**SNSF Data Management Plan (DMP) - Template**

1. **Data collection and documentation**
   1. What data will you collect, observe, generate or reuse?  
      Briefly describe the data you will collect, observe or generate. Also mention any existing data that will be (re)used. The descriptions should include the type, format and content of each dataset. Furthermore, provide an estimation of the volume of the generated data sets.  
      *What type, format and volume of data will you collect, observe, generate or reuse?  
      Which existing data (yours or third-party will you reuse?*
   2. How will the data be collected, observed or generated?  
      Explain how the data will be collected, observed or generated. Describe how you plan to control and document the consistency and quality of the collected data: calibration processes, repeated measurements, data recording standards, usage of controlled vocabularies, data entry validation, data peer review, etc. Discuss how the data management will be handled during the project, mentioning for example naming conventions, version control and folder structures.  
      *What standards, methodologies or quality assurance processes will you use?  
      How will you organize your files and handle versioning?*
   3. What documentation and metadata will you provide with the data?  
      Describe all types of documentation (README files, metadata, etc.) you will provide to help secondary users to understand and reuse your data. Metadata should at least include basic details allowing other users (computer or human) to find the data. This includes at least a name and a persistent identifier for each file, the name of the person who collected or contributed to the data, the date of collection and the conditions to access the data. Furthermore, the documentation may include details on the methodology used, information about the performed processing and analytical steps, variable definitions, references to vocabularies used, as well as units of measurement. Wherever possible, the documentation should follow existing community standards and guidelines. Explain how you will prepare and share this information.  
      *What information is required for computer or humans to read and interpret the data in the future?  
      How will you generate this documentation?  
      What community standards (if any) will be used to annotate the (meta)data?*
2. **Ethics, legal and security issues**
   1. How will ethical issues be addressed and handled?  
      Ethical issues in research projects demand for an adaptation of research data management practices, e.g. how data is stored, who can access/reuse the data and how long the data is stored. Methods to manage ethical concerns may include: anonymization of data; gain approval by ethics committees; formal consent agreements. You should outline that all ethical issues in your project have been identified, including the corresponding measures in data management.  
      *What is the relevant protection standard for your data? Are you bound by a confidentiality agreement?  
      Do you have the necessary permission to obtain, process, preserve and share the data? Have the people whose data you are using been informed or did they give their consent?  
      What methods will you use to ensure the protection of personal or other sensitive data?*
   2. How will data access and security be managed?  
      If you work with personal or other sensitive data you should outline the security measures in order to protect the data. Please list formal standards which will be adopted in your study. Furthermore, describe the main processes or facilities for storage and processing of personal or other sensitive data.  
      *What are the main concerns regarding data security, what are the levels of risk and what measures are in place to handle security risks?  
      How will you regulate data access rights/permissions to ensure the security of the data?  
      How will personal or other sensitive data be handled to ensure safe data storage and -transfer?*
   3. How will you handle copyright and Intellectual Property Rights issues?  
      Outline the owners of the copyright and Intellectual Property Right (IPS) of all data that will be collected and generated, including the licence(s). For consortia, an IPR ownership agreement might be necessary. You should comply with relevant funder, institutional, departmental or group policies on copyright or IPR. Furthermore, clarify what permissions are required should third-party data be reused.  
      *Who will be the owner of the data?  
      Which licenses will be applied to the data?  
      What restrictions apply to the reuse of third-party data?*
3. **Data storage and preservation**
   1. How will your data be stored and backed-up during the research?  
      Please mention what the needs are in terms of data storage and where the data will be stored. Please consider that data storage on laptops or hard drives for example, is risky. Storage through IT teams is sager. If external services are asked for, it is important that this does not conflict with the policy of each entity involved in the project, especially concerning the issue of sensitive data. Please specify your back-up procedure.  
      *What are your storage capacity and where will the data be stored?  
      What are the back-up procedures?*
   2. What is your data preservation plan?  
      Please specify which data will be retained, shared and archived after the completion of the project and the corresponding data selection procedure (e.g. long-term value, potential value for reuse, obligations to destroy some data, etc.). Please outline a long-term preservation plan for the datasets beyond the life-time of the project. In particular, comment on the choice of file formats and the use of community standards.  
      *What procedures would be used to select data to be preserved?  
      What file formats will be used for preservation?*
4. **Data sharing and reuse**
   1. How and where will the data be shared?  
      Consider how and on which repository the data will be made available. The methods applied to data sharing will depend on several factors such as the type, size, complexity and sensitivity of data. Please also consider how the reuse of your data will be valued and acknowledged by other researchers.  
      *On which repository do you plan to share your data?  
      How will potential users find out about your data?*
   2. Are there any necessary limitations to protect sensitive data?  
      Data have to be shared as soon as possible, but at the latest at the time of publication of the respective scientific output. Restrictions may be only due to legal, ethical, copyright, confidentiality or other clauses. Consider whether a non-disclosure agreement would give sufficient protection for confidential data.  
      *Under which conditions will the data be made available (timing of data release, reason for delay if applicable)?*
   3. All digital repositories I will choose are conform to the FAIR Data Principles  
      The SNSF requires that repositories are conform to the FAIR Data Principles. If there are no repositories complying with these requirements in your research field, please deposit a copy of your data on a generic platform.  
      Yes / No
   4. I will choose digital repositories maintained by a non-profit organization  
      Yes / No