

CSU Research Data Management Plan Template

Good data management ensures secure, efficient access and prevents loss of data during and after research. The resulting well organised and documented data sets (collections) can be used for data verification and potential re-use after project completion.

A Research Data Management Plan is a requirement of the [CSU Research Data Management Policy](#) and is a recommendation of the [Australian Code for Responsible Conduct of Research](#).

The purpose of this plan is to:

- Assist you to plan how you will manage your Research Data through the research project lifecycle.
- Communicate these intentions to the university research support teams.
- Provide a record of the types of research data associated with projects.
- Request data storage for your research data through DIT.
- Record linkages between this project and ethics or other guidelines, contracts or agreements.
- Ensure that consideration has been given to the long-term storage and potential sharing of the data.

Instructions:

- Attempt all questions. For check boxes, highlight, **right click**, select '**Properties**' then '**checked**'
- Consult with your colleagues or supervisor on their research data management practices, [attend training](#) or contact researchsupport@csu.edu.au for more assistance.

Submission process:

- Discuss and check through the plan first with colleagues and/or your **thesis** supervisor.
- Send your completed plan to researchsupport@csu.edu.au
- The plan will be reviewed by research support.
- For HDR students, your supervisor needs to sign the form prior to submission.
- The form is forwarded to the Associate Dean, Research (ADR) for your faculty to acknowledge completion of the plan process.
- Once acknowledged by the ADR, the form can be forwarded to the DIT Service desk to have appropriate storage allocated.

A yellow rectangular sticker with a red pushpin at the top left corner. The word "Remember!" is written in bold black text.

Help is available at any stage of research. Ask your experienced colleagues, attend RDM training or contact researchsupport@csu.edu.au