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

Source: http://dmconsult.library.virginia.edu/lifecycle/
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/