

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

1. Data presentation

Person responsible for data management

If any, subcontractors

Recommendations:

Indicate whether the data processing is entrusted to a subcontractor

Resources needed for data management

Recommendations:

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

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

Data size

Recommendations:

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

Data formats and, if applicable, associated software

Recommendations:

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

Exemple de réponse:

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

Controlled vocabularies

Recommendations:

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

Recommendations:

Contact the Dauphine [Research Support Department](#)

General Data Protection Regulation (GDPR)

Recommendations:

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](#).

Legal and ethics issues

Recommendations:

Ex: intellectual property, statistical secrecy...

Contact the [Dauphine DPO](#).

Technical and organizational measures implemented on these aspects

Recommendations:

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

Certification and security guarantees

Recommendations:

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

3. Data storage (during the project)

Person responsible for data access

Recommendations:

Define the access rights of the different users

Rules for naming and classifying files

Recommendations:

Use machine-readable formats.

Exemple de réponse:

Example of file naming: Project_title_Data file1_yyyymmdd

Storage location

Recommendations:

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](#) (Huma-Num) ...

Terms of access to data between partners

Recommendations:

Definition of users and access levels

Backup procedures

Recommendations:

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

Recommendations:

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

Recommendations:

It may be different from the total volume.

Dissemination location

Exemple de réponse:

Repository, data journal, project website ...

Data access modalities

Recommendations:

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

Recommendations:

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

Duration of data accessibility

Recommendations:

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

Persistent identifier assigned to the data

Recommendations:

Often generated by the repository at the time of deposit.

Exemple de réponse:

DOI, handle...

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](#).

Terms and duration of preservation

Recommandations:

Check with the [Dauphine archiving service](#).

Responsible for archived data