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Data Management Plan for Research Projects



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| --- | --- |
| Project title |  |
| Funder(s) |  |
| Principal investigator |  |
| Contact email |  |
| Date of last edit |  |

Guidance on writing a Data Management Plan can be found at <https://lshtm.sharepoint.com/Research/Research-data-management/>
and http://servicedesk.lshtm.ac.uk

Advice and feedback can be obtained from:
researchdatamanagement@lshtm.ac.uk

# **DESCRIBE YOUR RESEARCH**

## What digital resources – data, code, collection tools, etc. - will you collect/obtain and use?

Relevant details to mention: topics covered, type (e.g. survey), source (collected by self or others), format (e.g. STATA) and amount (e.g. 10 interviews). Draw attention to human or other data that require additional protection.

1.

2.

3.

4.

## What hardware and software will be used in your research?

List any hardware and software to be used, their intended purpose (e.g. collection, analysis), and (if relevant) the number needed. E.g. 20 Samsung 10” tablets, LSHTM’s Open Data Kit software, STATA and MS Access for analysis.

## What data-related activities will be performed during the research?

List key data-related activities that you and/or others will perform during the research. For instance, trial draft survey in month 6, collect data in month 8-10, clean and anonymise data in month 11, analyse data in month 12-18.

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| **Task** | **Description** |
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## What quality checks will you perform to ensure resources are fit for purpose?

Outline any quality checks to be performed before, during and after the above activities, e.g. to ensure data are captured correctly, remain accurate and complete, or ensure you avoid recognised problems. The UK Data Services offers guidance at <http://ukdataservice.ac.uk/manage-data/format/quality.aspx>.

## How will you address ethical & legal issues within your research?

* What permissions are needed? E.g. to collect data in country, analyse data for specific purpose, share data
* From whom must approval be obtained? E.g. study participant, ethics committees, data provider
* How will permissions be provided? E.g. ask participants to sign a consent form, sign a Data Transfer Agreement

## What documentation will be created to ensure resources can be understood?

What aspects of the research will be documented and how? E.g. processes could be documented in Standard Operating Procedures, workflows applied described in a lab book, a codebook written to describe variables, etc.

# **STORAGE AND SECURITY**

## Where will resources be stored at key stages of your research?

Identify where resources will be held during capture, processing, analysis and other stages, and who will have access to them. Consult <https://lshtm.sharepoint.com/Services/IT-Services/ServiceDesk/LSHTM-data-storage-options.pdf>

## What labelling conventions will you apply to manage your resources?

Briefly describe any naming conventions or classification systems you will apply to resources. E.g.

* Filenames: key characteristics you will record to group files, e.g. FG1\_transcript\_2018-10-01
* Variable: conventions to be used for question IDs, completed responses & missing variables
* Versions: how will you identify changes to resources over time (e.g. v1.1, v1.2)

9. How will you keep data safe and secure? (choose one or more)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Only anonymised data will be used - personal, sensitive, or otherwise confidential data is not needed for the research |  | Store personal details in a separate secure location & link it via an identifier |  | Delete personal & confidential details at earliest opportunity (specify when below) |  |
| Use digital storage that require a username/password or other security feature |  | Physical security (such as locked cabinet or room) |  | Protect portable devices using security features, e.g. biometric |  |
| Encrypt storage devices |  | Encrypt during transfer |  | Avoid cloud services located outside EU |  |
| Take ‘Information Security Awareness training’ |  | Ensure backups are also held securely |  |  |  |
| Notes: |  |
| Identify additional steps you will take to avoid, reduce, or eliminate risks that may affect your resources. |
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# **ARCHIVING & SHARING**

## What resources should be kept as evidence of your research?

Data from funded research must often be kept for a minimum of 10 years following study completion in accordance with the LSHTM Retention Schedule. However, external requirements may specify a shorter/longer time period. List the resources in Q1 that will be kept and the time period. If some resources can’t be retained, state the reason why.

## Where will these resources be hosted?

Identify where each resource will be hosted following research completion. E.g.

* Files intended for sharing may be hosted in the LSHTM data repository ([http://datacompass.lshtm.ac.uk](http://datacompass.lshtm.ac.uk/)) or a 3rd party repository, such as UK Data Service, ArrayExpress, Zenodo, etc.
* Internal and confidential files can be held on the LSHTM Secure Server

## When will the resources be made available? (choose one or more)

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| --- | --- | --- | --- | --- | --- |
| During the research life |  | At the same time as findings are published in an academic journal |  | A set time after research end, e.g. 12 months. Specify below |  |
| Resources already available (provide details below) |  | On completion of my thesis |  | Other (provide details below) |  |
| Further information / Other |
|  |

## How will you make other researchers aware that the resources exist?

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| --- | --- | --- | --- |
| Publish a metadata record describing the resources in a repository or other catalogue |  | Obtain a Digital Object Identifier (DOI) or other permanent ID |  |
| Cite resources in future research papers, e.g. in the data access statement or reference list |  | Cite resources in project reports |  |
| Publish a description for the project website |  | Write and publish a Data Paper |  |
| Add resources to a list of your academic outputs |  |  |  |
| Other measures / Further details |
|  |

## What steps will you take to ensure resources are easy to analyse and use in future research? (choose one or more)

|  |  |  |  |
| --- | --- | --- | --- |
| Prepare a codebook or other documentation that provides an accurate description of content |  | Store resources in open file formats such as CSV, Rich Text, etc. See <https://www.ukdataservice.ac.uk/manage-data/format/recommended-formats> |  |
| Write a user guide that provides a high-level overview of research |  | Apply a standard licence that allows a broad range of uses (e.g. Creative Commons, Open Data Commons) |  |
| Designate a corresponding author / data custodian who will handle data-related questions |  | Use domain-specific standards that make it easy to import and analyse data |  |
| Other / Further information |
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## If resources can be made available, but not openly, what conditions on access/use must be met?

E.g. data can be used for specific types of research only. Leave blank if not applicable.

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| --- | --- |
| **Requirement:** | **To be addressed by:** |
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# **RESOURCING**

## 16. What are the primary data management challenges in your research?

E.g. uncertainty on data management practice, data security, data-related costs, staff resources, etc.

## How can LSHTM & others help you to better manage your data?