**Data Management Plan**

**Name**

**Date**

**ADAPTED FROM:** [**https://libraries.mit.edu/data-management/plan/write/**](https://libraries.mit.edu/data-management/plan/write/)

1. Project, experiment, and data description
   * What’s the purpose of the research?
   * What is the data? How and in what format will the data be collected? Is it numerical data, image data, text sequences, or modeling data?
   * How much data will be generated for this research?
   * How long will the data be collected and how often will it change?
   * Are you using data that someone else produced? If so, where is it from?
   * Who is responsible for managing the data? Who will ensure that the data management plan is carried out?
2. Documentation, organization, and storage
   * What [documentation](https://libraries.mit.edu/data-management/store/documentation/) will you be creating in order to make the data understandable by other researchers?
   * Are you using metadata that is standard to your field? How will the metadata be managed and stored?
   * What [file formats](https://libraries.mit.edu/data-management/store/formats/) will be used? Do these formats conform to an open standard and/or are they proprietary?
   * Are you using a file format that is standard to your field? If not, how will you document the alternative you are using?
   * What directory and [file naming](https://libraries.mit.edu/data-management/store/organize/) convention will be used?
   * What are your [local storage and backup procedures](https://libraries.mit.edu/data-management/store/backups/)? Will this data require secure storage?

* + What tools or software are required to read or view the data?

1. Access, sharing, and re-use
   * Who has the right to manage this data? Is it the responsibility of the PI, student, lab, MI/MUN, or funding agency?
   * What data will be [shared](https://libraries.mit.edu/data-management/share/), when, and how?
   * Does sharing the data raise [privacy, ethical, or confidentiality concerns](https://libraries.mit.edu/data-management/share/confidentiality/)?  Do you have a plan to protect or anonymize data, if needed?

* + Who holds intellectual property rights for the data and other information created by the project? Will any copyrighted or licensed material be used? Do you have permission to use/disseminate this material?
  + Are there any patent- or technology-licensing-related restrictions on data sharing associated with this grant?
  + Will this research be published in a [journal](https://libraries.mit.edu/data-management/share/journal-requirements/) that requires the underlying data to accompany articles?
  + Will there be any embargoes on the data?
  + Will you [permit re-use](http://www.dcc.ac.uk/resources/how-guides/license-research-data), redistribution, or the creation of new tools, services, data sets, or products (derivatives)? Will commercial use be allowed?

1. Archiving
   * How will you be archiving the data? Will you be storing it in an archive or repository for long-term access? If not, how will you preserve access to the data?

* + Is a [discipline-specific repository](https://libraries.mit.edu/data-management/share/find-repository/) available?
  + How will you prepare data for preservation or data sharing? Will the data need to be anonymized or converted to more stable file formats?
  + Are software or tools needed to use the data? Will these be archived?
  + How long should the data be retained? 3-5 years, 10 years, or forever?