

Core DMP

Start by giving some administrative details about the research project (e.g. project name, involved persons, abstract).

1. Data types, formats and methodological background

Give insights on the research design and the nature of the resulting data. It is important to document how the data is processed and analyzed. This helps to understand the data in the retrospect.

- Is data generated or re-used? If generated, how is the data created or measured?
- [What kind of data are re-used or created \(formats, size\)?](#)
- Which subject-specific standards are applied (metadata schemas, software, quality assurance)?

2. Short-term storage and backup

From the beginning, it should be regulated where the data is stored and who can access it.

- How will data be stored, backed up and secured during research project?
- Who has access to the data during the active project phase?

3. Ethics and legal aspects

When handling research data, attention must be paid to ethical and legal aspects such as data protection. Especially in the case of a planned publication, you should clarify in advance whether you have considered all relevant points.

- Are protective measures or other particular procedures needed when handling sensitive data?
- Do you use personal data? If yes, have you requested a declaration of agreement from the people affected and applied procedures such as anonymization or pseudonymization?
- Are there any ethical or legal questions (e.g. copyright, data protection) that needs to be considered before archiving/ publishing the data?

4. Archiving

Consider what is needed for long-term archiving of your data to ensure availability in the future.

- Which data should be archived?
- [Is the dataset sufficiently prepared to ensure long-term availability \(format, documentation\)?](#)
- [For how long and where should the data be archived?](#)

5. Share and publish data

Publishing data can help promote more transparency in science. Your results become more visible, can be cited and collaborations can arise. But before that, it must be carefully regulated how the data should be published.

- Will the data be published and if yes, where?
- Which license will be granted?

6. Resources and responsibilities

In the initial phase of a project, it is important to clarify the responsibilities and rights of the persons/institutions involved. The costs arising should also be estimated and requested directly.

- Who has the rights on the data?
- Who is responsible for the data management and the contact person also beyond the duration of the project?
- What infrastructural and personnel resources are required and what costs are needed?