BBSRC - Data management plan template guidance

The following template is provided to applicants to assist in the development of a Data Management Plan (DMP) to accompany an application for 25BBR.

The notes in italics provide further context and guidance to help you include all relevant information but should not be included on TFS to avoid unnecessarily using up your word count.

Note that this template cannot be uploaded in TFS as an attachment. Please copy into TFS and/or re-use the numbered headings to provide structure to your DMP and make sure you cover everything.

Applicants should consider submission of a DMP which is proportional to the quantity and nature of the data. Where substantial data is managed or generated, 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. For the 25BBR opportunity the DMP should be a maximum of 1500 words in length.

BBSRC expects that data management and sharing are adequately costed and resourced.

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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. Do formats and software enable sharing and long-term validity of data?

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 and/ or curated 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?

In addition to information about how any proposed data repository as part of your BBR application will share data, identify any further data repository (-ies) that are, or will be, entrusted with storing, curating and/or sharing data related to your project, where they exist for particular disciplinary domains or data types. Information should include any interdependencies with other data repositories.

3.2. When will data be available?

For any research elements of a BBR project 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. With management and sharing of data as a key focus of the BBR funding opportunity, the general expectation for the resource is to make data available as soon as feasible within the project timeline.

3.3. How will data be made findable and accessible?

Indicate how potential new users (outside of your project team, organisation and where applicable existing resource user community) can find out about your data and identify whether it could be suitable for their research purposes, also consider how it will be licensed. 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 guidance for applicants. Where possible please indicate when data will be made available following a period of restriction.

4. Data security

This section MUST be completed if any of the below is relevant:

- your data includes data relating to human participants
- your proposal involves international collaborations
- data related to sensitive areas might be shared with, or access given to individuals and organisations overseas
- other research, for which the safeguarding and security of data should be considered.

Information provided will be in line with your ethical review. Please note this section concerns protecting the data, not the participants.

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

Please summarise the risks specific to your research that would require data security measures to be implemented. This should include:

- risks to the confidentiality and security of data and information
- risks of misuse

and describe 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 (where applicable) and security conditions.

It is not sufficient to write not applicable under this heading.

If you intend to work with overseas collaborators or data users, describe how your approach ensures that the team has a robust cyber-security culture and a process to identify and protect any sensitive data and information. Further guidance is available under UKRI principles and guidance on trusted research and innovation.

5. Capabilities

Describe the capabilities that are available to you within your organisation to support your data management and preservation needs.

Where applicable, justify any additional costs related to research data management which will be incurred during the project and is not already integrated into the BBR project more broadly, and not 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 or mygreenlabs (note these are only examples for reference and do not represent an endorsement of any particular approach).

8. Responsibilities

Apart from the project lead, who is responsible at your organisation/within your consortia for:

• study-wide data management
• metadata creation
• data security
• quality assurance of data.

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.

Please add the relevant Policy's URL or Reference

Data Management Policy & Procedures:

Data Security Policy:

Data Sharing Policy:

Institutional Information Policy:

Other (please specify):

Other (please specify):

10. Author of this Data Management Plan (Name) and, if different to that of the project lead, their email contact details