

DATA MANAGEMENT PLANS

For the Humanities and Social Sciences

Stephanie Tulley

Davidson Library

University of California, Santa Barbara

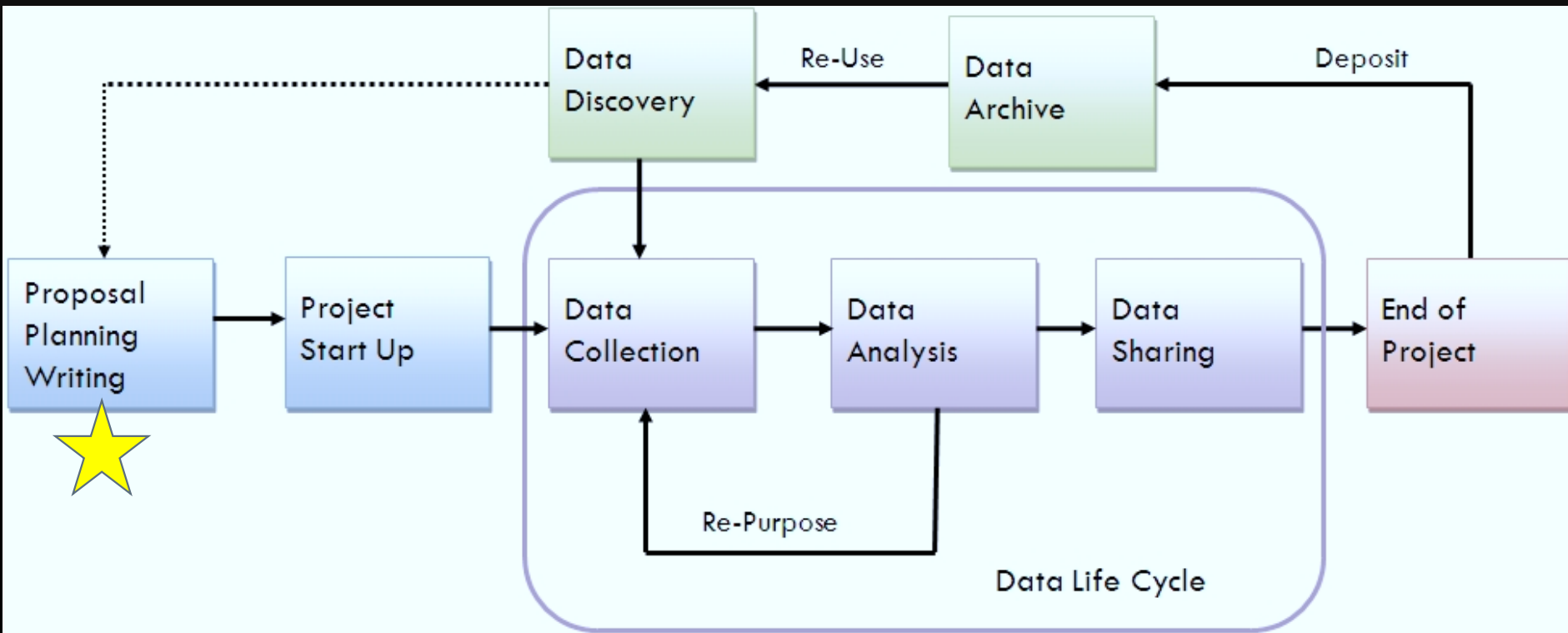
DATA MANAGEMENT TOPICS:

1. What is a data management plan (DMP)?
 2. What does it ask for?
 3. Why prepare a DMP?
 4. Resources in the Library
 5. Demo of DMPTool
-

WHAT IS A DMP?

- A formal document that describes what you will do with your data **during** and **after** your research
- 2 – 3 pages long
- Purpose is to ensure the safety and longevity of the data that comes from your research

DATA LIFECYCLE: WHEN TO WRITE DMP



WHAT DOES IT ASK FOR?

- This depends on the funding agency, but in general a DMP requires information about:
 1. Description of the data to be produced
 2. Metadata
 3. Sharing and Reuse
 4. Long-term Management

1. DESCRIPTION OF THE PROJECT AND DATA TO BE PRODUCED

- Purpose of the research
 - Organizations and staff involved
 - Description of the data to be collected:
 - The nature and format of the data
 - How it will be collected
 - Overview of secondary data available on the topic
-

2. METADATA

Metadata is the documentation describing all aspects of the data (e.g., who, why, what, when, and where)

- What metadata are needed
 - Any details that make data understandable and usable
- Metadata standards used
- How metadata will be created and/or captured
 - Lab notebooks? GPS units? Auto-saved on instrument? Manually entered?

3. SHARING AND REUSE

- Obligations for sharing
 - Funding agency
 - Details of data sharing
 - How long? When? How access can be gained?
 - Ethical/privacy issues with data sharing
 - Intellectual property & copyright issues
 - Embargos for political, commercial, patent or publisher reasons
 - Citation
 - How should data be cited when used?
 - Persistent citation?
-

4. LONG-TERM MANAGEMENT

- Provisions for long-term archiving and preservation:
 - Data archive / repository
- Assigned data management responsibilities:
 - Which persons will actually be responsible for ensuring data management
 - How will compliance with this plan be monitored and ensured over time

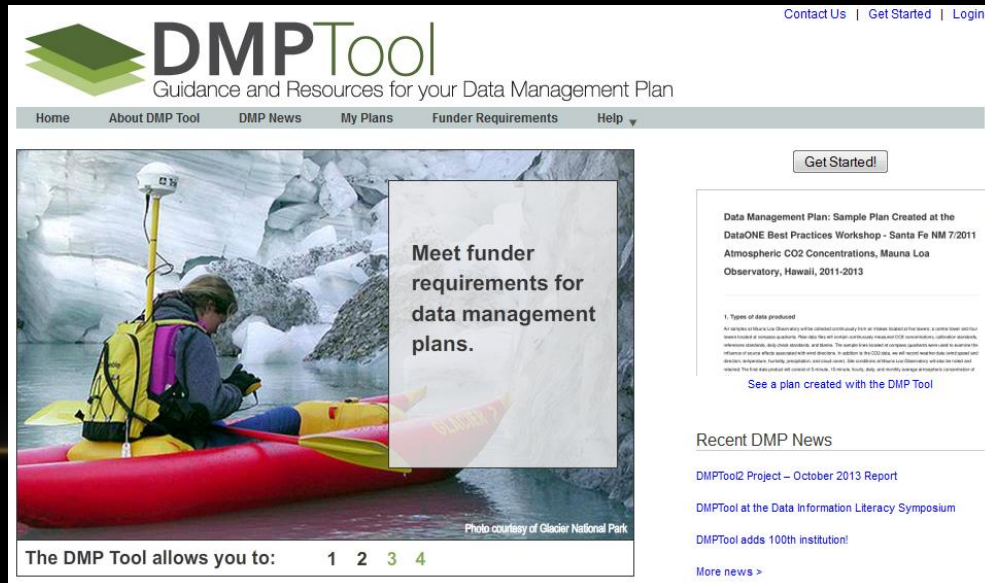
WHY WRITE A DMP?

- Many funding agencies require it
- Planning what to do with the data before you start generating it helps eliminate uncertainty

HOW CAN THE LIBRARY HELP?

- Provide consultations about potential repositories, metadata schema, etc.
- Provide access to the DMPTool Created by the CDL:

<https://dmp.cdlib.org/>



The screenshot shows the homepage of the DMPTool website. At the top, there is a navigation bar with links: Home, About DMP Tool, DMP News, My Plans, Funder Requirements, and Help. The main header features the DMPTool logo and the tagline "Guidance and Resources for your Data Management Plan". A large banner image on the left shows a person in a red kayak on a body of water, with a text overlay that reads "Meet funder requirements for data management plans." To the right of the banner, there is a "Get Started!" button. Below this, a section titled "Data Management Plan: Sample Plan Created at the DataONE Best Practices Workshop - Santa Fe NM 7/2011" is displayed, followed by a link to "See a plan created with the DMP Tool". Further down, a "Recent DMP News" section lists several articles, including "DMPTool2 Project - October 2013 Report", "DMPTool at the Data Information Literacy Symposium", and "DMPTool adds 100th institution!". At the bottom, there is a footer with the text "The DMP Tool allows you to:" followed by a series of numbers 1, 2, 3, and 4.

DMPTool
Guidance and Resources for your Data Management Plan

Home About DMP Tool DMP News My Plans Funder Requirements Help

Meet funder requirements for data management plans.

[Get Started!](#)

Data Management Plan: Sample Plan Created at the DataONE Best Practices Workshop - Santa Fe NM 7/2011
Atmospheric CO2 Concentrations, Mauna Loa Observatory, Hawaii, 2011-2013

1. Types of data produced

See a plan created with the DMP Tool

Recent DMP News

[DMPTool2 Project - October 2013 Report](#)

[DMPTool at the Data Information Literacy Symposium](#)

[DMPTool adds 100th institution!](#)

[More news >](#)

The DMP Tool allows you to: 1 2 3 4