



Data Management Plan (DMP) Template

VERSION 1.0

Communication Unit
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Unit/Project	Communication Unit	Date Approved	19 th Sept 2018

Data Management Plan (DMP) Template for IITA

A data management plan ¹is a formal statement describing how research data will be managed and documented throughout a research project and the terms regarding the subsequent deposit of the data with a data repository for long-term management and preservation. The DMP template provided contains the element with respective guidance to draft a data management plan template.

Element	Guidance
Data description	Give a description of the information to be gathered including the volume, scale and nature of data that will be generated or collected.
Data creation, collection and re-use	Outline how the data will be collected or created. Include details of relevant existing data and how these data will be integrated
Data format	Describe the format the data will be generated, maintained and made available. Explain the reason for your procedure and chosen archival format.
Metadata standard	Describe the types of documentation that will accompany the data to help secondary users to understand and reuse it. This should at least include basic details that will help people to find the data, including who created or contributed to the data, its title, date of creation and under what conditions it can be accessed. Metadata represents the who, what, when, where, why and how of the collected data.
Data storage and backup	State how often the data will be backed up and to which locations. How many copies are being made? Storing data on laptops, computer hard drives or external storage devices alone is very risky. The use of robust, managed collaboration platform (SharePoint) provided by DIMU is preferable. If you choose to use a third-party service (like Amazon or other cloud services), you should ensure that this does not conflict with any funder, institutional, departmental or group policies, for example in terms of the legal jurisdiction in which data are held or the protection of sensitive data.
Access and security	Give a description of technical process to protect confidential and no confidential information as well as how access permission/restriction will be provided during the embargo period.
Ethics and privacy	Ethical issues affect how you store data, who can see/use it and how long it is kept. Managing ethical concerns may include: anonymization of data; referral to departmental or institutional

¹ Data Management Plan definition by CASRAI, https://dictionary.casrai.org/Data_management_plan

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	ethics committees; and formal consent agreements. You should show that you are aware of any issues and have planned accordingly. If you are carrying out research involving human participants, you must also ensure that consent is requested to allow data to be shared and reused.
Copyright and Intellectual Property Right (IPR)	State who will own the copyright and IPR of any data that you will collect or create, along with the license(s) for its use and re-use. For multi-partner projects, IPR ownership may be worth covering in a consortium agreement. Consider any relevant funder, institutional, departmental or group policies on copyright or IPR. Also, consider permissions to reuse third-party data and any restrictions needed on data sharing
Data sharing	Give a description of how data will be shared, including access procedures, embargo periods, technical mechanisms for dissemination and whether access will be open or granted only to specific user groups. A timeframe for data sharing and publishing should also be provided
Selection and embargo period	Provide a description of how data will be selected for archiving, how long the data will be held, and plans for eventual transition or termination of the data collection in the future.
Long term preservation	Where will you store your data for long term access after the end of the project (e.g. CKAN)
Responsibilities	Outline the roles and responsibilities for all activities e.g. data capture, metadata production, data quality, storage and backup, data archiving & data sharing. Consider who will be responsible for ensuring relevant policies will be respected. The role name should be named where possible.
Data organization	Explain your folder structure, version control, naming convention etc...
Quality assurance	Explain how you will ensure good data quality during the project life cycle
Budget (optional)	Prepare the cost of data management planning, data storage, archiving, data personnel and how the cost will be paid. Request for funding may be included
Legal requirements (optional)	Make a list of all relevant federal or funder requirements for data management and data sharing.