

TEMPLATE FOR A DATA MANAGEMENT PLAN

The following **template** should be used to develop a Data Management Plan (DMP) to accompany a research proposal. The notes (*in italics*) provide further context and guidance for its completion. Where substantial data is generated from the research, the DMP will be more in depth and therefore likely to be 2 or 3 pages long ([3 pages maximum length - See MRC Je-S Help and Guidance for DMP](#)) for low impact studies generating small amounts of data. DMPs will be short ie less than half a page.

If you opt NOT to use the template the topics listed in the template MUST be addressed.

0. Proposal name

Exactly as in the proposal that the DMP accompanies

1. Description of the data

1.1 Type of study

Up to three lines of text that summarise the type of study (or studies) for which the data are being collected.

1.2 Types of data

Types of research data to be managed in the following terms: quantitative, qualitative; generated from surveys, clinical measurements, interviews, medical records, electronic health records, administrative records, genotypic data, images, tissue samples,...

1.3 Format and scale of the data

File formats, software used, number of records, databases, sweeps, repetitions,... (in terms that are meaningful in your field of research). Do formats and software enable sharing and long-term validity of data?

2. Data collection / generation

Make sure you justify why new data collection or long term management is needed in your Case for Support. Focus in this template on the good practice and standards for ensuring new data are of high quality and processing is well documented.

2.1 Methodologies for data collection / generation

How the data will be collected/generated and which community data standards (if any) will be used at this stage.

2.2 Data quality and standards

How consistency and quality of data collection / generation will be controlled and documented, through processes of calibration, repeat samples or measurements, standardised data capture or recording, data entry validation, peer review of data or representation with controlled vocabularies.

3. Data management, documentation and curation

Keep this section concise and accessible to readers who are not data-management experts. Focus on principles, systems and major standards. Focus on the main kind(s) of study data. Give brief examples and avoid long lists.