# NERC DMP Template *(with guidance notes)*

### 1. Admin Details

**Plan Name:** NERC Data Management Plan

**Principal Investigator / Researcher:**

**Funder:** NERC

**Institution:** Royal College of Art

### 2. Project information

**Project Name**

*Project name*

**Project Number (NERC PIs only)**

*NERC Project number*

**Grant Reference**

*May be multiple grant references*

**Principal Investigator**

*PI name*

### 3. Organisation

**Nominated Data Centre**

* *Other e.g. Archaeology Data Service*
* *Polar Data Centre (PDC)*
* *NERC Earth Observation Data Centre (NEODC)*
* *National Oceanography Centre (NOC)*
* *Environmental Information Data Centre (EIDC)*
* *British Oceanographic Data Centre (BODC)*
* *British Geological Survey (BGS)*
* *British Atmospheric Data Centre (BADC)*

*Choose as applicable*

**Data Centre Contact**

*name*

**Project Data Contact**

*name*

**Please specify any other team members with responsibility for data**

*names*

### 4. Roles and Responsibilities

**Please state all roles and responsibilities throughout the project**

***NERC Guidance*** *For example: who is responsible for obtaining 3rd party data, for capturing data in the field, producing metadata, transferring metadata and data to DDC.*

### 5. Data Generation Activities

**What data will be created and how?**

***NERC Guidance*** *Give a short description of the what, how much, when and how etc.*

***RCA/DCC guidance: Data description***

*Give a summary of the data you will collect or create, noting the content, coverage and data type, e.g., tabular data, survey data, experimental measurements, models, software, audiovisual data, physical samples, etc.*

*Consider how your data could complement and integrate with existing data, or whether there are any existing data or methods that you could reuse.*

*Indicate which data are of long-term value and should be shared and/or preserved.*

*If purchasing or reusing existing data, explain how issues such as copyright and IPR have been addressed. You should aim to minimise any restrictions on the reuse (and subsequent sharing) of third-party data.*

***RCA/DCC guidance: Data collection***

*Outline how the data will be collected and processed. This should cover relevant standards or methods, quality assurance and data organisation.*

*Indicate how the data will be organised during the project, mentioning, e.g., naming conventions, version control and folder structures. Consistent, well-ordered research data will be easier to find, understand and reuse.*

*Explain how the consistency and quality of data collection will be controlled and documented. This may include processes such as calibration, repeat samples or measurements, standardised data capture, data entry validation, peer review of data or representation with controlled vocabularies.*

*See the DataOne Best Practices for*[data quality](https://www.dataone.org/best-practices/quality)*.*

### 6. In-Project Data Management Approach

**How will the data be managed?**

***NERC Guidance*** *Provide a statement about how the data will be managed within the project, including backup & security.*

***RCA/DCC guidance: Storage & security***

*Describe where the data will be stored and backed up during the course of research activities. This may vary if you are doing fieldwork or working across multiple sites so explain each procedure.*

*Identify who will be responsible for backup and how often this will be performed. The use of robust, managed storage with automatic backup, for example, that provided by university IT teams, is preferable. Storing data on laptops, computer hard drives or external storage devices alone is very risky.*

*See UK Data Service Guidance on*[data storage](https://www.ukdataservice.ac.uk/manage-data/store)*or DataONE Best Practices for*[storage](https://www.dataone.org/best-practices/storage)*.*

*Also consider data security, particularly if your data is sensitive e.g., detailed personal data, politically sensitive information or trade secrets. Note the main risks and how these will be managed. Also note whether any institutional data security policies are in place.*

*Identify any formal standards that you will comply with, e.g., ISO 27001. See the DCC Briefing Paper on Information Security Management -*[ISO 27000](http://www.dcc.ac.uk/resources/briefing-papers/standards-watch-papers/information-security-management-iso-27000-iso-27k-s)*and UK Data Service guidance on*[data security](https://www.ukdataservice.ac.uk/manage-data/store/security)*.*

*The RCA makes available the institutionally managed Google Drive suite of applications. Google Drive data is stored on servers within the EU and has been assessed by the RCA as a safe and appropriate venue for research data. Google Drive allows for files and data to be accessed from multiple device, so multiple project team members can work on them collaboratively. Google Drive also permits individual permissions so access to sensitive data can be managed as appropriate with internal and external partners. As a Cloud-based online technology, Google Drive removes the risk of data loss as automatic backup of all data is ensured. Furthermore, Google Suite has in-built version control meaning that older versions of the data are retained and backed up, thus guarding against human input error and ensuring retrieval of older versions if necessary. Google Suit undergoes regular independent audits on their data centres, network and operations. This is in compliance with the certified industry standards such as ISO 27001 and 27017.*

### 7. Metadata and Documentation

**Outline plans for metadata, noting standards that will be used**

***NERC Guidance*** *Insert statement about how metadata will be supplied and standards to which it will adhere.*

***RCA/DCC Guidance*** *Data documentation provides the information necessary to identify, understand and reuse your data. When this information is provided in a much more structured form it is known as 'metadata' (information about data). Without this information it may be impossible to understand or reuse the data.*

*Things to consider:*

1. ***What information about your data will you capture?***

*At a minimum your documentation should include project-level information such as details of who created or contributed to the data; how, why and when the data were created; description of the contents of the dataset; details of how and under what conditions the data can be accessed.*

*Where appropriate you should also include more data-specific information such as lists of variable names and definitions, values and their meanings, units of measurement, the representation of null values, descriptions of processing activities, software needed to access the data.*

1. ***What documentation will accompany your data?***

*Examples of data documentation include: research and laboratory notebooks, data dictionaries and codebooks, README txt files and descriptions of methods and protocols.*

*Consider also, whether there are other types of supporting documentation which could further help others to understand your data e.g. workshop or project diaries, blank consent forms, information sheet templates, survey tools, blank questionnaires/case report forms etc.*

*Consider using an existing metadata standard where such a standard exists. The Digital Curation Centre (DCC) maintains a list of*[*metadata standards*](http://www.dcc.ac.uk/resources/metadata-standards)*used in different disciplines.*

### 8. Data Quality

**What procedures will be used to control data quality?**

***NERC Guidance*** *List procedures for quality control of data.*

***RCA/DCC guidance on Data Quality*** *Questions to consider:*

* *How will you control data capture to ensure data quality?*
* *What quality assurance processes will you adopt?*

*Explain how the consistency and quality of data collection will be controlled and documented. This may include processes such as calibration, repeat samples or measurements, standardised data capture or recording, data entry validation, peer review of data or representation with controlled vocabularies.*

### 9. Exceptions or Additional Services

**Clarify any support needed from data centres that exceeds the norm, and show this has been planned / costed.**

***NERC Guidance*** *Any exceptional expectations of Data Centres (for example exceptional size or complexity) - funding for which should be included within the project's Directly Incurred costs and explained within the Justification of Resources attachment.*

### 10. Data Management Plan Information

**Author**

**Date**

**Version Number**

**Approved by PI/PM**

**Approved by (Data Centre)**

### 11. New Datasets

**Digital Information**

***NERC Guidance*** *Enter a brief description of the activities that will produce the data.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dataset Description** | **Contact** | **Data Volume** | **Data Format** | **Issues** | **Delivery Date** | **Embargo Date** | **Reuse Scenario** | **Preservation Plan** |
| *Dataset description* | *Dataset contact name* |   |   | *Any issues with the data, e.g. legal, access, retention, etc.* | *Date expect to receive data* | *No more than two years after delivery* |   | *e.g. Keep indefinitely, Do not keep, etc. including destination data centre (if not owning data centre)* |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |

**Hardcopy Records**

***NERC Guidance*** *Enter a brief description of the activities that will produce the data.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dataset Name** | **Contact** | **Data Volume** | **Data Format** | **Issues** | **Delivery Date** | **Preservation Plan** |
| *Name of dataset* | *Dataset contact name* |   |   | *Any issues with the data, e.g. legal, access, retention, etc.* | *Date expect to receive data* | *e.g. Keep indefinitely, Do not keep, etc.* |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |

**Physical Collections & Samples**

***NERC Guidance*** *Enter a brief description of the activities that will produce the data*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dataset Name** | **Contact** | **Data Volume** | **Data Format** | **Issues** | **Delivery Date** | **Preservation Plan** |
| *Dataset name* | *Dataset contact name* |   |   | *Any issues with the data, e.g. legal, access, retention, etc.* | *Date expect to receive data* | *e.g. Keep indefinitely, Do not keep, etc.* |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |

### 12. Third Party/Existing Datasets

**Third Party/Existing Datasets**

***NERC Guidance*** *Enter a brief description of the activities that will produce the data*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Dataset Name** | **Contact** | **Location** | **Contents** | **Estimated Size** | **Responsibility** | **Licence Issues** | **Comments** |
| *Name of dataset* | *Name of contact for dataset* | *Where is it stored* | *Brief description* |   | *Who is responsible for sourcing the dataset* |   | *Any additional information (e.g. licence or use restrictions?)* |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |