# Open University Data Management Plan

*(Use this generic template if you have not been given a template or format to use, e.g. by a funder as part of bid)*

|  |  |
| --- | --- |
| Project name |  |
| Principal Investigator/Researcher |  |
| Date |  |
| Version |  |

## Data Collection

**What data will you collect or create?**

Questions to consider:

* What type, format and volume of data?
* Are there any existing data that you can reuse?

## Storage and Backup

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

Questions to consider:

* Do you have sufficient storage or will you need to include charges for additional services?
* How will the data be backed up?

**How will you manage access and security?**

Questions to consider:

* What are the risks to data security and how will these be managed?
* How will you ensure secure access to your data during the project for those who need it?
* If creating or collecting data in the field, how will you ensure its safe transfer into your main secured systems?

## Ethical and legal issues

**How will you manage personal data?**

**Questions to consider:**

* How will you protect the identity of participants if required? e.g. via anonymisation
* How will you ensure that special category data is stored and transferred securely?
* Have you considered consent for data preservation and sharing?

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

Questions to consider:

* Who owns the data?
* How will the data be licensed for reuse?
* If you are using third-party data, are there any restrictions on your usage?
* Will data sharing be postponed / restricted e.g. to publish or seek patents?

## Selection and Preservation

**What is the long-term preservation plan for the dataset?**

Questions to consider:

* Which data should be retained, shared, and/or preserved?
* What data must be retained/destroyed for contractual, legal, or regulatory purposes?
* How will you ensure that data is preserved for ten years (as stipulated by the [OU’s Research Data Management policy](https://www.open.ac.uk/library-research-support/RDM-policy))
* Where (e.g. in which repository or archive) will the data be held?
* What metadata/documentation are needed to enable preservation and reuse?

## Data Sharing

**How will you share the data?**

Questions to consider:

* How will potential users find out about your data?
* When will you make the data available?
* Are any restrictions on data sharing required?

## Responsibilities and Resources

**Who is responsible for implementing the DMP, and ensuring it is reviewed and revised?**