Procedure for Data Management Plans within CSA

A project proposal should include a Data Management Plan (DMP). For this purpose a form is made based on the protocol ‘Data Management Plan CSA’. Below you will find the procedure to follow within CSA to develop a DMP.

Procedure for developing Data Management Plans within CSA using the DMP form:

**MSc/BSc student**

* Include DMP form in the thesis contract
* Send also a copy to Jet
* To be filled in before or short after the start of the student.
* Supervisor is responsible for making the DMP

**PhD student**

* Include DMP form in the project proposal to supervisor
* Send also a copy to Jet
* To be filled in in the first 6 month.
* PhD candidate and Supervisor are responsible for making the DMP

**Postdoc**

* Include DMP form in the project description
* Send also a copy to Jet
* To be filled in in the first 6 month.
* Postdoc is responsible for making the DMP

**Staff**

* If you are the principal investigator of a project include DMP form in the project description
* Send also a copy to Jet
* Staff is responsible for making the DMP

Within CSA Jet will support the Data Management as follows:

* collects the DMP
* checks the DMP
* makes an overview of projects and DMP’s
* provides advice with writing DMP
* keeps track of changes in the policy regarding DMP at the university and
* keeps track of changes in the policy regarding DMP within the group and
* updates the group on these changes.

Jet is **not** responsible for correct data management; Jet is solely helping with the development of DMP and the implementation of the group’s policy.