UK Research and Innovation (UKRI): UKRI Future Leaders Fellowships Template for a Data Management Plan - Initial DMP - Data management and sharing

Management and sharing data

How will you manage and share data collected or acquired through the proposed research?

UK Research and Innovation (UKRI): UKRI Future Leaders Fellowships Template for a Data Management Plan - Full DMP - UKRI Future Leaders Fellowships Template

0. Proposal name

0. Enter the proposal name

Guidance:

Exactly as in the proposal that the DMP accompanies.

1. Description of the data

1.1 Type of study

Guidance:

Up to three lines of text that summarise the type of study (or studies) for which the data are being collected.

1.2 Types of data

Guidance:

Types of data to be managed in the following terms: quantitative, qualitative; generated from surveys, clinical measurements, interviews, medical records, electronic health records, administrative records, genotypic data, images, tissue samples...

1.3 Format and scale of the data

Guidance:

File formats, software used, number of records, databases, sweeps, repetitions… (in terms that are meaningful in your field). Do formats and software enable sharing and long-term validity of data?

2. Data collection / generation

2.1 Methodologies for data collection / generation

Guidance:

How the data will be collected/generated and which community data standards (if any) will be used at this stage.

2.2 Data quality and standards

Guidance:

How consistency and quality of data collection / generation will be controlled and documented, through processes of calibration, repeat samples or measurements, standardised data capture or recording, data entry validation, peer review of data or representation with controlled vocabularies.

3. Data management, documentation and curation

3.1 Managing, storing and curating data

Guidance:

Briefly describe how data will be stored, backed-up, managed and curated in the short to medium term. Specify any community agreed or other formal data standards used (with URL

references). [Enter data security standards in Section 4].

3.2 Metadata standards and data documentation

Guidance:

What metadata is produced about the data generated from the research/innovation? For example, descriptions of data that enable research/innovation data to be used by others outside of your own team. This may include documenting the methods used to generate the data, analytical and procedural information, capturing instrument metadata alongside data, documenting provenance of data and their coding, detailed descriptions for variables, records, etc.

3.3 Data preservation strategy and standards

Guidance:

Plans and place for long-term storage, preservation and planned retention period for the data. Formal preservation standards, if any. Indicate which data may not be retained (if any).

4. Data security and confidentiality of potentially disclosive information

4.1 Formal information/data security standards

Guidance:

Identify formal information standards with which your study is or will be compliant. An example is ISO 27001.If your organisation is ISO compliant, please state the registration number.

4.2 Main risks to data security

Guidance:

All personal data has an element of risk. Summarise the main risks to the confidentiality and security of information related to human participants, the level of risk and how these risks will be managed. Cover the main processes or facilities for storage and processing of personal data, data access, with controls put in place and any auditing of user compliance with consent and security conditions. It is not sufficient to write not applicable under this heading.

5. Data sharing and access

5.1 Suitability for sharing

Guidance:

Is the data you propose to collect (or existing data you propose to use) in the study suitable for sharing? If yes, briefly state why it is suitable.

If No, indicate why the data will not be suitable for sharing and then go to Section 6.

5.2 Discovery by potential users of the research/innovation data

Guidance:

Indicate how potential new users (outside of your organisation) can find out about your data and identify whether it could be suitable for their research/innovation purposes, e.g. through summary information (metadata) being readily available on the study website or in databases or catalogues. How widely accessible is this depository?

Indicate whether your policy or approach to data sharing is (or will be) published on your study website (or by other means).

5.3 Governance of access

Guidance:

Identify **who** makes or will make the decision on whether to supply the data to a potential new user.

Indicate whether the data will be deposited in and available from an identified community database, repository, archive or other infrastructure established to curate and share data.

5.4 The study team's exclusive use of the data

Guidance:

UKRI's requirement is for timely data sharing, with the understanding that a limited, defined period of exclusive use of data for primary research/innovation is reasonable according to the nature and value of the data, and that this restriction on sharing should be based on simple, clear principles. What are the timescale/dependencies for when data will be accessible to others outside of your team? Summarize the principles of your current/intended policy.

5.5 Restrictions or delays to sharing, with planned actions to limit such restrictions

Guidance:

Restriction to data sharing may be due to participant confidentiality, consent agreements or IPR. Strategies to limit restrictions may include data being anonymised or aggregated; gaining participant consent for data sharing; gaining copyright permissions. For prospective studies, consent procedures should include provision for data sharing to maximise the value of the data for wider research/innovation use, while providing adequate safeguards for participants. As part of the consent process, proposed procedures for data sharing should be set out clearly and current and potential future risks associated with this explained to participants.

5.6 Regulation of responsibilities of users

Guidance:

Indicate whether external users are (will be) bound by data sharing agreements, setting out their main responsibilities.

6. Responsibilities

6. Responsibilities

Guidance:

Apart from the PI, who is responsible at your organisation/within your consortia for:

- study-wide data management
- metadata creation
- data security
- quality assurance of data

7. Relevant policies

7. Relevant institutional, departmental or study policies on data sharing and data security

Guidance:

Please complete, where such policies are (i) relevant to your study, and (ii) are in the public domain, e.g. accessible through the internet.

Add any others that are relevant.

8. Author and contact details

8. Author of this Data Management Plan (Name) and, if different to that of the Principal Investigator, their telephone & email contact details