UOW RESEARCH DATA MANAGEMENT PLAN TEMPLATE

This template outlines the key elements for researchers to consider including in a Research Data Management Plan in accordance with the UOW Research Data Management Policy. For further information regarding data management practices, refer to the UOW Research Data Management Guidelines.

1. Project Information

Key summary information that describes the research project (title, duration, identifiers), data stakeholders (Chief Investigators, members of the project team, the funding agency, and any institutional contacts), information about the type of data being collected or generated, a details about where data will be collected, used and stored, as well as estimates of the size and scope of the project's data requirements.

2. Data Documentation and Metadata (see template at **Appendix 4** of the Research Data Management Guidelines)

Creating comprehensive documentation and metadata makes it easier to manage, find and re-use your data.

Explain what data will be created or reused in the project and indicate the quantities of data to be generated (e.g. in megabytes, gigabytes or terabytes). Ensure that the documentation and metadata are stored together with the relevant dataset. Data files and folders must be named consistently and organised in a way is intuitive for all users so they can easily identify and access the information they need.

Consider including the following information in your file naming conventions:

- Date of creation
- Creator/owner/project team
- Version number
- Description of content
- Unique project number / reference
- any other relevant information as appropriate

3. Data Integrity

Explain how you will manage the consistency and quality of your data. This could include processes such as random testing and checking, instrument calibration, peer review of data, repeat measurements or sample collection and automatic data entry validation.

4. Storage and Backup during the Project

The University provides a range of centrally supported storage tools. Further information is available from the Research Data Management Guidelines at **Appendix 1, "Data Storage Options"**.

In most cases these storage tools have some form of back-up service in place. However, where external services are used to manage research data, it is your responsibility to understand the risks and limitations of using these tools, and ensure appropriate protections and mitigation strategies are in place.

Important questions:

- Will data be stored on-site or off-site? In field locations?

- Will data be shared with others outside UOW? How will it be shared (i.e. transferred securely)?

- Does the data need to be encrypted? Are encrypted communication channels required to protect data 'in-transit'?

5. *File Formats and Standards*

The use of non-proprietary or open standard data formats is strongly encouraged. This helps avoid situations where data becomes dependent or "locked into" proprietary application software. It also enhances data interchange and transformation. Where the use of closed or proprietary data formats cannot be avoided, consideration should be given to how licensing and access arrangements will be funded and supported into the future.

File format examples include, CSV, XML, Tab-delimited, MPEG audio/video, PNG images etc. See **Appendix 2** of the Research Data Management Guidelines for further examples.

6. *Data Ownership and Intellectual Property*

Key considerations for Intellectual Property are:

- **Copyright** - who holds it? Which jurisdictions are involved (Australian or international)?

- **Data ownership** - typically this is the University, the researcher or a commercial/contract client. Are there any unique contractual terms that apply to data ownership? Explain your plans for how the data will be managed if one of the investigators leaves their current employer.

- **Data licensing** - this affects how your completed data sets can be used or re-used. You should also consider any data owned by third parties which you intend to license or use during the project.

- **Confidentiality** – how will you protect sensitive data and manage ethical issues?

7. *Retention, Archiving and Disposal*

- Are there specific rules regarding the data retention or disposal for your project? (For more information, refer to the Research Data Management Guidelines, **Appendix 3: "Minimum Retention Periods"**).

- Is there a requirement to store the data beyond the minimum retention period (for example, data from clinical trials)?

- Will the data be archived? Where? Who is responsible for maintaining the archive? What are the costs involved?

- Is there a need for the data to be disposed of permanently? If so, which methods will be used?

8. *Data Access, Sharing and Re-use*

- Is there an obligation to share data (mandatory deposit etc.)?

- Has appropriate consent been obtained from participants to enable data sharing?

- Will the data be anonymised or de-sensitised before being shared?

- Are there restrictions that prevent data from being shared or re-used?

- Have you selected an appropriate data license?

9. Data used but not created by the Project

- If data will be purchased commercially, what are the details of the source, ownership and terms of use?

- Will Open Access data be used? Under what licensing terms has this data been provided?

Next Steps:

Submit your plan to the Research Data Management Repository at rdm-repository@uow.edu.au.

Ensure your final Research Data Management Plan is stored with the research data, the metadata and data documentation for easy reference.