Plan Overview

A Data Management Plan created using DMPonline

Title: iCRAG DMP Template

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Funder: Health Research Board (HRB) Ireland

Template: Health Research Board DMP Template

Project abstract:

This is the official online iCRAG Data Management Plan Template.

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iCRAG DMP Template

Data description and collection or re-use of existing data

How will new data be collected or produced and/or how will existing data be re-used?

Mention the type of data, software or instruments used to generate the data. In the case of existing data, please elaborate how you hope to obtain the data.

What data (for example the kind, formats, and volumes), will be collected or produced?

Type of data	How will data be collected? (If re-using data indicate source)	Purpose of data collection?	File format(s)	Volume

Documentation and data quality

What metadata and documentation (for example the methodology of data collection and way of organising data) will accompany data?

Indicate which metadata will be provided to help others identify and discover the data.
Indicate which metadata standards (for example DDI, TEI, EML, MARC, CMDI) will be used and potential community standards available.
Use community metadata standards where these are in place

What data quality control measures will be used?

Explain how the consistency and quality of data collection will be controlled and documented.

Storage and backup during the research process

How will data and metadata be stored and backed up during the research process?

Describe how and where the data will be stored, backed-up and managed during research activities and how often the backup will be performed. It is recommended to store data in least at two separate locations.

How will data security and protection of sensitive data be taken care of during the research?

Detail the key risks to the confidentiality and security related to human participants or other sensitive data and how this information will be managed.

Legal and ethical requirements, codes of conduct

If personal data are processed, how will compliance with legislation on personal data and on security be ensured?

Ensure that when dealing with personal data protection laws (for example GDPR and theHealth Research Regulations)

How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable?

Explain who will be the owner of the data and who will have the rights to control access

What ethical issues and codes of conduct are there, and how will they be taken into account?

Consider whether ethical issues can affect how data are stored and transferred, who can see or use them, and how long they are kept.

Data sharing and long-term preservation

How and when will data be shared? Are there possible restrictions to data sharing or embargo reasons?

Explain how the data will be discoverable and shared (for example by deposit in a trustworthy data repository, indexed in a catalogue, use of a secure data service, direct handling of data requests, or use of another mechanism).

How will data for preservation be selected, and where data will be preserved long-term (for example a data repository or archive)?

Indicate what data must be retained or destroyed for contractual, legal, or regulatory purposes.

What methods or software tools are needed to access and use data?

Indicate whether potential users need specific tools to access and (re-)use the data. Consider the sustainability of software needed for accessing the data.

How will the application of a unique and persistent identifier (such as a Digital Object Identifier (DOI)) to each data set be ensured?

Explain how the data might be re-used in other contexts. Persistent identifiers should be applied so that data can be reliably and efficiently located and referred to. Persistent identifiers also help to track citations and re-use.

Data management responsibilities and resources

Who (for example role, position, and institution) will be responsible for data management (i.e. the data steward)?

Outline the roles and responsibilities for data management/stewardship activities for example data capture, metadata production, data quality, storage and backup, data archiving, and data sharing. Alongside the PI, specify who is responsible for ensuring of the completion of these tasks.

What resources (for example financial and time) will be dedicated to data management and ensuring that data will be

FAIR (Findable, Accessible, Interoperable, Re-usable)?

Explain how the necessary resources (for example time) to prepare the data for sharing/preservation (data curation) have been costed in. Carefully consider and justify any resources needed to deliver the data. These may include storage costs, hardware, staff time, costs of preparing data for deposit, and repository charges.