**Data Management Plan (DMP) – Template**

This template shall be used for structured information acquisition regarding the data generated in a research project carried out at the Medical University of Innsbruck. However, this template should only be used if no other template is required (e.g., by the respective funding agency such as FWF, EU). The guidelines of the respective sponsor (including submission, submission deadlines and submission modalities) take precedence.

Since the information in a project will change over time, the data management plan has to be saved and stored in a second version at the end of the project or submitted together with the final report. If no data is generated in a project, this also has to be documented.

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| 1. **Responsibility** |  | |
| Project Data officer | *Name, organizational unit, availability* | |
| 1. **Research data** |  | |
| No research data generated | *Explanation of why no research data is generated in the project, if applicable; then no further information has to be given* | |
| Properties of the research data | *Description of the data types (e.g. text, image, measurements) and the collection method (e.g. own measurement, reuse of open data), information on whether personal data is collected within the meaning of the GDPR, structuring of the data and versioning, target audience* | *Data formats (e.g. .docx / .txt, .jpg / .p ng, .xls / .spo) and estimated data volume* |
| 1. **Documentation** |  | |
| Metadata | *Is a metadata standard used and if so, which one? (e.g. Dublin Core, Darwin Core)* | |
| Documentation methodology | *- Machine readability yes / no*  *- How is the data documented?*  *- How are the FAIR principles ensured?*  *Findability: Description of the storage location during and after the end of the project (e.g. project website, data journal, Zenodo)*  *Accessibility: Description of public accessibility (e.g. embargoes, required software) or data protection requirements (see below)*  *Interoperability: Description of the transferability to another system / data format (e.g. export formats), use of standard vocabulary, interdisciplinary usability*  *Reusability: Description of the usage rights (e.g. according to contract XY, grant, funding guidelines), the usage license (e.g. CC-BY), for whom the data is useful (e.g. science, industry, the public) and any legal restrictions (e.g. data protection* | |
| Data quality | *Description of the control mechanisms to ensure data quality (e.g. multiple backups, measurement protocols)* | |
| **IV. Data availability and storage** |  | |
| Data availability | *Description of how the research data is made accessible (e.g. in a publicly accessible repository)*  *Time of making available (before publication / with publication)*  *Name of the repository*  *Type of persistent identifier (e.g. DOI)* | |
| Data storage | *Which data for long-term storage / data that will not be saved*  *Description of the data security measures (e.g. storage in network storage, backups)*  *How is the data saved after the end of the project?*  *Storage period (legal requirements, e.g. 10 years after the end of the project)*  *Storage costs*  *When will the data be stored (during the project / at the end of the project)*  *Technical obstacles* | |
| **V. Legal Aspects** | *Legal obstacles (e.g. contractual agreements)*  *Authorization to use the research data*  *License used (e.g. CC BY)*  *Restrictions (e.g. data protection)* | |
| **VI. Ethical Aspects** | *Ethics vote required yes / no*  *If required, is it already available yes / no*  *Description of the handling of sensitive data* | |
| **VII. Data Clearing** | *Description of whether data clearing is necessary, e.g. before data is passed on to external parties, verification of sufficient pseudonymization or anonymization* | |
| **VIII. Other Aspects** | *If necessary, enter special features here* | |