Université de Strasbourg: DMP Unistra (english) - The project

General information

Project title or acronym

Research programme(s)

Call for proposal identifier

Coordinator / recipient (institution)

Other Partner(s)

Recommandations:
List the partner institutions of the project: their name, country and role in the project

Start date

End date

Keywords

Project description

Describe your project and the intended goals.

State the purpose of the data collection/generation.

Explain the relation to the objectives of the project.

The DMP

DMP's history

Exemple de réponse:

DMP phase	DMP version number	Date	Comments/description	Author
initial	v.1	21/04/2019	First draft	Person1
initial	v.1.1	15/05/2019	Proofread + minor updates	Person2
initial	v.2	04/09/2019	Version submitted to the funder	Person1

Recommandations:
Feel free to add rows if necessary.

Who are the DMP authors?

Who are the DMP contributors/reviewers?

Data management

Who is/are responsible for the data quality (if different from the data management)?

Recommandations:
Please specify the name(s) and mail adress(es).

What are your needs in terms of staff and training requirements for the data management?

What are your needs in terms of hardware/software requirements for the data management?

Based on your previous answers, how much do you estimate the costs necessary for data management?

Recommandations:
To estimate the costs of data management, you can use:
- the Utrecht University data management costing guidance
- the Data management costing tool and checklist

How will these costs be covered?

Are you using other national/funder/sectorial/departmental procedures for data management?

Recommandations:
If possible, provide a link to the specific data management policy.

Data description and collection

Type of data
Select one or multiple data types from the list below. Use the commentary field if necessary.

- Sound
- Physical object
- Model
- Dataset
- Collection
- Image
- Event
- Software
- Service
- Audiovisual
- Workflow
- Other
- Text
- Interactive ressource

Recommandations:
This answer is needed only if you didn't used the "Research Outputs" tab.

What is the nature of the generated/collected data?
Select one or more options from the list below and use the commentary field if necessary.

- Analysis
- Observation
- Experiment
- Digital modelling
- Aggregation
- Survey
- Other
- Source code
- Audiovisual corpus
- Text corpus

What kind of data are you using? If it is third party data, what is their origin?
Select one or multiples options and use the commentary section for additional information if necessary

- Data generated during the project
- Data collected during the project
- Third party data

Data description

How did you collect or generate the data?

Recommandations:
Describe your worflow.

Specify the format(s) of the data collected or generated.

What is the data volume?

Softwares and source codes

Specify what software tools are used to create and process the data.

Will you provide the softwares and/or source codes and their documentation used to process the data?

Recommandations:
Softwares are important to be able to reproduce an experiment or to merely read the data.

If softwares or source codes are created during the project, will you make them available online on Software Heritage?

Recommandations:
The website Software Heritage aims to preserve and share source codes of every softwares since the second half of the last century.

Will the software and source code developed during the project be documented in a software management plan?

Recommandations:

You will find models of Software Management Plan (SMP) on OPIDoR.

Data quality

Do you use metadata and/or vocabulary standards to describe your data?

Recommandations:
The [Metadata Standard Catalog](#) is a good entry point to find a relevant standard. If none is available in your domain, contact your data librarian.

Will you provide documentation about data?

Recommandations:
All elements likely to provide context to the data are welcome in order to facilitate their understanding and their re-use. It can be a simple readme file or a detailed codebook describing how the data were generated.

What naming conventions do you use to name your files?

Recommandations:
Specify your approach of versioning.

Outline the tree view classification used for your files.

Describe the data quality assurance process(es). Is a how-to manual describing the quality practices available for research team members?

Recommandations:
If possible, provide a link to the quality assurance plan.

Exemple de réponse:
Ex: After the collect in Excel, we used OpenRefine to clean and complete the data in accordance with the our codebook. Data are then exported in CSV format and reviewed by our data manager.

Ex: We wrote a guide [link to an external ressource] to help the team members entering data in a unified way into the database

Storage, sharing and security

Storage: describe the data storage and backup type used during the project.

Exemple de réponse:
Ex: External hard drive, Data center, USB flashdrive, etc.

Storage: What is the global volume?

Recommandations:
For the initial DMP, enter an estimated volume.

Storage: where are the data stored geographically?

Sharing: describe how the data are shared between team members (or partners) during the project.

Security: what are the physical and other risks threatening your data security?

Security: what actions are taken to ensure data security, integrity, traceability and confidentiality?

Ethics and privacy

If your are processing personal or medical data, have you collected the informed consent of the persons about collecting, using, sharing and long-term perserving data?

Did you notify the DPO of the personal or medical data processing?

Recommandations:
For any advice regarding the *General Data Protection Regulation (*GDPR)*,* you can contact the DPO of your institution.

Was your project reviewed by the Ethics Committee?

Recommandations:
At the Unistra, you can contact the:

- [Ethic committee for medical research](#)

- [Ethics Committee for research](#)
It issues opinions on research protocols relating to non-interventional investigations in humans (outside the framework of the Jardé Act) and carried out under the responsibility of a researcher or a professor-researcher at the University of Strasbourg.

Intellectual property rights

Who will have the data ownership?

If you are using data under copyright, do you have the owner's agreement to use and/or disseminate them?

Dissemination

Which data will be made openly available? If some data are kept closed, provide rationale for doing so.

Is there an embargo on your data? If yes, until when?

- Yes
- No

Specify how access to the data will be provided.

Recommandations:
You can browse through the registry of research repositories [re3data.](#)

If you make your data available, which license will be used?

Do you make use of persistent and unique identifiers such as DOI or Handle to identify your datasets?

- No
- Yes

Specify wether and for how long the data produced and/or used in the project are useable by third parties after the end of the project.

To whom will the data be useful? Who is the target audience ?

Keywords, theme to describe your data.

Archiving

What is the potential value of long term preservation of your data?

What will happen to the data at the end of the project?

Which data are to be preserved for mid to long-term period?

What is the volume of data for long-term preservation?

Which archival platform will be used for a long-term storage?