|  |  |
| --- | --- |
| **Data management plan for post-graduate research projects** | |
| **Researcher:** Name - Delete this text and write as much as you need in each of the sections – do not worry about keeping the form to a single page. | |
| **Project title:** Provisional dissertation/thesis/project title | |
| **Project duration:** Dates of post-graduate research project | |
| **Project context:**  Where is the research being carried out and what is under study?  Is the research individually based, part of a larger project , or being carried out in agreement with an institution, a museum, a state or regional authority or community group and so on. | |
| **1.What data will be produced?**  What physical data will you study? And what digital data will be “captioned” or derived from these? (field notes, images, measurements, survey data and so on)  What data will be created digitally (images, some analytical and survey data and so on)  Describe the methods or standards for data creation  What file formats and software will you use?  Consider how many individual files you intend to make, anticipated file sizes and local storage volume. | |
| **2.How will the data be documented and described?**  Think about what contextual data will be required to make the data understandable to others:  What standards will be used to record the data?  What information on the data collection methods, standards and context (metadata) will be recorded for each type or set?  Where will the metadata for each type or set be located? – within the data file and/or as a separate metadata text document, and or in the method chapter or appendices in the thesis? | |
| **3.How will you name and structure your files?**  State: date created, date amended and version number | |
| **4.Deposition of e-thesis: delete as appropriate and state reasons**  a.Intend to deposit e-thesis with eThos (contact library on [isrmsmt@gcu.ac.uk](mailto:isrmsmt@gcu.ac.uk) for more information)  b.Intend to deposit e-thesis with a time limited embargo on open access  c.Do not intend to deposit e-thesis  Give reasons:  Intended publication of articles or book after submitting (three years is the standard length of an embargo – but check with your supervisor)  Agreement with the sponsoring body or institution to embargo an e-thesis  **If you intend to deposit your thesis , agreement must be sought with all concerned third parties, particularly with regard to the use of any copyright material – you should provide proof of this when you deposit.** | |
| **5.What are the plans for data sharing and access after submission of the thesis or project report?**  Who, if any, are the anticipated future users of any digital data or resources from the research?  Will any of the digital data supporting the thesis/report (e.g. organised project archive folders with images, drawings, spreadsheets databases and so on) be made available to others on open access or on request? (for example to the host project, research lab or community, museums or open-access web based organisation)  Are there any ethical issues to be taken into account? (for example, personal data or site locations) that need to be taken into account?. If so, what actions will safeguard these data?  Are there any funding body or institutional requirements regarding re-use, or access to, open access data? | |
| **6.What are the plans for long-term archiving of the digital data supporting the thesis?**  Where will the digital data be archived?  What arrangements are there to archive the digital data with a laboratory or institution?  Will a copy of the digital data be archived with the physical data (in a laboratory or institution)?  If no institutional archiving is possible, how will the data be safeguarded by the individual? (for example personal computer, external hard drive, future use of institutional server backup during employment)? | |
| **Signed:** | **Version:** |
| **Date created:** | **Date amended:** |