

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.

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.

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General information about data

What kind of data are you using?

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

How did you collect or generate the data mentionned above? What is your workflow?

Type of data

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

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

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

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

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

Softwares and source codes

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.

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

Recommendations:

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

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

Recommendations:

The website [Software Heritage](#) aims to preserve and share source codes of every softwares since the second half of the last century.

Quality

What naming conventions do you use to name your files?

Recommendations:

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?

Exemple de réponse:

Ex: After the collect in Excel, we used OpenRefine to clean and complete the data.

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

Recommendations:

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

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

Recommendations:

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?

Recommendations:

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.

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

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

Recommendations:

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?

Recommendations:

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.

Specify how access to the data will be provided.

Recommendations:

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

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

- Yes
- No

Specify whether 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 ?

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 final volume of data?

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

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Description of datasets

Describe one dataset by column in the table below. Feel free to add as much columns as you need, or to duplicate the table.

Recommandations:

Dataset PID : The persistent identifier (PID) can be a DOI or another type of PID.