**\*\*To be completed by Data Centre with successful Grant Holders within 3 months of the Start Date of the Award (do NOT submit this form with Proposals)\*\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Information** | |  | |
| Project Name | |  | |
|  | |  | |
| Project Number (NERC PIs only) | |  | |
|  | |  | |
| Grant Reference | | May be multiple grant refs | |
|  | |  | |
| Principal Investigator | |  | |
|  | |  | |
|  | |  | |
| **Organisation** | |  | |
|  | |  | |
| Nominated Data Centre | | Drop Down List of Data Centres | |
|  | |  | |
| Data Centre Contact | |  | |
|  | |  | |
| Project Data Contact | |  | |
|  | |  | |
| Please specify any other team members with responsibility for data | |  | |
|  | |  | |
| **Roles and Responsibilities** | | | |
|  | | |  |
| For example: who is responsible for obtaining 3rd party data, for capturing data in the field, producing metadata, transferring metadata and data to DDC. | | | |
| **Data Generation Activities** | | |  |
|  | | |  |
| Short description of the what, how much, when and how etc. | | | |
|  | | |  |
| **In-Project Data Management Approach** | | | |
|  | | |  |
| Statement about how the data will be managed within the project, including backup & security | | | |
|  | | |  |
| **Metadata and Documentation** | | |  |
|  | | |  |
| Insert statement about how metadata will be supplied and standards to which it will adhere | | | |
|  | | |  |
| **Data Quality** | | |  |
|  | | |  |
| List procedures for quality control of the data | | | |
|  | | |  |
|  |  | | |
| **Exceptions or Additional Services** | | | |
|  |  | | |
| Any exceptional expectations of Data Centres (for example exceptional size or complexity) - funding for which should be included within the project's Directly Incurred costs and explained within the Justification of Resources attachment; | | | |
|  |  | | |
|  |  | | |
| **Data Management Plan Information** | | | |
|  |  | | |
| Author |  | | |
|  |  | | |
| Date |  | | |
|  |  | | |
| Version Number |  | | |
|  |  | | |
| Approved by PI/PM |  | | |
|  |  | | |
| Approved by (Data Centre) |  | | |
|  |  | | |

**Datasets**

**New Datasets**

**Digital Information**

*Enter a brief description of the activities that will produce the data*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dataset Description** | **Contact** | **Data Volume** | **Data Format** | **Issues** | **Delivery Date** | **Embargo Date** | **Reuse Scenario** | **Preservation Plan** |
| *Dataset description* | *Dataset contact name* |  |  | *Any issues with the data, .e.g. legal, access, retention etc* | *Date expect to receive data* | *No more than 2 years after collection/generation* |  | *e.g. Keep indefinitely, Do not keep etc, including destination data centre (if not owning DC)* |

**Hardcopy Records**

*Enter a brief description of the activities that will produce the data*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dataset Name** | **Contact** | **Data Volume** | **Data Format** | **Issues** | **Delivery Date** | **Preservation Plan** |
| *Name of dataset* | *Dataset contact name* |  |  | *Any issues with the data, .e.g. legal, access, retention etc* | *Date expect to receive data* | *e.g. Keep indefinitely, Do not keep etc* |

**Physical Collections & Samples**

*Enter a brief description of the activities that will produce the data*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dataset Name** | **Contact** | **Data Volume** | **Data Format** | **Issues** | **Delivery Date** | **Preservation Plan** |
| *Name of dataset* | *Dataset contact name* |  |  | *Any issues with the data, .e.g. legal, access, retention etc* | *Date expect to receive data* | *e.g. Keep indefinitely, Do not keep etc* |

**Third Party/Existing Datasets**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Dataset Name** | **Contact** | **Location** | **Contents** | **Estimated Size** | **Responsibility** | **Licence Issues** | **Comments** |
| *Name of dataset* | *Name of contact for dataset* | *Where is it stored* | *Brief Description* |  | *Who is responsible for sourcing the dataset* |  | *Any additional information (e.g. licence or use restrictions?)* |