## This is an example of a Data Management Policy (i.e. on the group level) and can be used as a basis for your group. When using this template, fill in the [....]. The text can further be adjusted to your group.

## Data Management Policy [name group/section]

[data], [name authors]

1. **To whom does the policy apply?** 
   * The Data Management Policy (DMP) applies to everyone who does research within the chair groups, which includes BSc/MSc and PhD students, and all staff (including temporary staff, such as research assistants and postdocs).
     1. BSc/MSc students should hand in their data sets to their [group name] supervisor together with their thesis (this applies only if [group name] is the leading chair group in supervising the thesis).
     2. PhD students will need to hand over their data sets to their supervisor before their thesis will be send to the PhD committee members.
   * Visitors are exempt, as they are not paid by, or enlisted with the university and therefore the university has no responsibility.
2. **Responsibility for data management and storage (general) /ownership**
   * In general the rule is that the university owns data that is collected or generated by employees while working on the university contract.
   * Data collected as part of externally funded research projects such as the NWO or ERC may, by contractual arrangement, be owned by the funding agencies, who often transfer their ownership rights to the host institution.
   * At the same time, researchers who collected or generated research data, or who supervised the process, can claim intellectual ownership and free access.
   * Considering the previous two points, both researchers, project leaders (of NWO/ERC projects) and chair groups (on behalf of the university) have a responsibility for data management and storage.
3. **Who is responsible for data management in your group?** 
   * Staff members are responsible for the management of their own research data and submission to the data management team (DMT) for central storage. They are required to have a colleague check the data for completeness, comprehensibility, transparency, and compliance with confidentiality/privacy regulations before submission. They are also responsible for the submission of a data management plan as soon as data have been collected or acquired. Staff members are also responsible for the data management in the projects they lead (e.g., BSc/MSc, postdoc, and PhD projects).
   * For PhD students, the supervision team (project leader) ultimately is responsible for management and submission of the research data, however the PhD student is required to fill in the data management form for their project. PhD students themselves are responsible for the completeness, comprehensibility, transparency, and compliance with confidentiality/privacy regulations of the research data. The supervision team (project leader) is also responsible for the submission of a data management form and the raw data as soon as data have been collected or acquired.
   * For BSc/MSc students, the supervisor is responsible for management and submission of the research data. As such they have to inform BSc/MSc students about this DMP and best refer to this in the thesis contract. BSc/MSc students themselves are responsible for the completeness, comprehensibility, transparency, and compliance with confidentiality/privacy regulations of the research data. However, as long as results are only published in the thesis, the supervisor does not have the obligation to check whether the data fulfil the criteria. It is left to the discretion of supervisors to decide whether a data management form and the raw data should be submitted as soon as data have been collected or acquired.
   * For research and supervision teams with more than one persons from the chair group, there should be an explicit decision who is responsible for data management and submission. That is the data steward who fills out the data management form.
   * The DMT ([names data management team]) is responsible for the central storage of submitted research data and is responsible for making sure that access and ownership rights are not violated. In case the DMT is uncertain about what to do when there seem to be conflicting access and ownership rights, it will ask the [WASS Scientific Integrity Committee] for jurisdiction.
   * The DMT is responsible for promoting adherence to this policy. It will do so by:
     1. Informing newcomers to the chair group of the data management policy
     2. Checking the completeness and comprehensibility and availability of the data management forms.
     3. An annual check whether a data management form (and if applicable also data) has been submitted for each research project. The result of this check will be made available to the management of the group upon request.
     4. An annual reminder to staff members and PhD students about the data management policy, informing them of the results of the check under iii.
4. **Which data have to be stored?**
   * All data that is intended for use in publications. This includes BSc/MSc and PhD theses, reports, articles, books, etc., regardless of whether they are public or confidential.
   * Data gathered for educational purposes without the intention to publish does not have to be stored according to the data management policy.
5. **What type of data do we store?**

* We store data that...[description of different catagories of data produced in the group]
  + We do not store data that [e.g. data from existing or published data sets ]
  + The rule of thumb here is that the stored data, together with the documentation (the ‘data set’) that is stored along with it, should allow researchers who are/were not involved in the research to understand the data, its context, and the conditions for using the data, and to rerun the reported analyses. Ideally, the information that is stored along with the data should also allow others to replicate and verify the study.
  + All finalized data sets, a file with meta-data, a PDF of the publication (or BSc/Msc/PhD thesis), the data management plan should be uploaded to the groups central storage [W:\xxx\xxx...].
  + For the storage of raw data in physical form (e.g. surveys etc.), we leave it to the researcher whether, where and how long this needs to be stored. This depends on the best practice that exist in the field, and agreements made when collecting the data.

1. **Format**
   * Raw data and final data files can be stored in any format suitable for analyzing the data. So, we can all just keep using our own format, as long as an outsider is in principle (if necessary after learning the relevant software) able to understand the files.
   * Data can be stored in an open format such as .txt, .tab or .csv. Also possible is to save in .doc or .xlsx files, as we assume that for the foreseeable future, these data files will continue to be readable.
   * Data and associated files should be collected in a folder with a unique name related to the publication in question.
2. **When and where is data stored?**
   * A data management form, the final data, a PDF of the publication, as well as any code-files necessary to replicate any statistical analyses are to be stored in the groups central storage [W:\xxx\xxx...].
   * The data underlying a publication should also be archived in a certified data repository (e.g. DANS, 4TU Research data) upon acceptance of the paper by a journal.
   * Final central storage of these files should be accomplished immediately after acceptance/approval of the final version of the publication/thesis/report.
   * We further advise researchers of [group name] to upload the finalized data sets underlying their publications to their own websites.
   * During a running project, working copies on the M:drive should be regularly copied onto the W: drive.
   * Data on the central storage location can only be changed or removed by a member of the DMT, so not by any of the involved researchers or supervisors. The DMT will inform the responsible researcher before removal.
3. **Accessibility**
   * Access runs through the DMT, which also is responsible for observing rules and regulations with respect to ownership and legal rights.
4. **Storage duration (general rule)**
   * Data has to be stored for a period of at least 10 years.
   * Any formal, legal agreement, made when collecting data, about destruction of data after a set time has to be honoured. In case the DMT is uncertain about the validity of an agreement, it will ask the [name graduate school] Scientific Integrity Committee for jurisdiction.