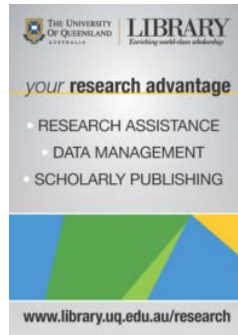


Checklist for a Research Data Management Plan



Use this checklist as a guide to help you develop a research data management plan for your research project.

Not all sections/questions will be relevant to your project, simply use this document as a starting point to help you structure your planning process.

The Library's Research Information Service provides support to researchers and can help you with forming a data management plan.

Please contact us for assistance if required. ris@library.uq.edu.au

PROJECT DESCRIPTION

Description of the project.

- ✓ Project title
- ✓ The aim/ purpose of the research

CONTEXT

Provides important administrative information that is essential for the management of the data.

- ✓ Chief investigator
- ✓ Researchers/other project members
- ✓ Main contact details
- ✓ Collaborators/Partner Institutions
- ✓ Funding source(s) and requirements
- ✓ Budget
- ✓ Duration
- ✓ Related Policies *e.g. Institutional policies etc.*

DATA CAPTURE AND FORMATS

Provides a description of the data your project will capture, create or use. It is important to record this detail to help you and subsequent users understand why and how the data was created.

- ✓ How will data be created (captured)? *e.g. interview data, questionnaires, imaging, experimental measurements etc.*
- ✓ What data formats will be used? *e.g. File formats such as excel, word, open source etc.*
 - *Consider choice of data formats such as: will the data formats meet certain specifications including international or national standards, widely used, is it accepted as best practice in this discipline.*
- ✓ Will there be special hardware or software requirements for this data?
- ✓ Will existing data be used?
 - *If so what is the relationship to the existing data?*
- ✓ How will metadata be captured, created and managed?

Checklist for a Research Data Management Plan

ORGANISING AND STORING DATA

Provides plans for the storage and management of your data. It is important for the security and preservation of your data.

- ✓ Estimated size of data.
- ✓ File naming convention
- ✓ Storage
 - Where and what media?
 - Who will be responsible?
- ✓ Back-up
 - How regularly will it be done?
 - Who will be responsible?
- ✓ Security – How will data security be guaranteed e.g. data encryption, password etc.
- ✓ How will the data be shared during the project?

LONG-TERM PRESERVATION

Provides a plan for the long-term preservation of your data. It is important to meet regulatory requirements for the long-term storage and access to your data.

- ✓ How long will the data be kept?
- ✓ Where will I store the data? e.g. archive, data repository, data centre etc.
- ✓ Who will manage the long term data?
- ✓ What is needed to prepare the data for preservation or data sharing?
- ✓ What related information will be deposited with the data?
- ✓ Who will be responsible for metadata creation and documentation?
- ✓ Which metadata standards will you use?

ETHICS AND INTELLECTUAL PROPERTY

Provides a description of any relevant policies or issues surrounding your data. It is important to ensure that you comply with any regulatory requirements for the ethical conduct of your research, and that intellectual property and privacy rights for the data are recorded.

- ✓ Funding body requirements, University guidelines and policies.
- ✓ Are there any issues relating to animal or human subjects?
- ✓ Have you met obligations under the Code for the Responsible Conduct of Research?
- ✓ Have you met obligations under the Queensland Privacy Act 2009?
- ✓ Intellectual property rights. e.g. Is the dataset covered by copyright? Are there licensing or ownership issues?

DATA SHARING AND RE-USE

Provides a plan for how you will allow access to your data, or share your data, if appropriate.

- ✓ Who else might be interested in the data?
- ✓ Are there any reasons why data cannot be shared?
- ✓ Are there funding obligations to make data available?
- ✓ How and when will data be shared?
- ✓ Are there potential restrictions, for example, charging for access?
- ✓ Will there be embargo periods?
- ✓ Will there be right-of-first-use for the data collector, creator, chief investigator?

FURTHER INFORMATION

For practical advice on managing your data, or making data available for sharing, you can consult staff in our Research Information Service or download our fact sheets.

<http://www.library.uq.edu.au/research-support/research-data>