

## **University of the Free State: Generic**

### **Project Information**

What is your project name?

Who is the lead or principal investigator?

### **Data Collection**

What data will you collect or create?

How will the data be collected or created?

What types/formats of data will you collect?

What is the estimated size of your dataset?

### **Metadata and Documentation**

What documentation and metadata will accompany the data?

### **Data Sharing & Preservation**

How will you share your data?

In which data repositories will you store your data?

Which data is of long-term value and should be retained, shared, and/or preserved?

### **Budget**

What resources will you require to deliver your plan?

### **Storage and Security**

How will you manage access and security?

### **Roles and Responsibilities**

Who will be responsible for data management?

### **Ethics and Privacy**

How will you manage any ethical issues?

### **Intellectual Property Rights and Legal Compliance**

How will you manage copyright and Intellectual Property Rights (IPR) issues?

### **Institutional and funder policies**

What are the policies that influence your data management activities?