European Union: European Union (Horizon 2020) - European Union (Horizon 2020) outline data management plan

Dataset reference and name

Dataset reference and name

Guidance:
Identifier for the data set to be produced.

Data description

Data description

Guidance:
Description of the data that will be generated or collected, its origin (in case it is collected), nature and scale and to whom it could be useful, and whether it underpins a scientific publication. Information on the existence (or not) of similar data and the possibilities for integration and reuse.

Standards and metadata

Community standards and metadata used?

Guidance:
Reference to existing suitable standards of the discipline. If these do not exist, an outline on how and what metadata will be created.

(Recommended reading on metadata creation: DDI website and DCC page)

Data sharing

Data sharing

Guidance:
Description of how data will be shared, including access procedures, embargo periods (if any), outlines of technical mechanisms for dissemination and necessary software and other tools for enabling re-use, and definition of whether access will be widely open or restricted to specific groups. Identification of the repository where data will be stored, if already existing and identified, indicating in particular the type of repository (institutional, standard repository for the discipline, etc.).

In case the dataset cannot be shared, the reasons for this should be mentioned (e.g. ethical, rules of personal data, intellectual property, commercial, privacy-related, security-related).

Question to consider: If your datasets are large and a requires a peer review before publication how will you provide safe access to the data?

Archiving and preservation

Archiving and preservation (including storage and backup)

Guidance:
Description of the procedures that will be put in place for long-term preservation of the data. Indication of how long the data should be preserved, what is its approximated end volume, what the associated costs are and how these are planned to be covered.

NB: Costs related to data management in Horizon 2020 are eligible for reimbursement during the duration of the project (see Article 6.2.D.3 of the Annotated Model Grant Agreement).

Question to consider: How will you manage access to the data, backups and storage during the project? If your datasets are large and a requires a peer review before publication how will you provide safe access to the data?

European Union: European Union (Horizon 2020) - European Union (Horizon 2020) mid-term data management plan

Discoverable

Are the data and associated software produced and/or used in your project discoverable (and readily located), identifiable by means of a standard mechanism (e.g. Digital Object Identifier- DOI)?

Guidance:

Describe Methods/Standards used to Increase Discoverability.

See also DCC guidance on citing datasets.

Accessible

Are the data and associated software produced and/or used in the project accessible and in what modalities, scope, licenses?

Guidance:

List steps taken to ensure access to the data. Consider all relevant funder and institutional policies.

Assessable and intelligible

Are the data and associated software produced and/or used in the project assessable for and intelligible to third parties in contexts such as scientific scrutiny and peer review?

Guidance:

Describe measures implemented to allow for the evaluation and comprehension of the data.

Usable beyond the original purpose

Are the data and associated software produced and/or used in the project useable by third parties even long after the the project has concluded?

Guidance:

Describe measures taken to ensure long-term reuse and interpretation of the data.

Question to consider: Have you contacted the repository where you intend to deposit your data for guidance on metadata creation, data management and archiving costs?

Interoperable to specific quality standards

Are the data and associated software produced and/or used in the project interoperable allowing data exchange between researchers, institutions, organisations, countries, etc?

Guidance:

Describe steps taken to adopt best practices for data creation/conversion using open sources formats and software where possible?

European Union: European Union (Horizon 2020) - European Union (Horizon 2020) final data management plan

Discoverable

Are the data and associated software produced and/or used in your project discoverable (and readily located), identifiable by means of a standard mechanism (e.g. Digital Object Identifier (DOI))?

Guidance:

Describe Methods/Standards used to Increase Discoverability.

See also DCC guidance on citing datasets.

Accessible

Are the data and associated software produced and/or used in the project accessible and in what modalities, scope, licenses?

Guidance:

List steps taken to ensure access to the data. Consider all relevant funder and institutional policies.

Accessible and intelligible

Are the data and associated software produced and/or used in the project assessable for and intelligible to third parties in contexts such as scientific scrutiny and peer review?

Guidance:

Describe measures implemented to allow for the evaluation and comprehension of the data.

Question to consider: If your datasets are large and require peer review before publication how will you provide safe access to the data?

Useable beyond the original purpose?

Are the data and associated software produced and/or used in the project useable by third parties even long after the the project has concluded?

Guidance:

Describe measures taken to ensure long-term reuse and interpretation of the data.

Question to consider: Have you contacted the repository where you intend to deposit your data for guidance on metadata creation, data management and archiving costs.

Interoperable to specific quality standards

Are the data and associated software produced and/or used in the project interoperable allowing data exchange between researchers, institutions, organisations, countries, etc?

Guidance:

Describe steps taken to adopt best practices for data creation/conversion using open sources formats and software where possible.