**1.** **Describe the organizational context *(for Msc/Bsc to be filled in by Supervisor)***

|  |  |
| --- | --- |
| **Name** |  |
| **Date** |  |
| **Chair group** |  |
| **Graduate school** |  |
| **Project funding** |  |
| **Researcher(s) involved** |  |
| **Supervisor/ (co-)promotors** |  |
| **Start date of project** |  |
| **Scientific output (Thesis, Paper, Report )** |  |

**2. Give a short description of your research project (2 -3 lines)**

|  |  |
| --- | --- |
| **Title** |  |
| **Abstract** |  |

**3.** **Define data management roles**

|  |  |
| --- | --- |
| Who is **collecting and analysing** the data? |  |
| Who is **responsible** for the data? |  |
| Who is responsible for the data **after leaving**? |  |

**4. Give an overview of expected** **type of research data****,** **software choices, maximum** **data size**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data stage** | **Type of research data** | **Software choice**  | **Maximum data size** |
| Raw data  |  |  |  |
| Processed data |  |  |  |
| Model code  |  |  |  |
| Other? |  |  |  |

**5.** **Short term storage**

|  |
| --- |
| Give an overview answering the following questions (if applicable):1. Until when do you intend to keep papers and hand-written observation forms?
2. In what format will you store your electronic data?
3. What system for directory- and file names, and for version control do you intend to use?
4. Where will the data be stored physically?
5. Who has access to the files?
6. Provide a data back-up plan (see appendix) .
 |
|  |

**6. Sharing and ownership *(for Msc/Bsc to be filled in by Supervisor)***

|  |
| --- |
| Data **sharing:** - Do you expect that others may be interested to re-use your data? - Do you have plans to share your data with these parties?  |
|  |
| Data **ownership:** - Are there funder’s requirements / embargos on data sharing?  - Are there agreements on how the data will be used and shared within your group or  with other parties involved in this research? (outside your group or outside WUR) ?  |
|  |
| **Privacy:** Are there privacy or security issues, and if there are, how are you dealing with them?  |
|  |
| **Do you acknowledge that** **the data produced in a CSA project belongs both to CSA and the person involved?** yes / no |

**7. Long term storage *(for Msc/Bsc to be filled in by Supervisor)***

|  |
| --- |
| Which part of your research data has value for long term storage, and do you intend to preserve these data for the long term? |
|  |
| Which file format and data archive do you intend to use? |
|  |
| How will you document this dataset (description, meta-data)? |
|  |

**Appendix**

**1. Organizational context**

Title and context of the project related to the dmp. Contains name, research group, researchers involved, project funding, scientific output, supervisor (if applicable), date. For BSc/MSc student dmps, the context is predetermined by the supervisor.

**2. Short research description**

Give two or three lines to explain what is not obvious from the title.

**3. Data management roles: Who has control over the data? Who is responsible, also after leaving?**

BSc/MSc students have control over their data, and their supervisor is responsible for data management after the student has left. PhD students and Postdocs also have control over their own data and are responsible, but need to determine in the dmp which supervisor will be responsible for the data after they have left. Staff members need to hand over the responsibility for availability of the data after they leave the group to the secretariat, where data can be archived.

**4. What type of research data will be produced?**

1. Raw data could be observed/measured data from experiments, model-generated data (output), images, weather/soil data. This raw data should be free of errors but corrections (other than typing errors) should be marked and an explanation of the correction should be provided.
2. Processed data: It should be determined to what extent derived data it is still interesting to be stored, taking into account the investments made to do the derivation (e.g. image analysis, scripting, etc.).
3. Model code should be properly documented and a short plan for documentation should be provided (e.g. how frequently is the documentation updated). Storage of model code and documentation should be done in conjunction to the model versions specifically used for publications and other output.
4. Documentation of the research process that is required to understand the experimental set up and data should be stored together with raw data. This may include lab journals, experimental layouts, protocols used, experimental plans.
5. Plant or soil samples: decide how to label, store and document any dry plant or soil material. Indicate where samples will be stored.

**5. Short term storage**

Do you keep papers and hand-written observation forms; if yes: until when? In what format will you store your electronic data? What will be the system for file-naming and for version control of those files? What will be the primary physical location for file storage, and who has access to those files?

Back-up plan: in each dmp a data backup plan should be provided. Give details on which medium will be used to make backups, the frequency of backing up, distinguish between office and field work in terms of making backups. Note that for remote field work, when an internet connection is available, files can be uploaded to the m-drive through <https://citrix.wur.nl>, which is m-drive is backed up daily.

**6. Sharing and ownership**

This section should answer the following questions. Do you expect that others may be interested to re-use you data, and do you have plans to share it with them? Are there specific funder’s requirements to share your data, or to impose an embargo? If other parties (outside your group or outside Wageningen UR) are involved in this research, are there agreements how the data will be used and shared? Are there privacy or security issues, and if there are, how are you dealing with them?

These aspects will not be open for discussion in the case of MSc/BSc students, as their supervisors will determine them. For everyone, it should be (made) clear that the data produced in a CSA project belongs both to CSA and the person involved. For any project, determine a period of time after which others than the prime investigators can freely use and possibly publish the data in case it has not been done yet.

**7. Long term storage**

Do you plan to store your data for the long-term after the conclusion of your research? Which file format will you use? Is there a common practice in your field or do you intend to use the services provided by Wageningen UR (see this [link](http://www.wageningenur.nl/en/Expertise-Services/Facilities/Library/Expertise/Write-cite/Research-data.htm))? How will the data be documented for long-term storage, such that it will be self-explanatory? For BSc/MSc projects this point is determined by the supervisor.