in another trusted repository, please state why, where, for how long and if there are any costs involved. |
| Which data sets will be shared? |  |
| How will you share your data? | Consider the type of license that best suits your aim.  Consider access conditions to the data after project completion. For example: How will the data be licensed for reuse or are there any restrictions on the reuse of third-party data?  Also, consider if data sharing must be postponed or restricted because of publishing or seeking patents.  When sharing data a persistent identifier (DOI) is required for the data set.  Consider the FAIR requirements for sharing data (see <https://dans.knaw.nl/en/about/services/easy/information-about-depositing-data/before-depositing/file-formats?set_language=en> for examples of preferred file formats). |
| **Responsibilities and Resources** | |
| Outline the roles and responsibilities for data management. | According to the Netherlands Code of Conduct for Research Integrity (<https://www.vereniginghogescholen.nl/actueel/actualiteiten/nieuwe-gedragscode-wetenschappelijke-integriteit-voor-nederlandse-wetenschap>) researchers must consider and document who is responsible for the following points:    data capture,  data analysis,  metadata production,  data quality,  (FAIR) data storage,  data archiving,  data sharing,  DMP implementation, reviewing and revising |
| Are additional resources needed to realize your DMP? | Think about extra specialist expertise or training for existing staff,  hardware or software not provided by Saxion, and/or secure rooms, labs, cabinets, refrigerators etc. |

This Saxion DMP template is based on:

DCC. (2013). *Checklist for a Data Management Plan. v.4.0.* Edinburgh: Digital Curation Centre. Retrieved August 29, 2019, from <http://www.dcc.ac.uk/resources/data-management-plans/checklist>

Science Europe. (2018). *Practical Guide to the International Alignment of Research Data Management.* Retrieved May 21, 2019, from <https://www.scienceeurope.org/9f7880>