## Université de Paris Dauphine-PSL: DMP Paris Dauphine–PSL (English)

### 1. Data presentation

Person responsible for data management

If any, subcontractors

*Recommandations*:

Indicate whether the data processing is entrusted to a subcontractor

Resources needed for data management

*Recommandations*:

Personel costs, material costs (software purchases, platform usage costs), management, storage, archiving costs...

Purposes of the data collection and potential usage

Data origin

*- if the dataset is created during the project, specify the methodology*
*- if the dataset is reused, specify its origin*

Data type

* Survey results
* Interview transcripts
* Geographical data
* Photographs
* Data from websites
* Texts
* Observation data
* Statistics
* Other (Specify in the comment box)

Data size

*Recommandations*:

Required storage space (bytes) and / or quantities of objects, files...

Data formats and, if applicable, associated software

*Exemple de réponse*:

Text, image, database, audio, video, graphics ...

*Recommandations*:

For file formats, prefer open, standardized or non proprietary ones : odt, csv, txt, ods, pdf, png ...

Controlled vocabularies

*Recommandations*:

For collection, use of vocabularies and classification well-established and shared in your community (ex : nomenclatures INSEE or DDI)

### 2. Legal and ethics issues

Project agreement between partners

*Recommandations*:

Contact the Dauphine [Research Support Department](https://universitedauphine.sharepoint.com/sites/intranet-dauphine/soutien-recherche/SitePages/Recherche-partenariale-et-valorisation.aspx)

General Data Protection Regulation (GDPR)

*Recommandations*:

When a project includes personal or sensitive data, the Dauphine Data Protection Officer must be consulted before its implementation or modification. Contact the [Dauphine DPO](https://universitedauphine.sharepoint.com/sites/intranet-dauphine/rgpd).

Legal and ethics issues

*Recommandations*:

Ex: intellectual property, statistical secrecy...

Contact the [Dauphine DPO](https://universitedauphine.sharepoint.com/sites/intranet-dauphine/rgpd).

Technical and organizational measures implemented on these aspects

*Recommandations*:

Summarise your ethics assessment ; or "refer to XXX documents"

Certification and security guarantees

*Recommandations*:

Is the repository or data center chosen certified ? (Data seal, trusted repositories)

### 3. Data storage (during the project)

Person responsible for data access

*Recommandations*:

Define the access rights of the different users

Rules for naming and classifying files

*Exemple de réponse*:

Example of file naming: Project\_title\_Data file1\_yyyymmdd

*Recommandations*:

Use machine-readable formats.

Storage location

*Recommandations*:

Avoid commercial clouds such as Dropbox, Google Drive, etc. or USB key. Store the data on a permanent and secure platform. Favor an institutional infrastructure

*Exemple de réponse*:

[Sharedocs](https://www.huma-num.fr/les-services-par-etapes/) (Huma-Num) ...

Terms of access to data between partners

*Recommandations*:

Definition of users and access levels

Backup procedures

*Recommandations*:

Save multiple copies (ideally, we recommend 2 copies + the original)

### 4. Dissemination and sharing (at the end of the project)

Datasets to be disseminated

Obligations or restrictions for data dissemination

*Recommandations*:

In cases of some funding programs, data dissemination is mandatory. However, there may be certain restrictions related to the nature of the data

Data size

*Recommandations*:

It may be different from the total volume.

Dissemination location

*Exemple de réponse*:

Repository, data journal, project website ...

Data access modalities

*Recommandations*:

Terms of access for external users (open, restricted, closed, etc.). May depend on the nature of the data.

Metadata standards used to describe the data

*Recommandations*:

The metadata standard can be those of the repository chosen. Check with the library on these questions.

Duration of data accessibility

*Recommandations*:

Data accessibility (10 years for example). It may depend on the repository chosen

Persistent identifier assigned to the data

*Exemple de réponse*:

DOI, handle...

*Recommandations*:

Often generated by the repository at the time of deposit.

Data distribution license

*Exemple de réponse*:

CC-BY, CC0, ODbL, LO…

Data reusability opportunities

Publications associated to data and project

### 5. Archiving (long term)

Interest of data preservation

*Recommandations*:

Scientific, legal or historical interest, exceptional collection...

Datasets to be kept

Data size

Archiving location

*Recommandations*:

Prefer a long-term data warehouse. Check with the [Dauphine archiving service](https://universitedauphine.sharepoint.com/sites/intranet-dauphine/affaires-juridiques/SitePages/Service-des-Archives.aspx).

Terms and duration of preservation

*Recommandations*:

Check with the [Dauphine archiving service](https://universitedauphine.sharepoint.com/sites/intranet-dauphine/affaires-juridiques/SitePages/Service-des-Archives.aspx).

Responsible for archived data