

# **Consortio Madroño: My Curation Center's Default Template - Generic Data Management Planning Template**

## **Data Collection**

What data will you collect or create?

*Guía:*

Se creará un identificador para el dataset

How will the data be collected or created?

## **Documentation and Metadata**

What documentation and metadata will accompany the data?

## **Ethics and Legal Compliance**

How will you manage any ethical issues?

How will you manage copyright and Intellectual Property Rights (IPR) issues?

## **Storage and Backup**

How will the data be stored and backed up during the research?

How will you manage access and security?

## **Selection and Preservation**

Which data are of long-term value and should be retained, shared, and/or preserved?

What is the long-term preservation plan for the dataset?

## **Data Sharing**

How will you share the data?

Are any restrictions on data sharing required?

## **Responsibilities and Resources**

Who will be responsible for data management?

What resources will you require to deliver your plan?

# Consortio Madroño: My Curation Center's Default Template - Initial DMP

## 1. Data summary

Provide a summary of the data addressing the following issues:

- State the purpose of the data collection/generation
- Explain the relation to the objectives of the project
- Specify the types and formats of data generated/collected
- Specify if existing data is being re-used (if any)
- Specify the origin of the data
- State the expected size of the data (if known)
- Outline the data utility: to whom will it be useful

## 2. FAIR data

Making data findable, including provisions for metadata:

- Outline the discoverability of data (metadata provision)
- Outline the identifiability of data and refer to standard identification mechanism. Do you make use of persistent and unique identifiers such as Digital Object Identifiers?
- Outline naming conventions used
- Outline the approach towards search keyword
- Outline the approach for clear versioning
- Specify standards for metadata creation (if any). If there are no standards in your discipline describe what metadata will be created and how

Making data openly accessible:

- Specify which data will be made openly available. If some data is kept closed provide rationale for doing so
- Specify how the data will be made available
- Specify what methods or software tools are needed to access the data. Is documentation about the software needed to access the data included? Is it possible to include the relevant software (e.g. in open source code)?
- Specify where the data and associated metadata, documentation and code are deposited
- Specify how access will be provided in case there are any restrictions

Assess the interoperability of your data. Specify what data and metadata vocabularies, standards or methodologies you will follow to facilitate interoperability

Increase data re-use (through clarifying licenses):

- Specify how the data will be licenced to permit the widest reuse possible
- Specify when the data will be made available for re-use. If applicable, specify why and for what period a data embargo is needed
- Specify whether the data produced and/or used in the project is useable by third parties, in particular after the end of the project? If the re-use of some data is restricted, explain why
- Describe data quality assurance processes
- Specify the length of time for which the data will remain re-usable

## 3. Allocation of resources

Explain the allocation of resources, addressing the following issues:

- Estimate the costs for making your data FAIR. Describe how you intend to cover these costs
- Clearly identify responsibilities for data management in your project
- Describe costs and potential value of long term preservation

## 4. Data security

Address data recovery as well as secure storage and transfer of sensitive data

*Respuesta de ejemplo:*

Address data recovery as well as secure storage and transfer of sensitive data

## 5. Ethical aspects

To be covered in the context of the ethics review, ethics section of DoA and ethics deliverables. Include references and related technical aspects if not covered by the former

## 6. Other

Refer to other national/funder/sectorial/departmental procedures for data management that you are using (if any)

# Consortio Madroño: My Curation Center's Default Template - Detailed DMP

## 1. Data summary

State the purpose of the data collection/generation

Explain the relation to the objectives of the project

Specify the types and formats of data generated/collected

Specify if existing data is being re-used (if any)

Specify the origin of the data

State the expected size of the data (if known)

Outline the data utility: to whom will it be useful

### 2.1 Making data findable, including provisions for metadata [FAIR data]

Outline the discoverability of data (metadata provision)

Outline the identifiability of data and refer to standard identification mechanism. Do you make use of persistent and unique identifiers such as Digital Object Identifiers?

Outline naming conventions used

Outline the approach towards search keyword

Outline the approach for clear versioning

Specify standards for metadata creation (if any)

*Respuesta de ejemplo:*

Specify standards for metadata creation (if any)

### 2.2 Making data openly accessible [FAIR data]

Specify which data will be made openly available

*Respuesta de ejemplo:*

Specify which data will be made openly available

Specify how the data will be made available (e.g. by deposition in a repository)

Specify what methods or software tools are needed to access the data. Is documentation about the software needed to access the data included? Is it possible to include the relevant software (e.g. in open source code)?

Specify where the data and associated metadata, documentation and code are deposited

Specify how access will be provided in case there are any restrictions

*Respuesta de ejemplo:*

Specify how access will be provided in case there are any restrictions

Have you explored appropriate arrangements with the identified repository?

If there are restrictions on use, how will access be provided?

Is there a need for a data access committee?

Are there well described conditions for access (i.e. a machine readable license)?

How will the identity of the person accessing the data be ascertained?

### 2.3 Making data interoperable [FAIR data]

Assess the interoperability of your data. Specify what data and metadata vocabularies, standards or methodologies you will follow to facilitate interoperability

Specify whether you will be using standard vocabulary for all data types present in your data set, to allow inter-disciplinary interoperability. If not, will you provide mapping to more commonly used ontologies?

## **2.4 Increase data re-use (through clarifying licenses) [FAIR data]**

Specify how the data will be licenced to permit the widest reuse possible

Specify when the data will be made available for re-use

*Respuesta de ejemplo:*

Specify when the data will be made available for re-use

Specify whether the data produced and/or used in the project is useable by third parties, in particular after the end of the project

*Respuesta de ejemplo:*

Specify whether the data produced and/or used in the project is useable by third parties, in particular after the end of the project

Describe data quality assurance processes

Specify the length of time for which the data will remain re-usable

## **3. Allocation of resources**

Estimate the costs for making your data FAIR. Describe how you intend to cover these costs

*Respuesta de ejemplo:*

Estimate the costs for making your data FAIR. Describe how you intend to cover these costs

Clearly identify responsibilities for data management in your project

Describe costs and potential value of long term preservation

*Respuesta de ejemplo:*

Describe costs and potential value of long term preservation

## **4. Data security**

Address data recovery as well as secure storage and transfer of sensitive data

*Respuesta de ejemplo:*

Address data recovery as well as secure storage and transfer of sensitive data

## **5. Ethical aspects**

To be covered in the context of the ethics review, ethics section of DoA and ethics deliverables. Include references and related technical aspects if not covered by the former

## **6. Other**

Refer to other national/funder/sectorial/departmental procedures for data management that you are using (if any)

# Consortio Madroño: My Curation Center's Default Template - Final review DMP

## 1. Data summary

State the purpose of the data collection/generation

Explain the relation to the objectives of the project

Specify the types and formats of data generated/collected

Specify if existing data is being re-used (if any)

Specify the origin of the data

State the expected size of the data (if known)

Outline the data utility: to whom will it be useful

## 2.1 Making data findable, including provisions for metadata [FAIR data]

Outline the discoverability of data (metadata provision)

Outline the identifiability of data and refer to standard identification mechanism. Do you make use of persistent and unique identifiers such as Digital Object Identifiers?

Outline naming conventions used

Outline the approach towards search keyword

Outline the approach for clear versioning

Specify standards for metadata creation (if any)

*Respuesta de ejemplo:*

Specify standards for metadata creation (if any)

If there are restrictions on use, how will access be provided?

Is there a need for a data access committee?

Are there well described conditions for access (i.e. a machine readable license)?

How will the identity of the person accessing the data be ascertained?

## 2.2 Making data openly accessible [FAIR data]

Specify which data will be made openly available

*Respuesta de ejemplo:*

Specify which data will be made openly available

Specify how the data will be made available (e.g. by deposition in a repository)

Specify what methods or software tools are needed to access the data. Is documentation about the software needed to access the data included? Is it possible to include the relevant software (e.g. in open source code)?

Specify where the data and associated metadata, documentation and code are deposited

Specify how access will be provided in case there are any restrictions

*Respuesta de ejemplo:*

Specify how access will be provided in case there are any restrictions

## 2.3 Making data interoperable [FAIR data]

Assess the interoperability of your data. Specify what data and metadata vocabularies, standards or methodologies you will follow to facilitate interoperability

Specify whether you will be using standard vocabulary for all data types present in your data set, to allow inter-disciplinary interoperability. If not, will you provide mapping to more commonly used ontologies?

## 2.4 Increase data re-use (through clarifying licenses) [FAIR data]

Specify how the data will be licenced to permit the widest reuse possible

Specify when the data will be made available for re-use

*Respuesta de ejemplo:*

Specify when the data will be made available for re-use

Specify whether the data produced and/or used in the project is useable by third parties, in particular after the end of the project

*Respuesta de ejemplo:*

Specify whether the data produced and/or used in the project is useable by third parties, in particular after the end of the project

Describe data quality assurance processes

Specify the length of time for which the data will remain re-usable

### **3. Allocation of resources**

Estimate the costs for making your data FAIR. Describe how you intend to cover these costs

*Respuesta de ejemplo:*

Estimate the costs for making your data FAIR. Describe how you intend to cover these costs

Clearly identify responsibilities for data management in your project

Describe costs and potential value of long term preservation

*Respuesta de ejemplo:*

Describe costs and potential value of long term preservation

### **4. Data security**

Address data recovery as well as secure storage and transfer of sensitive data

*Respuesta de ejemplo:*

Address data recovery as well as secure storage and transfer of sensitive data

### **5. Ethical aspects**

To be covered in the context of the ethics review, ethics section of DoA and ethics deliverables. Include references and related technical aspects if not covered by the former

### **6. Other**

Refer to other national/funder/sectorial/departmental procedures for data management that you are using (if any)