

Science Europe: Science Europe: structured template for research entities

Data description and collection or re-use of existing data

Research output description

Recommendations:

- Give details on the kind of data: for example numeric (databases, spreadsheets), textual (documents), image, audio, video, and/or mixed media.
- Persistent identifiers (PIDs) should be applied so that data can be reliably and efficiently located and referred to. PIDs also help to track citations and re-use.
- Indicate whether a PID for the data will be pursued. Typically, a trustworthy, long-term repository will provide a persistent identifier.

Will existing data be reused?

Recommendations:

- State any constraints on re-use of existing data if there are any.
- Briefly state the reasons if the re-use of any existing data sources has been considered but discarded.

How new data will be collected or produced?

Recommendations:

- Explain which methodologies or software will be used if new data are collected or produced.
- Explain how data provenance will be documented.

Documentation and data quality

What metadata and documentation (for example way of organising data) will accompany the data?

Recommendations:

- Indicate which metadata will be provided to help others identify and discover the data.
- Indicate which metadata standards (for example DDI, TEI, EML, MARC, CMDI) will be used.
- Use community metadata standards where these are in place.
- Indicate how the data will be organised during the project, mentioning for example conventions, version control, and folder structures. Consistent, well-ordered research data will be easier to find, understand, and re-use.
- Consider what other documentation is needed to enable re-use. This may include information on the methodology used to collect the data, analytical and procedural information, definitions of variables, units of measurement, and so on.
- Consider how this information will be captured and where it will be recorded (for example in a database with links to each item, a 'readme' text file, file headers, code books, or lab notebooks)

What methods will be used to ensure their scientific quality?

Recommendations:

- Explain how the consistency and quality of data collection will be controlled and documented. This may include processes such as calibration, repeated samples or measurements, standardised data capture, data entry validation, peer review of data, or representation with controlled vocabularies

Legal and ethical requirements, codes of conduct

If personal data are processed, how will compliance with legislation on personal data and on security be ensured?

Recommendations:

- Ensure that when dealing with personal data data protection laws (for example GDPR) are complied with:
 - Gain informed consent for preservation and/or sharing of personal data.
 - Consider anonymisation of personal data for preservation and/or sharing (truly anonymous data are no longer considered personal data).
 - Consider pseudonymisation of personal data (the main difference with anonymisation is that pseudonymisation is reversible).
 - Consider encryption which is seen as a special case of pseudonymisation (the encryption key must be stored separately from the data, for instance by a trusted third party)
 - Explain whether there is a managed access procedure in place for authorised users of personal data

How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable?

Recommendations:

- Explain who will be the owner of the data, meaning who will have the rights to control access:
 - Explain what access conditions will apply to the data? Will the data be openly accessible, or will there be access restrictions? In the latter case, which? Consider the use of data access and re-use licenses.
 - Make sure to cover these matters of rights to control access to data for multi-partner projects and multiple data

owners, in the consortium agreement.

- Indicate whether intellectual property rights (for example Database Directive, sui generis rights) are affected. If so, explain which and how will they be dealt with.
- Indicate whether there are any restrictions on the re-use of third-party data.

What ethical issues and codes of conduct are there, and how will they be taken into account?

Recommendations:

- Consider whether ethical issues can affect how data are stored and transferred, who can see or use them, and how long they are kept. Demonstrate awareness of these aspects and respective planning.
- Follow the national and international codes of conducts and institutional ethical guidelines, and check if ethical review (for example by an ethics committee) is required for data collection in the research project

Data processing and analysis

How and with what resources will the data be processed / analyzed?

Storage and backup during the research process

How will data be stored and backed up during the research?

Recommendations:

- Describe where the data will be stored and backed up during research activities and how often the backup will be performed. It is recommended to store data in least at two separate locations.
- Give preference to the use of robust, managed storage with automatic backup, such as provided by IT support services of the home institution. Storing data on laptops, stand-alone hard drives, or external storage devices such as USB sticks is not recommended.
- Explain how the data will be recovered in the event of an incident.
- Explain who will have access to the data during the research and how access to data is controlled, especially in collaborative partnerships.
- Consider data protection, particularly if your data is sensitive for example containing personal data, politically sensitive information, or trade secrets. Describe the main risks and how these will be managed.
- Explain which institutional data protection policies are in place.

Data sharing and long-term preservation

How will data be shared?

Recommendations:

- Give details on the data format: the way in which the data is encoded for storage, often reflected by the filename extension (for example pdf, xls, doc, txt, or rdf).
- Justify the use of certain formats. For example, decisions may be based on staff expertise within the host organisation, a preference for open formats, standards accepted by data repositories, widespread usage within the research community, or on the software or equipment that will be used.
- Give preference to open and standard formats as they facilitate sharing and long-term re-use of data (several repositories provide lists of such 'preferred formats').
- Give details on the volumes (they can be expressed in storage space required (bytes), and/or in numbers of objects, files, rows, and columns).
- Explain how the data will be discoverable and shared (for example by deposit in a trustworthy data repository, indexed in a catalogue, use of a secure data service, direct handling of data requests, or use of another mechanism).
- Explain when the data will be made available. Indicate the expected timely release. Explain whether exclusive use of the data will be claimed and if so, why and for how long. Indicate whether data sharing will be postponed or restricted for example to publish, protect intellectual property, or seek patents.
- Indicate who will be able to use the data. If it is necessary to restrict access to certain communities or to apply a data sharing agreement, explain how and why. Explain what action will be taken to overcome or to minimise restrictions.
- Explain the foreseeable research uses (and/or users) for the data.
- Indicate where the data will be deposited. If no established repository is proposed, demonstrate in the DMP that the data can be curated effectively beyond the lifetime of the grant. It is recommended to demonstrate that the repositories policies and procedures (including any metadata standards, and costs involved) have been checked.
- Indicate whether potential users need specific tools to access and (re-)use the data. Consider the sustainability of software needed for accessing the data.
- Indicate whether data will be shared via a repository, requests handled directly, or whether another mechanism will be used?

How will data be long-term preserved? Which data?

Recommendations:

- Outline the plan for data preservation and give information on how long the data will be retained.
- Indicate what data must be retained or destroyed for contractual, legal, or regulatory purposes.
- Indicate how it will be decided what data to keep. Describe the data to be preserved long-term.

