German Research Association DFG : DFG German Research Association Template - English

General information on the research project

Title of the project

Objectives of the project

External project partners

Project Managers / Responsible Persons

Staff and functions

Approved/Targeted Term

What are the requirements on the part of the project sponsors with regard to the preparation of a DMPs and their implementation?

Are there any institutional or faculty-internal policies for your project that are defined in the DMP?

Existing data

Does the research work rely on data from third parties or on data generated from other parties? completed projects (or even partially)?

If so, what is the significance of the existing data for the project objective? Why is the data important?

Are there possibilities for reusing existing data sets? Was after these researched within your own institution and by other various third-party data providers?

How will the integration between the existing data and the new data to be generated be data? How is the use of existing data documented?

Data generated in the project

Describe the data generated in the course of your research project

Example Answer:

Record **example:**

How is data collected or created?

In which file formats will the data be available? And do you need for the use or traceability of the data, special software solutions (both free and commercial)?

Data Organisation

Is there an internal project guideline for naming the resulting data?

Are there also guidelines for the uniform organisation of data?

How to transfer data from one location to another (e.g. from local hard drive) to a network drive or server). Are synchronisation methods used?

How is collaborative work on the same files regulated?

What is the versioning strategy for the resulting data or documents?

Administrative and legal aspects

Are there any requirements for your project on the part of the research funders with regard to certain aspects of research data management?

Are there already considerations as to what will happen to the data if the specifications or other

conservation measures are no longer effective?

If third-party research data or software is used that is contrary to copyright, patent or other intellectual property rights? If so, who owns the rights?

If your own research data or other research artifacts (e.g. software, hardware), copyright, patent law or other intellectual property rights? If so, are there already considerations about licensing or granting rights of use?

Are there any protection periods for one's own research data that are used during the currency period?

Is the data generated in the project of public interest?

Are the usage goals (and the user target group) and the requirements for use of the data?

How are the restrictions on use handled organisationally? Are they clearly defined?

Is the data generated subject to data protection?

What efforts are being made to meet the requirements of data protection?

Is there ethical, commercial, or otherwise sensitive data? If so, which ones measures are being taken to protect this data?

Who is responsible for storage during and after the project of the data?

Are backup copies of current work files created regularly? With which- technologies, this is done and at what location?

What are the technical solutions for the backup strategy? (also for mobile devices, like laptops?)

Archiving, Data Exchange and Data Publication

Why and for how long does data have to be archived? What data is that exactly, and by whom and with what is the selection of the data to be archived?

What happens to the data after the retention period has expired?

Is it planned that the data will be used by others inside or outside the project become? If not, please give reasons.

Is there an obligation to release the data?

How are publication (data publication), searchability and access to the data realised? Institutional services are used for this purpose (e.g. DOI registration)? Or external subject-specific data services?

Are there defined workflows for the identification of data objects?

If metadata is used for the (machine-readable) description of objects or in the context of used to document the research process? What is the purpose of metadata system?

What information (of the research process) should be described by metadata?

Is there metadata that can be collected automatically?

What requirements must hardware and software meet in order to use the metadata to be able to process? And what previous knowledge/expertise is necessary to understand and/or processing of this metadata necessary?

Are there certain restrictions on the use of published data?

Does interoperability between one's own infrastructure play a role in data exchange and the other infrastructures involved?

Responsibilities and Duties

Who is responsible for data management within the project?

Is there a regulation to check compliance with the data management plan?

How, when and by whom is the DMP updated if necessary?

Are other institutions or university services involved in data management for the project?

Costs and Resources

Are the costs and personnel costs for the data management of research data? Has it been estimated?

What are the costs during and after the project period? And how high is that in the project budgeted for data management?

Personnel costs for data management in the context of the collection, creation or acquisition of data

Material costs for data management in the context of the collection, creation or acquisition of data:

Personnel expenses for data management in connection with the use of the data:

Material costs for data management in connection with the use of the data:

Personnel expenses in connection with the storage of the data:

Material costs in connection with the storage of the data records:

Have the reasons for the management of research data been identified within the project communicates and are these clear to all employees involved?

Are all those responsible and involved behind the plans for data management?
If not, it is necessary to work out the individual and general benefit or Introduce incentive systems?