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.

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.

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 (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);
- 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.

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.

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 staff to find out more.