

Data Management Planning Quick Checklist



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This checklist gives you an idea about the considerations you need to make and what to include when you start to write a data management plan. The headings here are those commonly found in template Data Management Plans, if you are applying for external funding you should check if your potential funder has a specific template you need to work with.

<u>Assessment of Existing Data</u>	<ul style="list-style-type: none">• Are there any existing data that you can reuse? Think about and mention specific datasets and resources that you can re-use.• Why do you need to collect new research data? What are the specific gaps between the data currently available and required the new data you need?
<u>Information Information on New Data</u>	<ul style="list-style-type: none">• How are you going to collecting the new data? e.g. doing and recording interviews; conducting surveys; creating a database or spreadsheets; taking photographs ...• What equipment will you use to collect your research data?• What will be the format/s you will you use to collect, analyse and store your data files in? e.g. jpeg images, wav audio files, excel spreadsheets, NVivo filesPDF files ...• What software do you need to use to collect or analyse your research data? e.g. NVivo, Stata, SPSS ...
<u>Quality Assurance</u>	<ul style="list-style-type: none">• How will you organize and name your folders and files?• How will you check the equipment you use?• How will you standardize headings in spreadsheets etc.• How will you check transcriptions and audio recordings?• How will ensure data collection methods are standardized in your research project? e.g. establishing and documenting roles and responsibilities for data management and checking; setting up regular reviews of the research data ...• What documentation/metadata will you keep? e.g. contextual information about your research data and they way you collected it
<u>Backup and Security of Data</u>	<ul style="list-style-type: none">• Where will you store your research data? e.g. on the SOAS network, in MS OneDrive through MySOAS, on external storage e.g. hard-drives?• Who will be responsible for backing-up the research data, how often and where to?• How many copies of the data will you keep?• What are the risks to data security and how will these be managed? e.g. anonymization of personal data, encryption

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	<ul style="list-style-type: none">• How will you ensure that any collaborators can access your data securely? e.g. using encryption for sharing data through email, using a trusted cloud service e.g. MS OneDrive through MySOAS
<u>Expected Difficulties in Data Sharing</u>	<ul style="list-style-type: none">• Have you prepared consent forms which will explain the way in which you will share your research data?• How will you protect the identity of research participants if required? e.g. via anonymisation.• Will data sharing be postponed / restricted? e.g. do you need to place an embargo on sharing research datasets which cannot be fully anonymized?• Are there any issues with copyright in your research data and can you collect permission for data sharing?• Who will own the copyright and IP rights for any new data you produce and how will you and your research partners agree this?• What action will you take to overcome or minimise restrictions?
<u>Responsibilities and Resources</u>	<ul style="list-style-type: none">• Who is responsible for implementing your data management plan (if you are working collaboratively on a project)?• How will responsibilities be split between team members?• Is additional specialist expertise or training required in order for you to manage your research data?
<u>Preparation for Data Sharing</u>	<ul style="list-style-type: none">• Which parts of your research data will be shared?• What are the foreseeable research uses for your data?• Who will be responsible for preparing your research data for sharing e.g. anonymization?• Where will you share the data, and under what conditions?• When will the data be made available? Are any restrictions on data sharing required?

For more information about research data management visit:

<https://www.soas.ac.uk/scholarly-communication/research-data-management/>

This document is adapted from the Digital Curation Centre's Checklist:

<http://www.dcc.ac.uk/resources/data-management-plans/checklist>