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| Data Management Plan for researchers at VID  **This plan must not contain personal / sensitive information.**  For feedback you may send the completed plan to [forskningsdatahandtering@vid.no](mailto:forskningsdatahandtering@vid.no). |

The guidelines for research data management at VID are found in the [Guidelines for processing research data at VID](https://www.vid.no/en/files/guidelines-for-managing-research-data-at-vid/). Note the following key principles:

* Research data shall be made available to all relevant users under equal conditions if there are no legal, ethical or security reasons for not doing so (section 2.2)
* Research data should be equipped with standardized metadata (section 4.1)
* Handling of research data shall be described in a data management plan (section 7.1)

The Data Management Plan should be updated throughout the project, as necessary. For more information about research data management, see VID’s [Research Data guidance](https://www.vid.no/en/research/research-data/).

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| **Project details** | | |
| Responsible for this plan (name) | |  |
| Project name | |  |
| Cristin project number | |  |
| Affiliation (faculty and institute) | |  |
| Project start date | |  |
| Project end date | |  |
| Principal investigator (name and affiliation) | |  |
| Project members (name and affiliation) | |  |
| Is the project part of larger project? | |  |
| If yes, specify project name: | |  |
| Short description of the project | |  |
| Funding *(Check one or more.)* |  | VID funding: working hours and equipment  VID funding: direct project funding  External funding. If so, specify funder: |

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| **Version** | **Date** |  |
| 1 |  | ***NB!*** *If you are handling personal data and make changes to how you are managing data, these changes must be reported to Sikt (formerly NSD) for review* ***before*** *the changes are implemented.* |
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| **Responsibilities and rights** | |
| Who is responsible for follow-up and revision of this data management plan?  *(Normally the principal investigator)* |  |
| Who is responsible for each activity?  *(May vary for collection, documentation, archiving etc.)* |  |
| Who has the right to manage the data?  *(Usually several members of the project group, but not necessarily all. Manage means collect, structure, revise, process, etc.)* |  |
| Who can access the data during the project period?  *(Here, access means use, e.g., view or download, but not manage.)* |  |
| Who has ownership of the data?  *(Usually the researchers, dependent on work contract and other agreements)* |  |

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| **External collaborators** | |
| Will there be collaborators external to VID? |  |
| How will responsibilities be distributed among external collaborators? |  |
| Will there be a separate agreement on this?  *(A separate agreement may be necessary e.g., for commercial collaboration.)* |  |

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| **List of data to be collected**  *Separately list each different kind of data -- e.g., observations, interview recording -- that will be collected. Include a short description and what type of data will be collected, e.g., text, image, sound. Indicate the* [*category of data*](https://www.vid.no/en/research/research-data/#research-ethics-and-personal-data-protection) *as well as whether it will be archived and/or shared* | | | |
| **Data description** | **Category** | **Archive?** | **Share?** |
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| **Collecting data** | |
| What standards and methods will be used for data collection? |  |
| When will the data be collected? |  |
| Is there need for extra hardware or software? |  |
| Is there need for special expertise for collecting data? |  |
| Are there any existing data (internal or external) on the topic? If yes, how can they be integrated and reused in the project? |  |

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| **Documentation and metadata**  *See* [*Deposit Guidelines*](http://site.uit.no/dataverseno/deposit/) *for* [*VID’*s *DataverseNO open repository*](https://dataverse.no/dataverse/vid)*.* ***NB!*** *This section applies for all kinds of research projects. Good documentation is crucial for your data to be understandable and reusable in the long term, regardless of whether the data will be shared.* | |
| How will the data be documented?  *(Best practice is a* [*ReadMe file*](https://doi.org/10.5281/zenodo.7454000) *explaining column headings, abbreviations etc.)* |  |
| What metadata standard(s) will be used?  *(Some fields have specific metadata standards. Check best practice in your field. See* [*this page*](http://www.dcc.ac.uk/resources/metadata-standards) *for an overview of established metadata standards.)* |  |
| What file format(s) will be used? |  |
| What folder structure and filename conventions will be used? |  |
| Is special software for reading/interpreting the data necessary? |  |

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| **Storage and preservation during the project** | | |
| Where will data be stored? |  | |
| Who is responsible for backup and restoring the data?  *(For projects stored on* [*VIDs research server*](https://www.vid.no/en/research/research-data/data-management-guidance/#data-storage) *and run exclusively at VID, this will be the VID IT Department.)* |  | |
| What is the expected file size for the data? | 100 MB  1 GB  10 GB | 100 GB  1 TB |
| Do you have sufficient storage facilities, or do you need extra services? |  | |
| If collecting data in the field (out of office), how will the data be safely transferred from the field to the main storage unit? |  | |

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| **Archiving** | |
| How will archived data be managed in the long-term? |  |
| Which data will be destroyed at the end of the project and why? |  |

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| **Sharing**  *According to VID’s guidelines, research data shall be made available to all relevant users if there are no legal, ethical or security reasons for not doing so.*  *Research data should be made openly accessible as early as possible. For data underlying scientific publications, this is* ***no later than the date of publication****. For other data that may be of interest for other research, this will normally be at the end of the project and* ***no later than three years after the project has ended****.* | |
| Will the data be made openly available? If only a selection of the data will be openly available, specify which data. |  |
| If data will not be shared, what is the reason? |  |
| Where will data, metadata, documentation and code associated with the data be archived?  *(See VID’s* [*RDM* page](https://www.vid.no/en/research/research-data/#archiving-and-publishing) *for guidance on where to share data.)* |  |
| When will the data be made available, and how long will they be stored? |  |
| Do the data need processing (e.g. conversion to persistent file format(s), depersonalization) before they can be shared? If yes, how will this be done? |  |
| What kind of methods or software are needed to get access to the data? Are the methods/software openly available? |  |
| How will the data be licensed for reuse?  *(Recommended licenses are* [*CC0 1.0*](https://creativecommons.org/publicdomain/zero/1.0/) *and* [*CC BY 4.0*](https://creativecommons.org/licenses/by/4.0/)*)* |  |
| Are there other conditions, restrictions, or embargoes on the data? |  |

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| **Ethics and consent**  *See* [*Research ethics*](https://www.vid.no/en/research/research-ethics/) | |
| Does your data include sensitive data? |  |
| Are you going to collect informed consent to store and share the data? |  |
| If so, how? |  |
| If not, on what basis are you processing personal data? |  |
| How are you going to secure confidentiality and identity protection? |  |