

Sections	Questions for Preparing a DMP	Circle if you have gathered this information
1. Administration	<p>Name(s) and contact information for Principal Investigator (PI)(s), Co-Investigator(s), and research assistant(s) who have access to the data</p> <p>Is the main data contact (the person responsible for the data) identified?</p>	<p>Y / N / NA</p> <p>Y / N / NA</p>
2. Data Collection	<p>Have you considered what data do you intend to collect?</p> <p>Have you identified the file formats your data be collected and saved in?</p> <p>Do you know much data storage space do you anticipate needing for the data you will collect?</p> <p>Have you considered if you will be re-using any data? If so have you considered how you will obtain that data and integrate it into your research project?</p> <p>What conventions and procedures will you use to structure, name and version control your files to ensure that your data is well-organized?</p>	<p>Y / N / NA</p> <p>Y / N / NA</p> <p>Y / N / NA</p> <p>Y / N / NA</p> <p>Y / N / NA</p>
3. Documentation and Metadata	<p>What documentation will be needed for the data to be read and interpreted correctly in the future?</p> <p>Are you able to list the metadata standard and tools you will use to document and describe your data? If there is not an appropriate standard, can you explain how you will ensure consistency in your documentation?</p> <p>How will you make sure that documentation is created or captured consistently throughout your project?</p>	<p>Y / N / NA</p> <p>Y / N / NA</p> <p>Y / N / NA</p>
4. Storage and Backup	<p>How and where will your data be stored and backed up during your research project?</p> <p>How will you ensure that sensitive data is stored securely and only accessible to the research team during the research project?</p>	<p>Y / N / NA</p>

<p>5. Preservation</p>	<p>Which data will be selected for preservation?</p> <p>Will you deposit your data for long-term preservation at the end of your research project? If so, where?</p> <p>How you will prepare the data for preservation and access, including any necessary procedures for data cleaning, normalization or de-identification.</p> <p>How you will prevent data from being lost while processing and converting files.</p>	<p>Y / N / NA</p> <p>Y / N / NA</p> <p>Y / N / NA</p> <p>Y / N / NA</p>
<p>6. Data Sharing and Reuse</p>	<p>What data will you be sharing and in what form? (e.g., raw, processed, analyzed, final). Consider which data may need to be shared to meet institutional or funding requirements, and which data may be restricted because of confidentiality/privacy issues.</p> <p>How will you be sharing your data? (e.g., institutional repository, a specialized data archive, informal/on-request sharing).</p> <p>Will be any restrictions placed on your data when they are made available and who may access them. If data are not openly available how will access be managed?</p> <p>What type of end-user license will you include with your data? Do you have a copy of this license to include with your Data Management Plan?</p>	<p>Y / N / NA</p> <p>Y / N / NA</p> <p>Y / N / NA</p> <p>Y / N / NA</p>
<p>7. Ethics and Legal Compliance</p>	<p>If your research project includes sensitive data, how will you ensure that it is securely managed and accessible only to approved members of the project?</p> <p>If applicable, what strategies will you undertake to address secondary uses of sensitive data?</p> <p>How will you manage legal, ethical, and intellectual property issues?</p>	<p>Y / N / NA</p> <p>Y / N / NA</p> <p>Y / N / NA</p>
<p>8. Responsibilities and Resources</p>	<p>Who will be responsible for data management during the project? (i.e., during collection, processing, analysis, documentation).</p> <p>Can you identify staff and organizational roles and their responsibilities for carrying out the data management plan</p>	<p>Y / N / NA</p> <p>Y / N / NA</p>

	<p>(DMP), including time allocations and training requirements?</p> <p>What will happen when personnel changes occur or if the principal investigator leaves the institution before the project has concluded?</p> <p>Who will be responsible for data sharing and preservation after the project has concluded? Are you able to indicate a party who will have primary responsibility for how the data will persist over time when the original personnel have moved on?</p> <p>What resources will you require to implement your plan?</p> <p>Will extra people, time or hardware, storage be required?</p> <p>How much will this cost (estimation)?</p>	<p>Y / N / NA</p> <p>Y / N / NA</p> <p>Y / N / NA</p> <p>Y / N / NA</p> <p>Y / N / NA</p>
--	--	---