IdiPAZ
Instituto de Investigación
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Research Data Management Plan

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EDIT AND CHANGE CONTROL

DATE	EDITION	CHANGES
02/03/23	01	Drafting of the document

Data management plan

A Data Management Plan (DMP) is a formal document drafted by the researcher or research group, developed at the start of a research project. It is a tool designed to describe all aspects of data management throughout the research process, i.e., how the data will be generated, collected, organised, described, published, disseminated and preserved.

Although data management plans are living tools and must evolve hand in hand with the project, they have to be designed from the very beginning of the research phase and must record how the data obtained will comply with the FAIR (findable, accessible, interoperable and reusable) principles.

The DMP is an element that is becoming increasingly mandatory in all national and international public requests for proposals and a summary must often be included within the project proposal; it is also a good practice that will allow for a good quality of the data obtained in the course of the research.

The areas to be considered when putting together a DMP are the following:

- Who will be responsible for each part of the DMP?

- What data will our research generate?

- Will the data be created from scratch or based on data previously created?

- What type of data will we be handling (formats)?

- How are we going to organise all the data we generate (type of organisation, how are we going to name the files, are we going to be using specific standards for naming said files, how will we save the different versions, etc.)?

- How will data be documented in the data collection and analysis stages?

- What equipment will be needed to store the data?

- What protocols will be used for storage, access control, backups, archiving, etc.?

- What is the total size of the expected data?

- Who will have ownership and access rights to the data?

- How will data be retained and made accessible in the long term once the research project has ended?

There are free and open tools that allow us to create our own tailor-made data management plans that respect the FAIR principles outlined above, among them ARGOS (https://accesoabierto-investigacion.biblioteca.ulpgc.es/tag/plan-de-gestion-de-datos/.) and DMPonline (https://dmponline.dcc.ac.uk/).