## Sciences Po: Sciences-Po-template (eng) - General information

### GENERAL INFORMATION ABOUT DMP

DMP history

*Recommandations*:

**Input help**: in reverse chronological order.

DMP Author(s)

*Recommandations*:

**Input help**: Contact details.

**Pattern**: Name, First name (Institution, Research Unit, Town, Country)

**Example**: Goguel, François, CNRS, Centre de recherches politiques (CEVIPOF, UMR 7048), Paris, France

DMP Contributers and reviewers

*Recommandations*:

**Input help**: all persons who participated in the drafting or review of the data management plan.

**Pattern**: Name, First name (Institution, Research Unit, Town, Country)

**Example**: Goguel, François, CNRS, Centre de recherches politiques (CEVIPOF, UMR 7048), Paris, France

DMP due date

*Recommandations*:

**Input help**: In case the DMP is a deliverable within the project, the due date is that in the project schedule. For example, for H2020 projects, the DMP is to be sent within 6 months after the beginning of the project.

Actual delivery date

*Recommandations*:

**Input help**: In case the DMP is a deliverable within the project, mention here the effective date of dispatch to the recipient.

Dissemination level

*Recommandations*:

**Example**: Confidential, only for members of the European Commission including Commission services.

### FOR PROJECTS BROKEN DOWN INTO WORKPACKAGES

Workpackage number (WP)

*Recommandations*:

**Example**: WP8

Workpackage title

*Recommandations*:

**Example**: Coordination and Management

Workpackage leader

*Recommandations*:

**Pattern***:* Name, First name (Institution, Research Unit, Town, Country)

**Example***:* Goguel, François, CNRS, Centre de recherches politiques (CEVIPOF, UMR 7048), Paris, France

Deliverable number

*Recommandations*:

**Example**: D8.5 in WP8

### PROJECT OVERVIEW

Project description

*Recommandations*:

**Input help***:* project summary.

Project funding institution

*Recommandations*:

**Input help***:* for funded projects.

**Example***:* Agence nationale pour la recherche (ANR), Horizon 2020 (Marie Sklodowska-Curie), European Commission

Funding agreement reference

*Recommandations*:

**Input help***:* if the agreement is numbered, add the reference number.

**Example***:* 741718

Project starting date

*Recommandations*:

**Input help***:* date of project launch or start of funding.

Project due date

*Recommandations*:

**Input help**: due date  or end of research if no funding.

Project scientific coordinator(s)

*Recommandations*:

**Pattern**: Name, First name (Institution, Research Unit, Town, Country)

**Example**: Goguel, François, CNRS, Centre de recherches politiques (CEVIPOF, UMR 7048), Paris, France

Project partners

*Recommandations*:

**Input help**: project partner Institutions (universities, firms, associations, etc.).

**Pattern**: Institution, Research Unit, Town, Country

**Example**: CNRS, Centre de recherches politiques (CEVIPOF, UMR 7048), Paris, France

Project website

*Recommandations*:

**Pattern**: http://www.projectwebsite.fr

## Sciences Po: Sciences-Po-template (eng) - Data overview

### GENERAL DESCRIPTION

Description of the data set

*Recommandations*:

**Input help***:* explain the contribution of the data produced and used to the research project objectives.

### PRODUCED DATA

Mode of collection and kind of data.

*Recommandations*:

**Examples**:

* type of data: census data, semi-structured interviews, audio recordings and transcripts, observation notes, photographs, *etc*.;
* mode of collection: questionnaire, interview, observation, *etc.*

Frequency of data collection

*Recommandations*:

**Examples**:

* monthly, yearly, *etc.* collected data;
* data collected twice in the context of the project.

Volume of produced datasets

*Recommandations*:

**Input help**: indicate at the beginning of the project, a projected volume of data produced during the project. At the end of the project, transfer the actual volume instead of the previously entered planned volume.

**Examples**: [X] Megaoctets, [n] Teraoctets, other units can be used such as the number of files,the length recordings, *etc.*.

File formats used

*Recommandations*:

**Input help**: in order to learn more about preferable file formats see the [Research Data Guide](https://sciencespo.libguides.com/research-data/organizing-files).

**Examples**: Image (JPEG, PNG, TIFF), Text (docx, plain text (TXT), HTML, XML, PDF), Audio (AIFF, WAVE), Databases (XML,CSV)

Softwares used for producing data

*Recommandations*:

**Input help**: LimeSurvey, Qualtrics, Hyphe

### OTHER DATA USED FOR THE PROJECT

Other data and sources used

*Recommandations*:

**Input help**: if for your project you are using existing data, indicate which specific ones and their origin.

**Examples**:

1. Musselin, Christine, Friedberg, Erhard (2018) : Comparaison des ministères de l'Enseignement supérieur de France et d'Allemagne 1987-1990 (cdsp\_bq\_s4) [data set], Centre de données socio-politiques, beQuali. https://doi.org/10.21410/dshs\_2016/p9kv-f227
2. Déclaration annuelle des données sociales (DADS) : postes et salariés au 1/25e - 1996, INSEE (producteur), ADISP (diffuseur)
3. Archives départementales du Gard, série F125
4. Zotero library (add the link)

### DATA STORAGE AND PROTECTION

Data location and storage mode for the time of the project

*Recommandations*:

**Examples**:

* data is stored in Sciences Po institutional Google DRIVE (Google Apps for Education);
* data is stored on an external hard drive stored  in my office.

Data naming conventions and data organizing

*Recommandations*:

**Input help**: indicate the rules for naming and organizing data set up at the beginning of the project in order to facilitate the search and availability of data.

For more information, see the [Research Data Guide](https://sciencespo.libguides.com/research-data/organizing-files).

List of data users throughout the project

*Recommandations*:

**Input help**: indiquate the list of the people who have access to the data during all the duration of the project.

**Pattern**: Name, First name (Institution, Research Unit, Town, Country)

**Example**: Goguel, François, CNRS, Centre de recherches politiques (CEVIPOF, UMR 7048), Paris, France

Owner(s) of the data

*Recommandations*:

**Input help**: for more information, contact [Rémi Pignal](https://intranet.sciencespo.fr/trombinoscope/detail/matricule/8233c4a73c7a4cf8de502e7958334343) (DAJAM)

Measures and solutions implemented to ensure data protection, including data confidentiality

*Recommandations*:

**Input help**:

* In case you produce or use personal data, provide the data processing declaration number ([access to the form](https://docs.google.com/forms/d/e/1FAIpQLScmcofUAd-Jiv3rUhI4MjlMsyfu0l4dx760oGn3dCE7CFZH1Q/viewform));
* For other data, in particular data at risk to State security, public safety, protection of national defence secrecy, institutional security, professional secrecy, etc., indicate all protective measures implemented.

### DATA ACCESS

Data accessibility

*Recommandations*:

**Input help**: for each type of data, indicate the conditions of access for persons outside the research project.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Data | Access conditions | Procedure | Temporality | Formalisation | Restrictions |
| The list is set out in subpart C.1. | Open/restricted/private | How is the data accessible? | When is the data available? | License to facilitate reuse or data protection agreement | Clarify restrictions and embargoes. |

**Example** :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Data | Access conditions | Procedure | Temporality | Formalisation | Restrictions |
| Field notes | Restricted | Sciences Po institutionnal data repository | - At the end of the project- After an … months embargo
- Never | Contractualization on a case-by-case basis. | Personal and sensitive data that cannot be completely anonymised. The project leader will grant access on a case-by-case basis, on proof of research. |

Use of data identification standards like unique identifiers

*Recommandations*:

**Input help**: indicate whether the data produced can be easily retrieved thanks to an identification standard.

**Example**: each datasets in Sciences Po institutional data repository is identified by a DOI.

For more information, see the [Research Data Guide](https://sciencespo.libguides.com/research-data/after-project).

Dataset versioning

*Recommandations*:

**Input help**: are the data made available versioned? If the data is updated (correction of an error in the metadata, addition of new data), will their version number be incremented in order to be able to find the changes?

Themes or keywords

*Recommandations*:

**Input help**: Themes and keywords describe the project and optimize the visibility of your data.

Metadata standards that describe your data

*Recommandations*:

**Input help**: indicate how the data will be described. The use of a metadata standard is recommended.

Namely: data produced in Sciences Po research centers can be described with the Data Documentation Initiative (DDI) scheme. For more information, see the [Research Data Guide](https://sciencespo.libguides.com/research-data/documenting-process).

### RESSOURCES FOR DATA MANAGEMENT

Acquisition or installation of specific equipment

*Recommandations*:

**Example**: servers, virtual machines, dedicated software, additional licenses, *etc.*

Recruitment and/or training

*Recommandations*:

**Input help**: specify the recruitment of staff or the training planned to ensure the success of data management in the project.

**Example**: one FTE of [n]% has been budgeted to ensure the management, documentation and curation of the data.

Costs

*Recommandations*:

**Input help**: on the basis of the above identified information, specify the extra cost regarding data management and dissemination and specify how this extra cost is taken into account.

In some projects, the costs are eligible. Contact the [MAPS](http://www.sciencespo.fr/recherche/en/content/project-support) staff to find out more.