**BBSRC DATA MANAGEMENT PLAN TEMPLATE**

The following **template** is provided to applicants to assist in the development of a Data Management Plan (DMP) to accompany a research proposal. The notes (*in italics*) provide further context and guidance for its completion and should be deleted prior to submission. Applicants should consider submission of a DMP which is proportional to the quantity and nature of the data. Where substantial data is generated from the research, it is expected that the DMP will be longer and more detailed than studies generating small amounts of data, where DMPs may be significantly shorter. In either case, the DMP should be a maximum of 3 pages in length.

If you opt NOT to use the template the topics listed in the template MUST still be addressed as part of the DMP.

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| **0. Proposal name**  |
| *Exactly as in the proposal that the DMP accompanies* |
| **1. Description of the data** |
| **1.1 Type of study** *Up to three lines of text that summarise the type of study (or studies) for which the data are being collected* **1.2 Types of data***Types of research data to be managed: quantitative or qualitative, sequencing data, images, models, software, scripts, protocols, and procedures***1.3 Origin of the data***Are you creating new primary data (i.e. collecting or generating data)? Or are you re-using already available sources, including to create new data (e.g. a new dataset created from transformation or integration of existing data)?* *If data is being re-used, is it publicly accessible?***1.4 Format and scale of the data***File formats, software used, number of records, databases, sweeps, repetitions… (in terms that are meaningful in your field of research). An indication of the size of data to be stored and shared.*  |
| **2. Data management, documentation, and curation** |
| *Keep this section concise and accessible to readers who are not data management experts. Focus on principles, systems, and major standards. Focus on the main kind(s) of study data. Give brief examples and avoid long lists.***2.1 Managing, storing and curating data.** *Briefly describe how data will be stored, backed-up, managed and curated in the short to medium term. Specify any community agreed or other formal data standards used (with URL references).* **2.2 Metadata standards and data documentation***What metadata is produced about the data generated from the research? For example descriptions of data that enable research data to be used by others outside of your own team. This may include documenting the methods used to generate the data, analytical and procedural information, capturing instrument metadata alongside data, documenting provenance of data and their coding, detailed descriptions for variables, records, etc.***2.3 Data preservation strategy and standards***Plans and place for long-term storage, preservation, and planned retention period for the research data. Formal preservation standards, if any. Indicate which data may not be retained (if any). Also, briefly describe what will be stored long-term, raw data, processed data?* |
| **3. Data sharing and access** |
| **3.1 Where will data be shared?***Identify any data repository (-ies) that are, or will be, entrusted with storing, curating and/or sharing data from your study, where they exist for particular disciplinary domains or data types.***3.2 When will data be available?***It is expected that timely release would generally be no later than the release through publication of the main findings and should be in line with established best practice in the field. Where best practices do not exist release within three years of generation of the dataset is suggested as a guide.***3.3 How will data be made findable and accessible?***Indicate how potential new users (outside of your organisation) can find out about your data and identify whether it could be suitable for their research purposes, also consider how it will be licenced. The approach should encompass data in all its forms as well as software. This section could also outline access procedures, how your data will be able to be cited and tracked.***3.4 How will data be made reusable?***What steps will you take to ensure that your data could be re-analysed by other researchers? (e.g. availability of meta data, worked examples, vignettes). How will metadata be made available?***3.5 Restrictions or delays to sharing, with planned actions to limit such restrictions** *Restriction to data sharing may be due to subject confidentiality or to ensure you can gain IP protection. Applicants should ensure they have obtained necessary clearances from relevant collaborators with regards to the content of the proposal including the data sharing plan in line with the BBSRC Research Grants Guide. Where possible please indicate when data will be made available following a period of restriction.*  |
| **4. Data security (where relevant)** |
| **4.1 Formal information/data security standards***Identify formal information standards with which your study is or will be compliant. An example is ISO 27001. If your organisation is ISO compliant, please state the registration number.***4.2 Main risks to data security***All personal (human) data has an element of risk. Summarise the main risks to the confidentiality and security of information related to human participants or users, the level of risk and how these risks will be managed. Cover the main processes or facilities for storage and processing of personal data, data access, with controls put in place and any auditing of user compliance with consent and security conditions. It is not sufficient to write ‘not applicable’ under this heading.* |
| **5. Capabilities** |
| *Describe the capabilities that are available to you within your organisation to support your data management and preservation needs.**Please justify any additional costs related to research data management which will be incurred during the project and not be covered by Directly Allocated or Indirect costs.* |
| **6. Maintaining and implementing the Data Management Plan**  |
| *Describe any plans to self-audit against your Data Management Plan, as well as your intentions for Data Management Plan revision and feedback collection throughout the project. A Data Management Plan should not be “set and forget”.*  |
| **7. Environmental considerations** |
| *Please highlight particular steps taken to manage and mitigate the environmental impact of your resource, such as use of sustainably powered data centres, storing data in an environmentally sustainable manner, or use of research labs with/taking steps towards environmental sustainability accreditation such as* [*LEAF*](https://www.ucl.ac.uk/sustainable/make-your-lab-sustainable-leaf) *or* [*mygreenlabs*](https://www.mygreenlab.org/green-lab-certification.html?gclid=EAIaIQobChMIuLKTq4-8-QIVAu3tCh0AYQ3TEAAYASAAEgKFlvD_BwE) *(note these are only examples for reference and do not represent an endorsement of any particular approach).* |
| **8. Responsibilities** |
| *Apart from the PI, who is responsible at your organisation/within your consortia for:** *study-wide data management*
* *metadata creation*
* *data security*
* *quality assurance of data.*
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| **9. Relevant institutional, departmental or study policies on data sharing and data security** |
| *Please complete, where such policies are (i) relevant to your study, and (ii) are in the public domain, e.g. accessible through the internet. Add any others that are relevant.* |
| **Policy** | **URL or Reference** |
| Data Management Policy & Procedures |  |
| Data Security Policy |  |
| Data Sharing Policy |  |
| Institutional Information Policy |  |
| Other (please specify) |  |
| Other (please specify) |  |
| **8. Author of this Data Management Plan (Name)** and, if different to that of the Principal Investigator, their **email contact details** |
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