

WRITING A DATA MANAGEMENT PLAN

WITH DMPONLINE

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AGENDA

- The importance of data and why you need to manage them
- Funder policies and expectations
- Data Management Plans (DMP)
- DMPOnline demo

Aim: Get your DMP working for you and your research project

YOUR DATA ARE

VALUABLE

- ✓ Research data are outputs
- ✓ Managing data demonstrates responsible research practice
- ✓ Ensures data are findable and understandable
- ✓ Keeps them safe and secure
- ✓ Increases research efficiency
- ✓ Improves research integrity
- ✓ Makes data accessible
- ✓ Enables collaboration



FUNDER

REQUIREMENTS



Many research funders require the management of data to be planned for as part of the funding bid.

Many also expect the data to be made available in a repository.

Typically demonstrated by a Data Management Plan (DMP).

Funders sometimes have guidance on where, when, and for how long data is to be made available.

Check your [funder](#) requirements!

RESEARCH DATA

MANAGEMENT

RDM refers to **all** aspects of handling your data across your research project's lifespan.

Good data management ensures your data are findable, accessible, understandable, and reusable.



DATA MANAGEMENT PLAN (DMP)

Get started:



Plan to make data work for you

Data Management Plans that meet institutional funder requirements.



Sign in Create account

* Email

* Password

[Forgot password?](#)

Remember email

Sign in

- or -

Sign in with your institutional credentials

1. Go to DMPOnline:
<https://dmponline.dcc.ac.uk>
2. Log in with your UoL credentials
3. Choose “create plan”
4. You can find funder-specific templates or create a generic DMP.

Get support from the Library.
email: rdm@liverpool.ac.uk

DMPonline helps you to create, review, and share data management plans that meet institutional and funder requirements. It is provided by the Digital Curation Centre (DCC).

YOUR DMP

THE DATA

Data collection

What data are you collecting/creating?

- (that it is unique, and the data are not already available elsewhere or how supplements other available data)
- Type(s), content, coverage.
- Volume/quantity: MB/GB, number of files
- Formats: .txt, .mp3, .csv, etc.
- Methodology (brief!)
- Quality assurance processes

Documentation & Metadata

What documentation and metadata will accompany the data?

This is information needed for someone else to understand your data

e.g. README file, codebook, annotation, etc.

YOUR DMP

ETHICS & LEGAL



What ethical or legal issues are associated with your data?

How will you manage these?

- Personal Data
- Data Protection
- Copyright and IP ownership
- Commercialisation potential
- Environmental sensitivity
- Security risks

SENSITIVE DATA

- Obtain ethical approval
 - [Research Ethics Decision Tool](#)
 - [Apply for research ethics](#)
- Comply with data protection legislation
 - [Data Protection](#)
 - [Data Protection Impact Assessment \(DPIA\)](#)
- Ensure informed consent
 - [Participant information sheets and Consent forms](#)
- Conducting research with others
 - [International research](#)
 - [Research contracts](#)
- Understand Intellectual Property Rights
 - [Copyright and IP](#)
- Share or transfer data securely
 - [Sharing files](#) and [Encryption](#)

ANONYMISATION

RESOURCES

Guides:

KnowHow [Online anonymisation tutorial](#)

[UK Data Service Anonymisation](#) Online guide

- [Step-by-step](#)

[How to anonymise qualitative and quantitative data](#) UK Data Service YouTube video

Tools:

[ARX](#) Data anonymisation tool

[Amnesia](#) OpenAIRE data anonymisation tool

YOUR DMP

DATA SECURITY

Where will the data be stored during the project?

Is storage secure and regularly backed up?

How will you handle access and transfer among co-investigators?



UNIVERSITY OF LIVERPOOL DATA STORAGE

	M:Drive	OneDrive	Active Data Store
User	PGTs	PGRs/Staff	PGRs/Staff
Space	20 GB	1TB	2TB
Access (off site requires VPN)	On/off site	On/off site	On/off site
Sharing	Internal only	Internal/ External	Internal
Backup	Yes	Yes	Yes
Usage	Personal	Research data	Research data
Data classification	Public/ Internal	Public/ Internal	Confidential
Versioning	Yes	Yes	
Deletion (Length of time for which data can be retrieved)	1 Year	Can retrieve up to 90 days after deletion	2 Years

YOUR DMP

DATA SHARING

How will you share your data?

- Where: repository, website, other?
- When: at time of publication/ end of project
- How: Open Access, licence(s), embargos, restricted access
- Make data FAIR
- A data access statement should be on all associated publications and outputs

Any restrictions on sharing your data?

NB. If you cannot share data, you should demonstrate how you have tried to overcome the restrictions.

[Library guidance on sharing your data](#)

LIVERPOOL'S

DATA CATALOGUE

Welcome to DataCat: The Research Data Catalogue

Deposit in the [Data Catalogue](#)

- Metadata record is findable via search engines
- Data is assigned a DOI
- Choose a licence
- Set an embargo



A secure online environment for University of Liverpool Researchers to deposit, share and promote data and information.

Deposit

Log in to deposit your files or create a metadata record

Search

Search for data

Browse

Browse the latest additions to the Data Catalogue

Contact

Further Guidance and Contacts

YOUR DMP

LONG-TERM ARCHIVING

Data underpinning your research results should be retained long-term.

Where no funder requirements exist, the University's Information and Records Management [Records Retention Schedule](#) says:

Records documenting the conduct of research projects, including things such as protocol, consent procedure, participants and adverse effects, minimum 6 years.

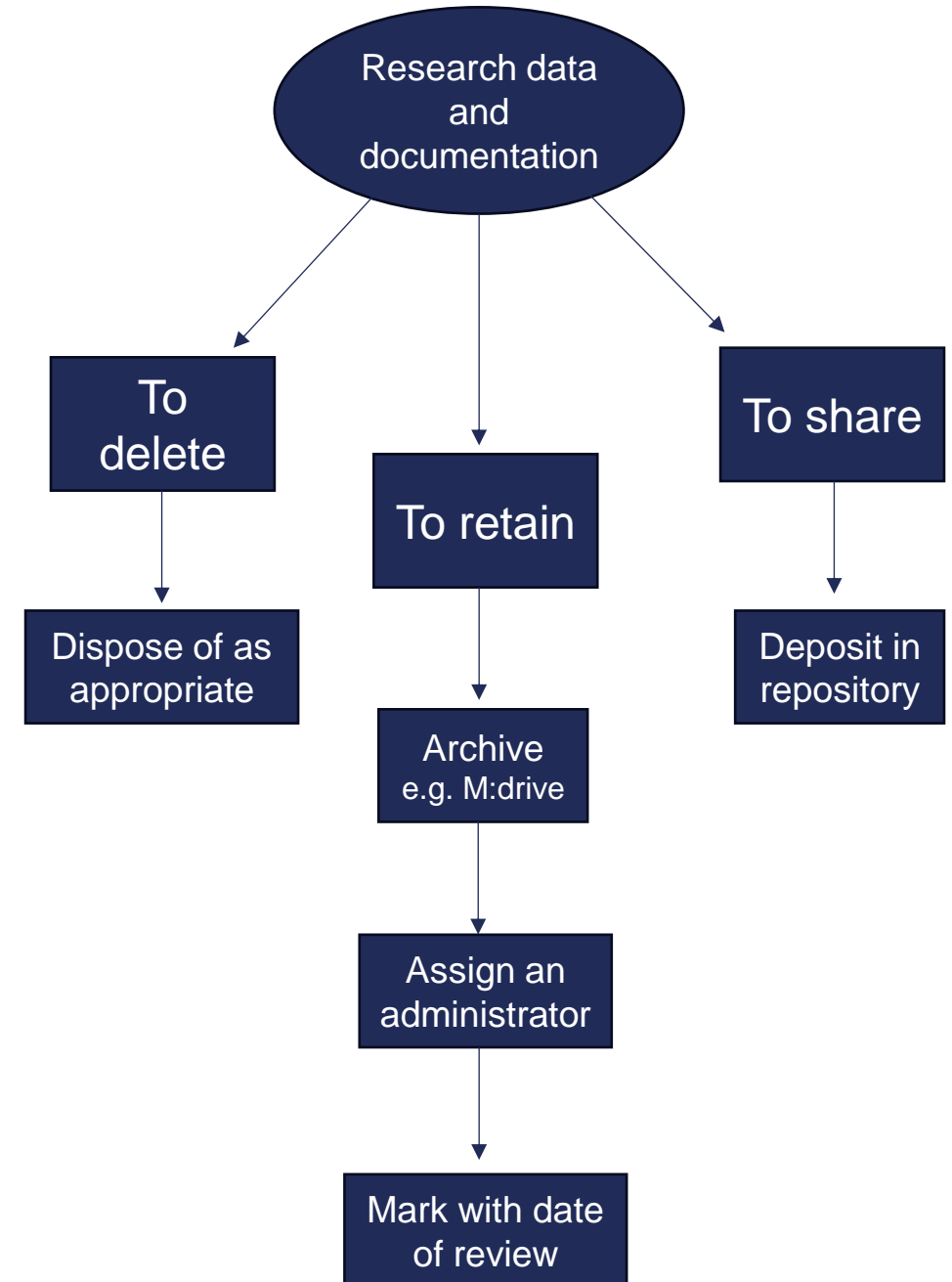
Research data, normally 10 years where no other requirements are in place.

POST-PROJECT

WORKFLOW

At the end of your project, you will need to

1. Decide what data can be deleted
2. Decide what data can be shared
3. Decide what data need to be retained for legal, regulatory, or contractual purposes.
4. Take steps to handle each of these accordingly



DMPOLINE

DEMO

CONTACT

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RDM Essentials
<https://www.liverpool.ac.uk/library/research-data-management/essentials/>

