**ERIM Data Management Plan**

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| **A - Identification information** | |
| Name of research project: |  |
| Lead researcher:  (name, surname, faculty, email) |  |
| PhD supervisory team (if applicable) :  (name, surname, organisation, country) |  |
| Research group:  (name, surname, organisation, country) |  |
| Date of creation (DD/MM/YYYY): |  |
| Version, date of update (if applicable): |  |
| Person responsible for data management:  (name, surname, email) |  |
| **Project description** | |
| Summarize your research plan to help others to understand what your aim is. You may consider commenting on the following questions:   * What is the nature of your research project? Mention goal, domain, and methodology. * What research questions are you addressing? * What study or studies do you plan to conduct? | |
| **B – Policies, legal framework, ethical approval** | |
| * **Related policies** – What policies do you need to comply with? List all policies that are related to your research data management practice including organisational, national and international guidelines. You may consider [The Netherlands Code of Conduct for Research Integrity](https://www.vsnu.nl/files/documents/Netherlands%20Code%20of%20Conduct%20for%20Research%20Integrity%202018.pdf) and university and faculty policies for ethical testing and data management as a baseline. * **How will you manage ethical issues?** – How you will deal with ethical issues and the integrity of your research? Are there any standards or policies you will follow and why? Comment on using a consent form, briefing participants and other issues you can foresee. * **How will you manage legal issues?** – Are there any legal issues you need to consider? Are there any contractual obligations in place? What policies will you consider for copyright and Intellectual Property Rights (IPR)? | |
| **C - Data** | |
| * **What data will you work with?** – Describe what data you are going to collect. What is the type of data, volume, and format? Are data new or existing? Include all data you will work with during whole research lifecycle. * **How will data be collected or created?** – Describe the process of collection and/or creation of data. Provide list of standards and/or guidelines you may follow.   **Will you use any personal data?** Will you use any data that can directly or indirectly identify an individual? Please, give a brief description of the data and how you will deal with this matter.  Will you combine datasets? Please give a brief description of the datasets.  Are you planning to share your data with other faculties, organisations? Specify the parties who have access to your data set and describe their role in your research. | |
| **D – Tools, organisation and documentation** | |
| * **What software and hardware tools will you use to collect, analyse and share your data?** List all tools and applications; if applicable provide information about which version you will use. * **How will you organise your data?** Briefly describe how you will organise your data. Comment on the structure of your folders and files, and your naming logic. * **What documentation and metadata will accompany the data?** How will the data be described in order to be readable and understandable in the future? What metadata and documentation will you use? | |
| **E - Storage and backup** | |
| * **How are data stored and backed up during research?** Where do you store your data? How do you do backup? How often you back up the data? What will you do if there is an incident? * **How do you manage access and security?** Who has access to the data? How do you manage access rights? What will you do if there is an incident? * **What methods do you use to protect your research data?** For example, pseudonymisation, anonymisation, encryption. | |
| **F - Data preservation and re-use** | |
| * **Which data will you preserve and which will be destroyed?** Will some data be destroyed? Why and when? Which data will you preserve? * **Where will you store your data to preserve it?** Are there any storage time limits you will apply to the data (e.g. 10 years after publication)? * **What subset of data will be re-used?** Include the intended audience. * **How you will make data available for re-use?** What technical means will you use? * **Will there be a requirement to restrict re-use of data?** Will your data be full open access? If not, explain why. Will you use an embargo? What licensing will you use? | |