

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