DMP Template of HKUST

Roles and responsibilities

Project Name:
Grant Reference:
Principal Investigator:

This data management plan will specify:

• person(s) who responsible for obtaining data, capturing data, producing metadata, and transferring metadata & data
• source(s) of funding / grants
• internal / external partner(s) (if any)
• expected project duration

Expected data

Give a short description of the data, including amount (estimated amount or known amount) and content.

• What data will be generated in the research?
• What data types will you be creating or capturing?
• How will you capture or create the data?
• If you will be using existing data, state that fact and include where you got it. What is the relationship between the data you are collecting and the existing data?
• What data will be preserved and shared?
• Where (physically) and on what media will you store the data during the project's lifetime?
• How will you back-up the data during the project's lifetime and how regularly will back-ups be made?

Period of data retention

Give a short description to explain the policies that may restrict the distribution of your data, and describe how you will make sure that access to data is made available in a timely manner.

• How long will the original data collector/creator/principal investigator retain the right to use the data before opening it up to wider use?
• Explain details of any embargo periods for political, commercial, patent or publisher reasons.

Data formats and dissemination
Give a short description to describe the format of your data.

• Which file formats will you use for your data, and why?
• What transformations (to more shareable formats) will be necessary to prepare data for preservation and data sharing?
• What form will the metadata take?
• Which metadata standards will you use and why have you chosen them? (e.g. accepted domain-local standards, widespread usage).
• What contextual details (metadata) are needed to make the data you capture or collect meaningful?

Also, describe how you will ensure dissemination of your data.

• How and when will you make the data available? (Include the resources needed to make the data available: equipment, systems, expertise, etc.)
• What other types of information should be shared regarding the data, e.g. the way it was generated, analytical and procedural, information?
• What is the process for gaining access to the data?
• Will any permission restrictions need to be placed on the data?
• Are there ethical and privacy issues?

Data storage and preservation of access

Give a short description to describe your long-term strategy for storing, archiving, and preserving the data you will generate or use.

• What is the long-term strategy for maintaining, curating, and archiving the data?
• Which archive/repository/database have you identified as a place to deposit data?
• What procedures does your intended long-term data storage facility have in place for preservation and backup?
• What data will be preserved for the long-term?
• What metadata/documentation will be submitted alongside the data or created on deposit/ transformation in order to make the data reusable?