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**Data management plan**

Alongside your ethics application, you need to indicate how you will manage the data produced in your research. Please indicate your answers to the questions below:

*We are working on a list of frequently asked questions (FAQ). The FAQ abbreviation is added below to questions for which more background information (i.e., policy requirements) is (becoming) available. (FAQ in black means you can consult the FAQ; FAQ in blue means information needs to be added). Please be aware that you can also contact the EUR datateam (*[*https://www.eur.nl/ub/en/edsc*](https://www.eur.nl/ub/en/edsc)*/) to help you draw your DMP.*

*In orange are questions that are also part of the Data Management Plan of ERC (European Research Council) projects.*

**General questions**

Date:

Version of data management plan:

Project title:

Researchers(s) involved:

|  |  |  |
| --- | --- | --- |
| Researchers | Position (PhD[[1]](#footnote-1), Assistant prof., Associate prof., Prof.) | Affiliation (in case of a partner university) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Department where the research will be conducted (multiple answers possible):

[ ]  History

[ ]  Arts and Culture Studies

[ ]  Media and Communication

[ ]  Other, please include below

1. **Description of data set and data collection methods**
2. Period of data collection (estimated start and end date):

*Personal data*

1. Will *personal* data be collected or (re-)used[[2]](#footnote-2)?

Definition personal data[[3]](#footnote-3): Any information relating to an identified or identifiable natural person: a name, an identification number, location data, an online identifier, one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

[ ]  Yes

[ ]  No

1. Will special categories of personal data (*Sensitive Data[[4]](#footnote-4)*) be collected or (re-)used-[[5]](#footnote-5)?

Definition sensitive data: Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

[ ]  Yes

[ ]  No **→** go to 7

*Privacy Impact Assessment for Academic research*

1. (FAQ) Please provide an overview of personal data that you will collect and a clear justification:

|  |  |
| --- | --- |
|  | Justification for collecting these data  |
| Personal and/or special categories of personal data | Legitimate interest[[6]](#footnote-6) e.g. learning analytics | Public intereste.g. scientific-, historical-, or statistical purpose |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Do you *only* collect data that contributes to answering your research question[[7]](#footnote-7)?

[ ]  Yes

[ ]  No, please explain below

1. (FAQ) Will identifying data be de-identified (e.g. by pseudonimising or by using broad categories instead of absolute values) before they are analysed?

[ ]  Yes, please explain below

[ ]  No, please explain below

1. Do the following criteria apply?[[8]](#footnote-8)

|  |  |  |
| --- | --- | --- |
|  | yes | no |
| Use of sensitive data or data of a highly personal nature |  |  |
| (FAQ) Data is processed on a large scale |  |  |
| Innovative use or applying new technological ororganisational solutions |  |  |

In case one of the questions is answered with ‘Yes’, your submission will be shared with the EUR privacy desk (privacy@eur.nl). People from the EUR privacy desk will assess whether it concerns high risk research, and if so, will help with proposing measures to mitigate the risk.

*Method of data collection*

1. (FAQ) What data will be generated by your research?

[ ]  Survey data **→** go to 11

[ ]  Existing or publicly available data **→** go to 9

[ ]  Qualitative data **→** go to 10

[ ]  Experimental data **→** go to 11

[ ]  Other, please explain in the box below **→** go to 11

1. Existing or publicly available data: how can your data be characterized?

As:

[ ]  Free public data **→** go to 11

[ ]  Public data not available in researcher-friendly database **→** go to 11

[ ]  Commercially available data**→** go to 11

[ ]  Firm property data **→** go to 11

1. Qualitative data: how can your data be characterized?

As:

[ ]  Case studies **→** go to 11

[ ]  Documents **→** go to 11

[ ]  Interviews **→** go to 11

[ ]  Ethnographic participant observations **→** go to 11

1. (FAQ) Please fill out the schedule below in accordance with the FAQ[[9]](#footnote-9):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dataset reference | Dataset name | Origin*Please repeat choices made under* *Q 8-10* | Data type*Choose between:* * *Structured*

*(= database)** *Unstructured (= individual documents)*
 | Data format *raw data* (e.g., txt, Excel, Word, PDF, SPSS, SAS, mp4, JPEG) [[10]](#footnote-10) | Data format *processed data*(e.g., txt, Excel, Word, PDF, SPSS, SAS, mp4, JPEG) [[11]](#footnote-11) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Verifiability and archiving of data**
2. (FAQ) Is your research data suitable for re-use[[12]](#footnote-12)?

[ ]  Yes 🡪

* Please store *survey data* in accordance with Appendix 1 Survey data
* Please store in *existing or publicly available data* accordance with Appendix 2 Existing or publicly available data
* Please store *qualitative data* in accordance with Appendix 3 Qualitative data
* Please store *experimental data* in accordance with Appendix 4 Experimental data

Please be aware that you must arrange consent for secondary analysis beforehand or additionally.

[ ]  No 🡪

Please realise that for each project, at least the following elements must be archived for verification purposes[[13]](#footnote-13):

1. The research question or hypothesis.
2. The research method(s) chosen.
3. The data actually used to support the research conclusions and/or recommendations.
4. The list of known people for whom the data is accessible.
5. Documentation of the actions taken with the data and the software used.
6. If available: the raw dataset(s).
7. Please confirm that you will act in accordance with the following text, or explain why you cannot do this:

To act in accordance with the Netherlands Code of Conduct for Scientific Practice: “Raw research data are stored for at least ten years. These data are made available to other scientific practitioners at request. Raw research data are archived in such a way that they can be consulted at a minimum expense of time and effort.”

[ ]  Yes

[ ]  No, please explain below or refer to Q16 for an explanation on why certain data need to be destroyed immediately after use:

1. **Data ownership and confidentiality**

*Ownership*

Reason to arrange data ownership (during & after research) is the involvement of multiple parties in the research. This concerns:

* Principal investigator (always)
* Employer (always)
* If applicable, other researchers involved in the research

Elements that play a role in ownership of data are:

* Access rights
* Conditions of use and exploitation of the results (IP)
	+ CONFIDENTIALITY
	+ RIGHT OF USE (and re-use)
	+ RIGHT OF EXPLOITATION
	+ DISSEMINATION
* Management of the jointly owned results (IP)
* Allocation of the shares between owners (IP)

EUR advises to arrange a joint ownership and is currently working on standard text(s) (Q14). As they are not yet available, please contact Ms. Mr. Melika Nariman (Melika.Nariman@eur.nl).

1. Do you agree on the following standard text concerning joint ownership?

 Standard texts are not available yet, please contact Ms. Mr. Melika Nariman (Melika.Nariman@eur.nl).

[ ]  Yes, I agree with the standard joint ownership agreement, and will share the completed text above with the involved researchers

[ ]  No, I would like a different agreement, and contact Ms. Mr. Melika Nariman (Melika.Nariman@eur.nl).

1. Please confirm by checking the boxes that during research, you will work with one of the following available systems that support safe sharing and storage of data *during research*:

[ ]  *In case of sensitive data*, data will be stored securely in the *EUR Document Vault*; an end-to-date end-encrypted and ISO 27001 certified secure environment. This document vault makes use of BlackBerry Workspaces (see also: <https://www.eur.nl/en/research/research-matters/research-data-management/share-data-safely>) a system also used by the AIVD, the General Intelligence and Security Service of the Netherlands. In the EUR document vault, EUR researchers are able to work safely with (special categories of) personal data, in compliance with the GDPR. The Principal Investigator has access to a wide range of advanced file protection measures, logging and monitoring of use and controlled access in the EUR document vault. Please ask access at researchservices@eur.nl.

[ ]  Data will be stored on SURF Drive (the safe Dropbox). Data will be shared by using SURF filesender (the safe WeTransfer). Information is available on: <https://www.eur.nl/en/research-matters/research-data-management/share-data-safely>

[ ]  No, I will not use one of the options provided above. Please explain below.

1. (FAQ) Are any data collected that need to be destroyed after use?

[ ]  Yes, please explain below:

[ ]  No

1. (FAQ) Will you place an embargo on your research data before you publish them for others to see and use?

[ ]  Yes, please explain below:

[ ]  No

1. What measures are in place to store the data on the long term?

*Requirement ERC DMP template*

(potential value of long-term data preservation; procedures for data backup and recovery; transfer of sensitive data and secure storage in repositories for long term preservation and curation)

EUR proposes the following:

Long-time storage is provided by service provider DANS, the Dutch organisation for scientific data storage. The online archiving takes place via the EASY system (www.dans.knaw.nl/en/deposit) which has received the Data Seal of Approval (www.datasealofapproval.org/) (DSA) basic certification. Apart from facilitating scientific data storage in the Netherlands, DANS also has considerable expertise concerning data management and related ethical issues.

Will you act in accordance with the text above?

☐ Yes

☐ No, please explain:

1. **Findable, Accessible, Interoperable, Reusable (FAIR) requirements**

*Motto: As open as possible, as closed as required.*

1. How will you make your data findable?

*Requirement ERC DMP template*

(dataset description: metadata, persistent and unique identifiers e.g., DOI)

The DANS Easy system, recommended under Q18, helps by asking you specific questions. The data stored for verification purposes (Q12) will help you with answering these questions.

Will you submit data to DANS to make them findable?

*Please note, in the near future, a link will be established between EUR document vault and DANS Easy, so this will be done automatically.*

☐ Yes

[ ]  Yes, and I also select data that need to remain confidential.

☐ No, please explain, if possible including how you make your data findable in an alternative way:

1. (FAQ) How will you make your data openly accessible?

*Requirement ERC DMP template*

(which data will be made openly available and if some datasets remain closed, the reasons for not giving access; where the data and associated metadata, documentation and code are deposited (repository?); how the data can be accessed (are relevant software tools/methods provided?)

Access is provided to (multiple answers are possible):

[ ]  Metadata

☐ Data files

☐ Version information

☐ The selected option above are indexed and searchable

[ ]  Metadata is always public, even if the data are restricted or removed for privacy issues or other legal restrictions.

[ ]  Access is provided through DANS, except for data that need to remain confidential

[ ]  Other, please explain below:

1. (FAQ) Will you make data interoperable?

*Interoperable means that your data can be found and used by a search machine.*

*Requirement ERC DMP template*

(which standard or field-specific data and metadata vocabularies and methods will be used)

☐ Yes (I would like to)

[ ]  No

If yes, which of the following options do apply? (multiple options possible)

[ ]  I will ask the EUR data team advice (<http://www.eur.nl/ub/en/edsc/research_data>)

[ ]  Assets can be accessed over the Web in a variety of formats appropriate for individuals and/or their computers (RDF, XML).

[ ]  Research assets are annotated with rich metadata, using community standards, formats and ontologies.

[ ]  The metadata is stored as RDF to enable interoperability.

[ ]  Other, please explain below:

1. Will you contribute to an increase of data sharing and re-use?

*(Please note, this question relates to Q12 Reusability & Q14 Joint ownership agreement, in which access rights are arranged)*

*Requirement ERC DMP template*

(what data will remain re-usable and for how long, is embargo foreseen; how the data is licensed; data quality assurance procedures)

☐ Yes (I would like to)

☐ No

If yes:

[ ]  I will ask the EUR data team advice (<http://www.eur.nl/ub/en/edsc/research_data>)

[ ]  Deposits include metadata, data files, and any complementary files (such as documentation or code) needed to understand the data and analysis.

[ ]  Assets can be downloaded for re-use.

[ ]  Other, please explain below:

1. **Estimated costs**
2. (FAQ) What are the estimated costs for making the project data open access?

*Requirement ERC DMP template*

**Appendix 1 Survey data checklist**

|  |  |
| --- | --- |
| 1. **Project plan**

*The researcher has to provide convincing evidence to show that the content of the project plan has been agreed before the start of the data collection (step 1). The project plan also has to include agreements about the storage and accessibility of research data with co-authors working at other research institutions.* | Completed |
| Research questions |  |
| Research design and survey questionnaire(s) |  |
| Proposed respondents and sampling |  |
| Owner of the data to be collected |  |
| Use of the data to be collected by third parties |  |
| 1. **Store original ‘raw’ research data**

*The researcher has to provide convincing evidence to show that the original ‘raw’ research data has not yet undergone any selection, cleaning, or processing.* |  |
| If a paper questionnaire has been used, the completed questionnaires have to be scanned.  |  |
| 1. **Store documentation about the origin of ‘raw’ research data**

*Original data has to be linked to the identity of the source of the data (the information, respondent).* |  |
| Identity of respondents of the original data. Anonymity always has to be guaranteed unless the individual respondent has given permission for their identity to be disclosed |  |
| If an external panel of respondents is used, the external owner has to record the identity of the individual respondents. |  |
| 1. **Store documentation data collection process**

*The process of data collection has to be clearly described and documented so the entire process can be fully traced.* |  |
| Complete survey questionnaire |  |
| Code book |  |
| Field work report, including |  |
| 1. Date/period of data collection questionnaire
 |  |
| 1. Population; sampling; sampling procedure
 |  |
| 1. Response/non-response
 |  |
| 1. Method of data collection
 |  |
| 1. Names and roles researchers:
 |  |
|  | **Names** |
| 1. Design
 |  |
| 1. Programming
 |  |
| 1. Surveying
 |  |
| vi. If relevant, name of external respondents and any surveyors/programmers |  |
| 1. **Store documentation data processing and – analysis**

*All the steps that have to be carried to obtain the final data have to be documented in a digital format. Important steps in the analyses that are ultimately not reported in publications, but which are necessary for the analyses, also have to be documented in a digital format. The names and roles of the researchers involved also have to be included.* |  |
| Name and version software programme |  |
| Processing steps in syntax/log file |  |
| Not compulsory but advisable: interim syntax/log files |  |
| Processing steps in research logbook (which cannot be documented in syntax) |  |
|  | **Names** |
| Names and roles of researchers: |  |
| 1. Data entry
 |  |
| 1. Cleaning
 |  |
| 1. Processing
 |  |
| 1. Analysis
 |  |
| 1. **Store the final processed research data:** no specifics

*The final processed data has to be saved in a digital format. Various file formats can be used (e.g., txt, Excel, Word, PDF, SPSS, SAS, mp4, JPEG).* |  |
| No particulars |  |

**Appendix 2 Existing or publicly available data checklist**

|  |  |
| --- | --- |
| 1. **Project plan**

*The researcher has to provide convincing evidence to show that the content of the project plan has been agreed before the start of the data collection (step 1). The project plan also has to include agreements about the storage and accessibility of research data with co-authors working at other research institutions.* | Completed |
| Research questions |  |
| Research design  |  |
| 1. **Store original ‘raw’ research data**

*The researcher has to provide convincing evidence to show that the original ‘raw’ research data has not yet undergone any selection, cleaning, or processing.* |  |
| A digital copy should be saved of data obtained via the internet. |  |
| A digital copy does not have to be made of public data (free public data) that can be easily and quickly found again (e.g., library, Statistics Netherlands (CBS)). |  |
| 1. **Store documentation about the origin of ‘raw’ research data**

*Original data has to be linked to the identity of the source of the data (the information, respondent).* |  |
| *Free public data and public data* not available in researcher-friendly database: the source of the original data has to be documented precisely. For example: name of organisation, specific website, journal, and any contact persons. |  |
| *Commercially available data and firm proprietary data*: the data supplier has to be asked to document the origin of the original data. If the data is anonymised, the data supplier must be able to inform the researcher in writing that the original data can be linked to the identity of the source of the data. |  |
| 1. **Store documentation data collection process**

*The process of data collection has to be clearly described and documented so the entire process can be fully traced.* |  |
| Date/period of data collection |  |
| Names of researchers |  |
| Roles of researchers |  |
| 1. **Store documentation data processing and – analysis**

*All the steps that have to be carried to obtain the final data have to be documented in a digital format. Important steps in the analyses that are ultimately not reported in publications, but which are necessary for the analyses, also have to be documented in a digital format. The names and roles of the researchers involved also have to be included.* |  |
| Name and version software programme |  |
| Processing steps in syntax/log file |  |
| Not compulsory but advisable: interim syntax/log files |  |
| Processing steps in research logbook (which can be documented in syntax) |  |
|  | **Names** |
| Names and roles of researchers: |  |
| 1. Data entry
 |  |
| 1. Cleaning
 |  |
| 1. Processing
 |  |
| 1. Analysis
 |  |
| 1. **Store the final processed research data:** no particulars

*The final processed data has to be saved in a digital format. Various file formats can be used (e.g., txt, Excel, Word, PDF, SPSS, SAS, mp4, JPEG).* |  |
| No particulars |  |

**Appendix 3 Qualitative data checklist**

|  |  |
| --- | --- |
| 1. **Project plan**

*The researcher has to provide convincing evidence to show that the content of the project plan has been agreed before the start of the data collection (step 1). The project plan also has to include agreements about the storage and accessibility of research data with co-authors working at other research institutions.* | Completed |
| Research questions |  |
| Research design |  |
| Proposed respondents/contact persons |  |
| Owner of the data to be collected |  |
| Use of the data to be collected by third parties |  |
| 1. **Store original ‘raw’ research data**

*The researcher has to provide convincing evidence to show that the original ‘raw’ research data has not yet undergone any selection, cleaning, or processing.* |  |
| The different sources of data should be saved in a digital format: |  |
| *Interviews*: interview recordings, with a written transcript. |  |
| *Observation*: field notes and audiovisual resources. |  |
| *Documents*: hard-copy documents should be scanned and saved in a digital format. |  |
| *Web sources*: a digital copy must be saved (depending on the source, a hard copy should be made and then scanned, or a screenshot should be taken) |  |
| 1. **Store documentation about the origin of ‘raw’ research data**

*Original data has to be linked to the identity of the source of the data (the information, respondent).* |  |
| *Interviews*: The identity of respondents and the name of the organisation have to be documented, but the anonymity in transcripts and file names still has to be guaranteed. Anonymisation is necessary if the raw data is shared. Anonymisation is possible by making a separate list of the respondents and then pseudonimising their names. In this way the key is kept in a separate file that is segregated from the other data sets. |  |
| *Observation*: location where the observations were made, and when, has to be documented, as well as the observational role played by the researcher during the observations (observer, participant, etc.). |  |
| *Documents and web sources*: The original source, and how this source was found or obtained, has to be recorded. |  |
| 1. **Store documentation data collection process**

*The process of data collection has to be clearly described and documented so the entire process can be fully traced.* |  |
| *Interviews*: Give an overview of whether or not a member-check was carried out, and what the level of permission is in relation to the use of quotes and the naming of the organisation. |  |
| 1. **Store documentation data processing and – analysis**

*All the steps that have to be carried to obtain the final data have to be documented in a digital format. Important steps in the analyses that are ultimately not reported in publications, but which are necessary for the analyses, also have to be documented in a digital format. The names and roles of the researchers involved also have to be included.* |  |
| *Interviews*: All steps between data registration and analysis have to be documented:- overview of the selected quotes- ‘cleaned quotes’- final coding sheets |  |
| *Observation*: Final version of the observation report has to be saved |  |
| *Documents and web sources*: Overview of the selected quotes has to be saved. |  |
| *General*: Provisional versions of written analyses (e.g., brainstorming documents, memos, and where relevant draft versions of articles) have to be saved. |  |
| 1. **Store the final processed research data:** no specifics

*The final processed data has to be saved in a digital format. Various file formats can be used (e.g., txt, Excel, Word, PDF, SPSS, SAS, mp4, JPEG).* |  |
| The final version of the written text has to be saved, in which the analysis is worked out in more detail and updated. |  |

**Appendix 4 Experimental data checklist**

|  |  |
| --- | --- |
| 1. **Project plan**

*The researcher has to provide convincing evidence to show that the content of the project plan has been agreed before the start of the data collection (step 1). The project plan also has to include agreements about the storage and accessibility of research data with co-authors working at other research institutions.* | Completed |
| Research questions |  |
| Research design and survey questionnaire(s) |  |
| Maximum number of respondents to be included |  |
| Owner of the data to be collected |  |
| Use of the data to be collected by third parties |  |
| 1. **Store original ‘raw’ research data**

*The researcher has to provide convincing evidence to show that the original ‘raw’ research data has not yet undergone any selection, cleaning, or processing.* |  |
| If a paper questionnaire has been used, the completed questionnaires have to be scanned.  |  |
| 1. **Store documentation about the origin of ‘raw’ research data**

*Original data has to be linked to the identity of the source of the data (the information, respondent).* |  |
| The identity of the respondents has to be documented. However, anonymity always has to be guaranteed unless the individual respondent has given permission for their identity to be disclosed. |  |
| 1. **Store documentation data collection process**

*The process of data collection has to be clearly described and documented so the entire process can be fully traced.* |  |
| Complete survey questionnaire |  |
| Code book |  |
| Field work report, including |  |
| 1. Date/period of data collection questionnaire
 |  |
| 1. Population; sampling; sampling procedure
 |  |
| 1. Response/non-response
 |  |
| 1. Method of data collection
 |  |
| 1. Names and roles researchers:
 |  |
|  | **Names** |
| 1. Design
 |  |
| 1. Programming
 |  |
| 1. Surveying
 |  |
| vi. If relevant, name of external respondents and any surveyors/programmers |  |
| A description of the intervention also has to be added to the fieldwork report. |  |
| 1. **Store documentation data processing and – analysis**

*All the steps that have to be carried to obtain the final data have to be documented in a digital format. Important steps in the analyses that are ultimately not reported in publications, but which are necessary for the analyses, also have to be documented in a digital format. The names and roles of the researchers involved also have to be included.* |  |
| Name and version software programme |  |
| Processing steps in syntax/log file |  |
| Not compulsory but advisable: interim syntax/log files |  |
| Processing steps in research logbook (which cannot be documented in syntax) |  |
|  | **Names** |
| Names and roles of researchers: |  |
| 1. Data entry
 |  |
| 1. Cleaning
 |  |
| 1. Processing
 |  |
| 1. Analysis
 |  |
| 1. **Store the final processed research data:** no specifics

*The final processed data has to be saved in a digital format. Various file formats can be used (e.g., txt, Excel, Word, PDF, SPSS, SAS, mp4, JPEG).* |  |
| No particulars |  |

1. In the case of research by a doctoral researcher, please also include the supervisors. [↑](#footnote-ref-1)
2. Re-use: Use of existing data for a different research purpose, e.g. a different research question, cohort studies; longitudinal; population studies [↑](#footnote-ref-2)
3. General Data Protection Regulation (GDPR), art. 4 [↑](#footnote-ref-3)
4. General Data Protection Regulation (GDPR), art. 9 [↑](#footnote-ref-4)
5. Re-use: Use of existing data for a different research purpose e.g. a different research question, cohort studies; longitudinal; population studies [↑](#footnote-ref-5)
6. A legitimate interest mostly refers to the need of data collection for good governance of an organisation. [↑](#footnote-ref-6)
7. Data minimalisation principle [↑](#footnote-ref-7)
8. Note for reviewers: this part of the DMP will be addressed in a training for reviewers [↑](#footnote-ref-8)
9. This corresponds to Requirement ERC DMP template: SUMMARY: (dataset reference and name; origin and expected size of the data generated/collected; data types and formats) [↑](#footnote-ref-9)
10. Consult: http://datasupport.researchdata.nl/fileadmin/user\_upload/Preferred\_formats4TU.CentreforResearchData.pdf [↑](#footnote-ref-10)
11. Consult: http://datasupport.researchdata.nl/fileadmin/user\_upload/Preferred\_formats4TU.CentreforResearchData.pdf [↑](#footnote-ref-11)
12. Re-use: Use of existing data for a different research purpose, e.g. a different research question, cohort studies; longitudinal; population studies [↑](#footnote-ref-12)
13. → RDM baseline: <https://www.eur.nl/en/research/research-matters/research-data-management/rdm-policy> [↑](#footnote-ref-13)