# 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)*

**Before you start**

The [Open University's Research Data Management policy](http://www.open.ac.uk/library-research-support/sites/www.open.ac.uk.library-research-support/files/files/Open-University-Research-Data-Management-Policy.pdf) explains both researcher and University responsibilities with regard to the management of research data and provides links to other relevant university policies.

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

## Data Collection

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

Questions to consider:

* How will data be collected and processed?
* What type, format and volume of data?
* How will the data be organised during the project? (e.g., naming conventions, version control and folder structures. See the Library Research Support Team’s webpage on [organising your files](https://www.open.ac.uk/library-research-support/research-data-management/describing-data) for more information).
* Explain how the consistency and quality of data collection will be controlled and documented (see the Research Support Team’s webpage on [data quality](https://www.open.ac.uk/library-research-support/research-data-management/data-quality) for more information).

## Storage and Backup

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

Questions to consider:

* Where and how often will data be backed up during the course of research? (Consider collaboration requirements. See the Library Research Support Team’s [storing data](https://www.open.ac.uk/library-research-support/research-data-management/storing-data) webpage for more information).
* Do you have sufficient storage, or will you need to include charges for additional services?

**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. What anonymisation techniques will be used?
* How will you ensure that special category data is stored and transferred securely?
* Have you considered consent for data preservation and sharing? (Explicit consent for these should be included on consent forms).

**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? (See the Research Support Team’s webpage on [Licensing research data](https://www.open.ac.uk/library-research-support/research-data-management/licensing-research-data) for more information).
* If you are using third-party data, are there any restrictions on your usage? Look for a license, or terms & conditions of use provided at the source of the data.

## 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 will the data be held? (e.g. in which repository or archive)
* What metadata/documentation are needed to enable preservation and reuse? (See the Library Research Support Team’s webpage on [describing data](https://www.open.ac.uk/library-research-support/research-data-management/describing-data) for more detail).

**Extra guidance**

The OU has an institutional research data archive, [ORDO](https://ordo.open.ac.uk/), which you can use to archive & share your data if your funder does not stipulate a specific repository and there is no suitable subject specific repository for it.

You can search for a suitable repository at <https://www.re3data.org/> or check with other researchers in your field.

## Data Sharing

**How will you share the data?**

Questions to consider:

* How will potential users find out about your data? (E.g., data access statements, project websites, planned dissemination activities etc).
* When will you make the data available?

**Extra guidance**

Research funders and the OU expect timely release of data. Limited embargoes are typically allowed to publish or to seek patents, but not prolonged exclusive use.

Consider strategies to minimise restrictions on sharing. These may include anonymising or aggregating data, gaining participant consent for data sharing, gaining copyright permissions, and agreeing a limited embargo period.

If you need to restrict access to certain communities or apply data sharing agreements, explain why.

* Are any restrictions on data sharing required?

## Responsibilities and Resources

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