DATA MANAGEMENT PLANS

For the Humanities and Social Sciences

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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
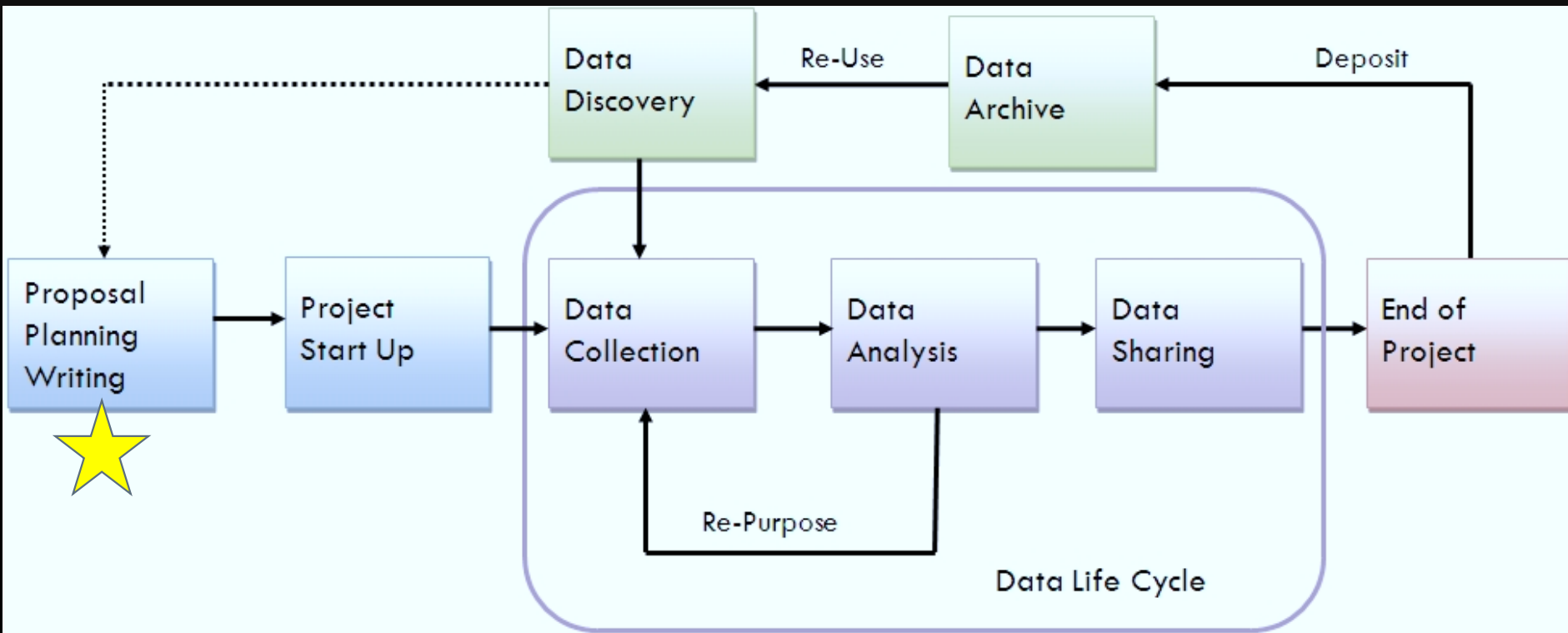
WHAT DOES IT ASK FOR?

- 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

Source: http://www.dataone.org/data-management-planning

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
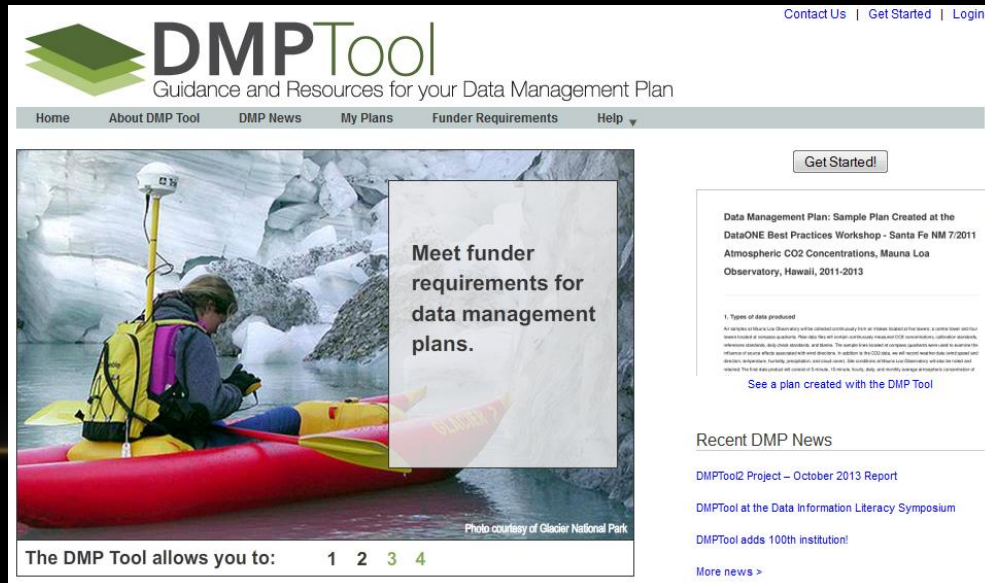
WHY WRITE A DMP?

- 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/