Postgraduate Research Student Data Management Plan: Review Checklist

This Checklist can be used by the student’s Supervisor to review their Data Management Plan (DMP). Relevant sections of the DMP are referenced for each question. Questions 2, 3 and 7 may not be relevant and can be marked as N/A.

|  |  |  |
| --- | --- | --- |
| **1. Has the DMP been updated for this submission?** | **Yes** | **No** |
| See: Document version, Date of last update, Changes from previous version |  |  |
| The DMP should be developed iteratively, with the student adding and amending detail as the research proceeds. An updated version should be submitted for each review. |  |  |
| **Comments** |  |  |
| **2. Is the student aware of any contracts that affect IPR in data or include notice requirements for data publication?** | **Yes** | **No** |
| See: 1.3 |  |  |
| Contracts may include CASE/industrial sponsorship agreements, and IP assignment agreements. The student should have copies of all relevant contracts. Ensure the student is aware of IP, confidentiality and publication clauses in these contracts. |  |  |
| **Comments** |  |  |
| **3. Has the student identified key secondary data sources?** | **Yes** | **No** |
| See: 2.1 |  |  |
| The student should identify key secondary sources with references, and note licence terms or any conditions placed on use of data. |  |  |
| **Comments** |  |  |
| **4. Has the student identified all the primary data that will be collected/created?** | **Yes** | **No** |
| See: 2.2 |  |  |
| All primary data should be included. Data should be identified by type at least. Details of formats and quantities may need to be specified later, but early estimates of quantity can be useful, especially if the volume of data will be high and additional storage will be needed. |  |  |
| **Comments** |  |  |
| **5. Has the student documented their instruments, methods and quality controls?** | **Yes** | **No** |
| See: 2.3, 2.4 |  |  |
| Information in these sections may be minimal and general at first, but should become more detailed as instruments and methods are specified and the workflow for data collection and processing is developed. At an early stage these sections can be used as prompts for the student to start considering the practicalities of how data will be collected and validated. |  |  |
| **Comments** |  |  |
| **6. Has the student identified appropriate storage and security solutions for their data?** | **Yes** | **No** |
| See: 3.1 |  |  |
| Storage solutions should ensure data are backed up and secure. Primary storage should be institutional - using the University network or OneDrive, or other facility infrastructure. Access control measures should be proportionate, e.g. file encryption is appropriate for personal/sensitive data. The student should consider storage and backup of data collected in the field, and using secure methods of transfer to primary storage, e.g. via VPN to the University network, or encrypting high-risk files for transfer by unsecured channels such as email. Paper-based data and consent forms may also need to be considered. |  |  |
| **Comments** |  |  |
| **7. If the student is collecting data from human participants, have they documented how they will meet ethical obligations and comply with data protection law?** | **Yes** | **No** |
| See: 5 |  |  |
| The student will need to obtain ethical approval from the School or University Research Ethics Committee. They will need to ensure that any personal data are collected, stored and disclosed in accordance with data protection law. They should plan ahead for public sharing of data that will support their thesis or any publications: most data collected from human participants can be shared, providing they are anonymised or shared in line with the original consent and with appropriate controls to protect confidentiality. The student should be referred to University guidance on Research Ethics and Data Protection (provided by Information Management and Policy Services) and encouraged to seek advice if needed. |  |  |
| **Comments** |  |  |
| **8. Does the student know who will own their data, and whether they will need to seek permission from anyone before they make data publicly available?** | **Yes** | **No** |
| See: 6 |  |  |
| The student must be aware if their research is governed by any contracts (e.g. an industrial sponsorship agreement) that affect ownership and permission to disclose arising IP (see 1.3). Even where ownership of IP is not affected, such contracts may include publication clauses requiring a specified period of notice to the other party of any intended publication (including public release of data). If data will be created jointly (e.g. as part of a team), the student should be aware that they may need to seek permission from joint holders of IPR to make data public. If data are owned by the University, permission to make the data publicly available may be assumed, unless they are subject to confidentiality agreement (e.g. under an IP assignment agreement with the University) or the research is on a formal path to commercial exploitation (e.g. an application for patent protection is in process). |  |  |
| **Comments** |  |  |
| **9. Has the student identified the data repository or repositories that will be used to preserve and share their data (and code where relevant)?** | **Yes** | **No** |
| See: 7.2, 7.3 |  |  |
| Students must plan to use public data repository services to preserve and share data that will support their thesis and any publications that may result from the research. They should use external services where relevant to their research area or the type of data, e.g.: a NERC data centre if funded by NERC; the UK Data Service ReShare repository for ESRC-funded and other social science data; EBI databases for molecular biology data, etc. In the absence of a suitable external service they can use the University’s Research Data Archive. |  |  |
| **Comments** |  |  |
| **10. Does the student have any specific resource, training or information requirements?** | **Yes** | **No** |
| See: 8.2, 8.3 |  |  |
| If the student needs any resources, training or information to support their data management activities, these should be discussed. |  |  |
| **Comments** |  |  |

## Overall assessment and recommendations

|  |  |  |
| --- | --- | --- |
| **11. Is the DMP satisfactory?** | **Yes** | **No** |
|  |  |  |
| **12. Do you have any recommendations for further action or suggestions for improvement?** | **Yes** | **No** |
| Enter here any specific recommendations based on any particular issues or gaps identified in reviewing the student’s DMP. You can recommend the student attend data management training via the RRDP or refer the student to the Research Data Manager for support on any aspects of research data management. |  |  |
|  |  |  |