

It is a requirement of the ESRC Research Data Policy (<http://www.esrc.ac.uk/funding/guidance-for-grant-holders/research-data-policy/>) that all applicants planning to generate data as part of their award must include a Data Management Plan.

Data Management Plan should be used as an opportunity to describe how the data, i.e. primary input into research and first order results of that research, are going to be managed, starting from planning for research and through the life-cycle of the award until data is accepted for archiving by the UK Data Service (<http://www.esrc.ac.uk/research/our-research/uk-data-service/>). The ESRC recognises the importance of research data quality and provenance. Research data generated by ESRC-funded research must be well-managed by the award holder during the award period to enable their data to be exploited to the maximum potential for further research.

Most data generated as a result of economic and social research can be successfully archived and shared. However, some research data are more sensitive than others. It is a responsibility of the award holders to consider all issues related to confidentiality, ethics, security and copyright before initiating the research. Any challenges to data sharing (e.g. copyright or data confidentiality) should be critically considered in a plan, with possible solutions discussed to optimise data sharing.

It is expected that Data Management Plan will include the consideration of the following points in the context of information presented in the Case for Support and Justification for Resources:

#### **Assessment of existing data**

If you are creating new data sources as part of this project please explain why existing data sources can not be re-used. If you envisage purchasing or re-using existing data sources please explain whether issues such as copyright and IPR have been addressed to ensure that the data can be shared i.e. explain how you plan to deal with permissions to share data you have created which is derived from data which you do not own.

#### **Information on new data**

Please provide a brief description of new data which you envisage creating. This information should include how the data will be collected, i.e. proposed approach and the format (e.g. Open Document Format, tab-delimited format, MS Excel etc.) in which the data will be collected, analysed and stored, as well as an indication of how they will be documented. For more guidance please refer to a relevant section in UK data management guides (<http://www.esrc.ac.uk/research/our-research/uk-data-service/>) and UK Data Archive Managing and Sharing Data Guide (<http://ukdataservice.ac.uk/manage-data>)

#### **Quality assurance of data**

Quality control of data is an integral part of a research process. In support to the information about the planned research described in a Case for Support, please briefly describe the procedures for quality assurance that will be carried out on the data collected. Quality issues to be addressed at the time of data collection, data entry, digitisation or data checking. It must be ensured that the data recorded reflect the actual facts, responses, observations or events. For example this might include: documenting the calibration of instruments, the collection of duplicate samples, data entry methods, data entry validation techniques, methods of transcription. For more guidance please refer to a relevant section in the UK data management guides (<http://www.esrc.ac.uk/research/our-research/uk-data-service/>) and UK Data Archive Managing and Sharing Data Guide (<http://ukdataservice.ac.uk/manage-data>)

#### **Back-up and security of data**

Please describe the data back-up procedures that you will adopt to ensure the data and metadata are securely stored during the lifetime of the project. You may need to discuss your institution's policy on back-ups. If your data is sensitive (e.g. detailed personal data) in any way you should discuss appropriate security measures which you will be taking. Methods of version control (i.e. making sure that if the information in one file is altered, the related information in other files is also adopted, as well as keeping a track on a number of versions and their locations), should also be stated. For more guidance please refer to a relevant section in UK Data Archive Managing and Sharing Data Guide (<http://ukdataservice.ac.uk/manage-data>)

### **Expected difficulties in data sharing**

If you expect any obstacles to sharing your newly generated data please explain their causes and possible measures you are going to apply to overcome those. If you consider that there will be ethical issues which may cause difficulties in data sharing please explain your strategies for dealing with these issues in the relevant section in Je-S form, e.g. where possible discussing archiving with interviewees, anonymising data. Please refer to the requirements of ESRC Framework for Research Ethics (<http://www.esrc.ac.uk/funding/guidance-for-applicants/research-ethics/>).

### **Copyright/Intellectual Property Right**

Please state who will own the copyright and IPR of any new data that you will generate. For further information please refer to a relevant part of the ESRC Research Data Policy (<http://www.esrc.ac.uk/funding/guidance-for-grant-holders/research-data-policy>).

### **Responsibilities**

Please indicate who within your research team will be responsible for data management, metadata production, dealing with quality issues and the final delivery of data for sharing or archiving. Please provide this information within the Staff Duties section in the Je-S form and where appropriate in the Justification of Resources. If several people will be responsible state their roles and responsibilities in the relevant section of the JeS form. For collaborative projects you should explain the coordination of data management responsibilities across partners in your Data Management Plan.

### **Preparation of data for sharing and archiving**

Please outline your plans for preparing and documenting data for sharing and archiving with the Social Data Service (unless otherwise agreed). Please identify any additional plans for data sharing, if any.

### **Other issues**

Please indicate if there are there any other issues relating to data management or sharing.

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