



DATA MANAGEMENT PLAN (APPENDIX)

The data management plan must be enclosed with the research permit application. The data management plan supplements the research plan by describing how the data will be processed.

Name/s of author/s responsible for the research/development project:

1. DESCRIPTION OF DATA

1.1 What kind of data does your project use? What kind of data does your project collect, generate or reproduce? What data file formats are used?

1.2 How will you ensure data consistency and quality?

2. COMPLIANCE WITH ETHICAL PRINCIPLES AND LEGISLATION

2.1 What ethical issues does your data management involve (e.g. the processing of sensitive data, the protection of research subjects' identities, obtaining consent to data sharing)?

2.2 How will you manage issues relating to data ownership, copyright and intellectual property rights? Is the use or sharing of data limited by copyright, usage rights or other restrictions?

3. DOCUMENTATION AND METADATA

3.1 How will you document your data in order to make it findable, accessible, interoperable and reusable by you and others? What kind of metadata will be used to enable the future discovery and use of the data?

4. STORAGE DURING RESEARCH

4.1 How will you store your research data in a secure manner during the project? Where will the data be held (personal computer, cloud, etc.)? This is especially important if the research permit relates to sensitive data.

4.2 Who will control access to the data, and how will access be controlled? Please ensure strong password protection in data storage.

5. OPENING, PUBLISHING AND ARCHIVING THE DATA AFTER THE RESEARCH PROJECT

5.1 Which part of the data can be published or made openly accessible? Where and when will the data or the associated metadata be made available? For how long will you retain the data?

5.2 How will the data be destroyed or archived after the research project? If the data and the identifiers are to be destroyed in their entirety, how and when will it be done? If the data will be retained without the identifiers, how will the identifiers be destroyed and how will the data be anonymised?

6. DATA MANAGEMENT RESPONSIBILITIES AND RESOURCES

6.1 Who is responsible for data management duties during the life cycle of the project? Please also provide an estimate of the necessary data management resources (e.g. financial, time resources, workload).