



# **AgroParisTech - Institut des sciences et industries du vivant et de l'environnement:**

## **AgroParisTech - DMP template for Project**

### **1. Information about the data - Origin(s) of the data**

Data from external sources

*Recommendations:*

*Name of the dataset(s), nature, source(s) (persistent identifier or URL), volume, format(s), acquisition conditions (possible cost, reuse/licensing conditions)*

Data produced during the project

*Recommendations:*

*Nature (description), type, volume, format(s), name of the dataset(s)*

Aim(s)/Use of each dataset in the project

Protocol(s) of dataset(s) production

*Recommendations:*

*Brief description, additional documents can be attached to the DMP*

Particular tools needed to read data

*Recommendations:*

*Software for non-standard formats, etc.*

### **2. Information about the data - Data quality and documentation**

Person(s) in charge

*Recommendations:*

*Name, status, employing institution, affiliation (For AgroParisTech research units, refer to the [institution's affiliation charter](#)), email, phone number, identifiers (ORCID, idHAL), role(s) in the project*

Reference list(s)

*Recommendations:*

*For example, ontologies for taxonomy, geographic names, variable units...*

Control method(s)

*Recommendations:*

*Summary of the protocol and location of this document*

Metadata standard(s)

*Recommendations:*

*Presentation of the metadata standard(s) chosen; if none is chosen, explain why (lack of a suitable solution for the data being processed, etc.) and describe the solution adopted, if any*

Thesaurus/Ontology

*Recommendations:*

*Presentation of the controlled vocabulary(s) chosen for indexing. If none is chosen, explain why (lack of a suitable solution for the data processed, etc.) and describe the solution adopted, if any*

Location

*Recommendations:*

*Explain where and how the metadata will be stored during the project and after if the location is modified (text files, online repository...)*

### **3. Legal, regulatory and ethical measures**

Person in charge of the compliance with the legal framework.

*This does not involve individual responsibility. This role is to ensure compliance with the legal framework with the possible assistance of the legal services of the institution and its partners.*

*Recommendations:*

*Name, status, employing institution, affiliation (For AgroParisTech research units, refer to the [institution's affiliation charter](#)), email, phone number, identifiers (ORCID, idHAL), role(s) in the project*

Data ownership, intellectual property

*Recommendations:*

*Define the responsibilities of each partner for project data. If a data use agreement is drafted and co-signed, attach it to the DMP*

International Partnerships

*Recommendations:*

*Indicate if legal specificities are to be considered for certain partners (outside Europe, outside France...)*

Ethical framework

*Recommendations:*

*Specify how potential ethical issues will be addressed and deontological codes respected*

Personal Data

*Recommendations:*

*Indicate whether the project involves the collection or management of personal data, and the measures planned, if any, to comply with the General Data Protection Regulation (GDPR)*

Data from genetic resources

*Recommendations:*

*Mention if Access and Benefit Sharing (ABS, Nagoya Protocol) should be requested for the project data*

Confidential Data

*Recommendations:*

- *Indicate whether the project involves the collection or production of data that are subject to a legal, regulatory, or ethical obligation of confidentiality, either temporarily or permanently, during and after the project (e.g., secret data, sensitive data).*
- *Specify how the risks are assessed and taken into account. If private partners are involved, specify what specific measures and conditions are taken to ensure data security. These conditions must be written into the partnership contracts, to be attached to the DMP*

Open Data

*Recommendations:*

*Indicate whether the project involves the collection or production of data that are subject to a legal, regulatory or ethical obligation to be open at the end of the project*

**Note:** Any confidentiality measures (total absence of publication, restrictions on access to data at the end of the project, etc.) must be precisely justified in the DMP. In the absence of legal, regulatory or ethical conditions justifying the application of these measures (nature of the data, conditions defined in a contract signed with a private partner, future economic valorization potential, etc.), finalized data produced within a public research framework fall under the principle of openness by default (Law for a Digital Republic). AgroParisTech's policy on research data is based on this legal framework, and requires particular attention to the opening of data associated with scientific publications.

## 4. Organization and infrastructures - Storage

Person(s) in charge

*Recommendations:*

*Name, status, employing institution, affiliation (For AgroParisTech research units, refer to the [institution's affiliation charter](#)), email, phone number, identifiers (ORCID, idHAL), role(s) in the project*

Method(s), supports

*Recommendations:*

*Describe the methods and infrastructure provided for storage; specify whether the rules differ for different file formats*

Geographical and institutional location

Funding

*Recommendations:*

*Existing and complementary resources*

Method of maintenance and security

*Recommendations:*

*Specify if rules differ for different file formats*

## 5. Organization and infrastructures - Backups

Method(s), supports

*Recommendations:*

*Describe the methods and infrastructure provided for storage; specify whether the rules differ for different file formats*

Geographical and institutional location

Funding

*Recommendations:*

*Existing and complementary resources*

Method of maintenance and security

*Recommendations:*

*Specify if rules differ for different file formats*

## 6. Organization and infrastructures - Collaborative files sharing and access

Infrastructures

*Recommendations:*

*Describe the common infrastructure and the ones by partner if applicable. Specify if it is an internal or outsourced infrastructure, and what tools are used*

Security

*Recommendations:*

*Describe the management of rights and roles attributable to users*

Naming of folders and files

*Recommendations:*

*Sum up the naming convention and give the location of this document*

Files versioning

*Recommendations:*

*Sum up the naming convention and give the location of this document*

Do the rules differ according to the file formats? Please detail if applicable

## 7. Data Opening

Person(s) in charge

*Recommendations:*

*Name, status, employing institution, affiliation (For AgroParisTech research units, refer to the [institution's affiliation charter](#)), email, phone number, identifiers (ORCID, idHAL), role(s) in the project*

Temporality

*Recommendations:*

*Specify the time frame for opening the data*

Data opening methods

*Recommendations:*

- **Data Repositories:** *Specify the data repositories identified, giving preference to trusted solutions (see [AgroParisTech policy](#)). What documents will accompany the deposit: protocols, codes, articles? Is an embargo necessary? If so, for how long and why? What type of permanent identifier will be assigned (DOI, etc.)?*
- **Data Paper:** *identify the targeted journal(s)*
- **Open License:** *identify the distribution license(s) to be applied to the data sets*

Open Data Publicity Methods

*Recommendations:*

*Planned communication and referencing sites for the open data and datapapers (website, researchers' personal pages, institutional referencing tools for scientific productions, etc.)*

Publication and archiving of the DMP

*Recommendations:*

*Is it planned? If so, where ( HAL? a catalog...)*

Reuse

*Recommendations:*

*How can the data be reused? In what kind of experiment?*

## **8. Archiving**

Person(s) in charge

*Recommendations:*

*Name, status, employing institution, affiliation (For AgroParisTech research units, refer to the [institution's affiliation charter](#)), email, phone number, identifiers (ORCID, idHAL), role(s) in the project*

Perimeter

*Recommendations:*

*Indicate if datasets are planned to be archived. If so, specify which one(s) and according to which parameter(s). It is important to consider, in this reflection, the ecological aspect of long-term storage. Indeed, data storage centers are energy consuming and the selection of data to be stored must consider this.*

Volume

*Recommendations:*

*How much data will be archived?*

Infrastructure

*Recommendations:*

*Where will the data be archived? ([CINES](#), ...)*

Funding

*Recommendations:*

*Specify the resources needed*