# Open University Scholarship of Teaching and Learning Data Management Plan

*(Use this template if are collecting or using data as part of your scholarship project)*

**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.

|  |  |
| --- | --- |
| Project name |  |
| Project Lead(s) |  |
| Scholarship Centre |  |
| Date |  |
| Version |  |

## Data Collection

**What type of data will you collect or use? (select all that apply)**

[ ]  Anonymised survey results

[ ]  Anonymised interview transcripts

[ ]  Anonymised focus group transcripts

[ ]  Anonymised data from student records

[ ]  Other, please describe below:

Click or tap here to enter text.

## Storage and Backup

**How will the data be stored and backed up during the research** ([Link to guidance on data storage.)](https://www5.open.ac.uk/library-research-support/research-data-management/storing-data)

[ ]  OneDrive

[ ]  Teams

[ ]  SharePoint

[ ]  Other, please describe below:

Click or tap here to enter text.

[ ] I am aware of the OU’s [Information Security Policies](https://openuniv.sharepoint.com/sites/intranet-cio-portfolio/Pages/information-security-policies.aspx) and the need to classify my data according to the [Information Classification Policy](https://openuniv.sharepoint.com/sites/intranet-cio-portfolio/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fintranet%2Dcio%2Dportfolio%2FShared%20Documents%2FInfoSec%2FInformation%20Classification%20Policy%2Epdf&parent=%2Fsites%2Fintranet%2Dcio%2Dportfolio%2FShared%20Documents%2FInfoSec).

## Data sharing and preservation

You are required to archive your data on the Scholarship Exchange and wherever ethical, legal, commercial, and resourcing constraints allow, the data should also be shared, either internally or externally, in alignment with the access policy for the final project report.

[ ]  I intend to share my data internally only, on the Scholarship Exchange

[ ]  I intend to share my data publicly on the Scholarship Exchange

[ ]  I do not intend to share my data on the Scholarship Exchange, but will upload it under permanent embargo for preservation purposes. If so, please provide justification below

Click or tap here to enter text.

[ ]  I do not intend to retain the data from my scholarship project. All data will be deleted at the end of the project. Please provide justification below:

Click or tap here to enter text.

Have you considered consent for data preservation and sharing? Your consent forms should include a discrete, explicit options for participants to opt in or out of your plans for data preservation and sharing. Please see the “Templates” section of the [Human Research Ethics Committee website](https://research.open.ac.uk/environment/ethics/human/review-process) for relevant templates.

**Please insert all relevant text from your consent form and information sheet below.**

If you are collecting or using any data owned by an organisation external to The Open University please ensure that you have permission before archiving or sharing this on the Scholarship Exchange. For further guidance contact the Library Research Support team.

Click or tap here to enter text.

**Once this plan is complete, please send to** **library-research-support@open.ac.uk****. Once approved, the final plan will be uploaded to the Scholarship Exchange.**