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

GENERAL INFORMATION ABOUT DMP

DMP history

Recommendations:
Input help: in reverse chronological order.

DMP Author(s)

Recommendations:
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 Contributors and reviewers

Recommendations:
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

Recommendations:
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

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

Dissemination level

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

FOR PROJECTS BROKEN DOWN INTO WORKPACKAGES

Workpackage number (WP)

Recommendations:
Example: WP8

Workpackage title

Recommendations:
Example: Coordination and Management

Workpackage leader

Recommendations:
Pattern: Name, First name (Institution, Research Unit, Town, Country)
Example: Goguel, François, CNRS, Centre de recherches politiques (CEVIPOF, UMR 7048), Paris, France

Deliverable number

Recommendations:
Example: D8.5 in WP8

PROJECT OVERVIEW

Project description

Recommendations:
Input help: project summary.

Project funding institution

Recommendations:
Input help: for funded projects.
Example: Agence nationale pour la recherche (ANR), Horizon 2020 (Marie Sklodowska-Curie), European Commission

Funding agreement reference

Recommendations:
Input help: if the agreement is numbered, add the reference number.
Example: 741718

Project starting date

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

Project due date

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

Project scientific coordinator(s)

Recommendations:
Pattern: Name, First name (Institution, Research Unit, Town, Country)
Example: Goguel, François, CNRS, Centre de recherches politiques (CEVIPOF, UMR 7048), Paris, France

Project partners

Recommendations:
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

Recommendations:
**Sciences Po: Sciences-Po-template (eng) - Data overview**

**GENERAL DESCRIPTION**

Description of the data set

*Recommendations:*

**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.

*Recommendations:*

**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

*Recommendations:*

**Examples:**

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

Volume of produced datasets

*Recommendations:*

**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

*Recommendations:*

**Input help:** in order to learn more about preferable file formats see the [Research Data Guide](https://example.com).

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

Softwares used for producing data

*Recommendations:*

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

**OTHER DATA USED FOR THE PROJECT**

Other data and sources used

*Recommendations:*

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

**Examples:**

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

*Recommendations:*

**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

**Recommendations:**

**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

**Recommendations:**

**Input help:** indicate 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

**Recommendations:**

**Input help:** for more information, contact Rémi Pignal (DAJAM)

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

**Recommendations:**

**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

**Recommendations:**

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

<table>
<thead>
<tr>
<th>Data</th>
<th>Access conditions</th>
<th>Procedure</th>
<th>Temporality</th>
<th>Formalisation</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The list is set out in subpart C.1.</td>
<td>Open/restricted/private</td>
<td>How is the data accessible?</td>
<td>When is the data available?</td>
<td>License to facilitate reuse or data protection agreement</td>
<td>Clarify restrictions and embargoes.</td>
</tr>
</tbody>
</table>

**Example**:

<table>
<thead>
<tr>
<th>Data</th>
<th>Access conditions</th>
<th>Procedure</th>
<th>Temporality</th>
<th>Formalisation</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field notes</td>
<td>Restricted</td>
<td>Sciences Po institutional data repository</td>
<td>- At the end of the project</td>
<td>Contractualization on a case-by-case basis.</td>
<td>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.</td>
</tr>
</tbody>
</table>

Use of data identification standards like unique identifiers

**Recommendations:**

**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

**Recommendations:**

**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

**Recommendations:**

**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.