Sheffield Hallam University

Data Management Plan

Template for doctoral research projects

1. What data will you collect or create?

2. How will your data be documented and described?

3. How will your data be structured, stored, and backed up?

4. How will you manage any ethical issues?

5. What are your plans for data sharing after submission of your thesis?

6. What are your plans for the long-term preservation of data supporting your research?

Guidance notes

1. **What data will be collected or created?**
   - What physical data will you study? (e.g. artefacts, samples, paper archives, etc.) And what digital data will be derived from these? (e.g. field-notes, images, measurements, spreadsheets, survey data, etc.)
   - What data will be 'created' digitally? (e.g. images, some analytical and survey data, etc.)
   - Describe the methods/standards for data creation.
   - What file formats and software will you use?
   - Consider how many individual files you expect to make, anticipated file sizes, and total storage volume.

2. **How will your data be documented and described?**
   - Think about what contextual information is required to make the data understandable to others.
   - What information on the data collection methods and context (documentation and 'metadata') will be recorded for each data type/set?
   - Where will the metadata for each data type/set be located? (e.g. within the data file and/or as separate metadata text document, and/or in method chapter/appendices in the thesis)
   - Is it important for the research to be reproducible? If not, why? If so, what additional documentation or pointers will be required?

3. **How will your data be structured, stored and backed up?**
   - Has a file naming convention and directory structure been agreed? (e.g. date created/date amended/version no.)
   - Is the storage platform local or external?
   - Do you know the backup procedures of the storage space?
   - If keeping your own copy of the data
     - are there security considerations? (e.g. encrypted flash drive)
     - how will you know which is the master copy?

4. **How will you manage any ethical issues?**
   - Do your data contain confidential or sensitive information? If so, are you gaining written consent from respondents to preserve and share data beyond your research?
   - How will you protect the identity of participants if required? Will your data be need to be anonymised / pseudonymised- how will this be managed?
   - How will sensitive data be handled to ensure it is stored and transferred securely?

5. **What are your plans for data sharing after submission of your thesis?**
   - Who, if any, are the anticipated future users of any digital data/resources from the research? (e.g. yourself, project partners, future students, peer researchers, the public)
   - Will any of the digital data supporting the thesis (e.g. organised project archive folders with images, drawings, spreadsheets, databases, etc.) be made available to others on request or in a form of open access (via a repository)?
   - Are there any conditions on who may view your data (e.g. confidentiality)?
   - Are there funding body/institutional requirements for the re-use of, or open-access to, the data?
   - What are your supervisor's thoughts on sharing 'their' research data, if on a project team?

6. What are the plans for the long-term preservation of data supporting your research?

- Will the digital data be archived? If you or your research group leave the University, will you still be able to access your work?
- What options are there to archive the digital data? (e.g. institutional repository, national data archive or other repository)

  Note- For research students, the copyright in the thesis submitted for examination remains with the candidate, but all other Intellectual Property rights lie with the University and/or the funder of the research project - including those over the research data produced for the thesis. See https://www.shu.ac.uk/study-here/terms-and-conditions-and-student-regulations for links to the student intellectual property regulations and regulations for specific research programmes.

  For further information and support see https://blogs.shu.ac.uk/libraryresearchsupport/library-research-support-2/rdm/