Research Data Management Plan

# Overview

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| * 1. **Postgraduate Researcher:** |
| **1.2 Project title:** |
| **1.3 Project start and end dates:** |
| **1.4 Project context:** |

# Defining your data

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| **2.1 Where do your data come from?** |
| **2.2 What formats are your data in?** |
| **2.3 How often do you get new data?** |
| **2.4 How much data do you generate?** |
| **2.5 Who owns the data you generate?** |

# Looking after your data

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| **3.1 Where do you store your data?** |
| **3.2 How are your data backed up?** |
| **3.3 How do you structure and name your folders and files?** |
| **3.4 How do you manage different versions of your files?** |
| **3.5 What additional information is required to understand the data?** |

# Archiving your data

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| **4.1 What data should be kept or destroyed after the end of your project?** |
| **4.2 For how long should data be kept after the end of your project?** |
| **4.3 Where will the data you keep be archived?** |
| **4.4 When will data be moved into the archive?** |
| **4.5 Who is responsible for moving data to the archive and maintaining them?** |

# Sharing your data

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| **5.1 Who else has a right to see or use this data during the project?** |
| **5.2 What data should or shouldn’t be shared openly and why?** |
| **5.3 Who should have access to the final dataset and under what conditions?** |
| **5.4 How will you share your final dataset?** |

# Implementing your plan

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| **6.1 Who is responsible for making sure this plan is followed?** |
| **6.2 How often will this plan be reviewed and updated?** |
| **6.3 What actions have you identified from the rest of this plan?** |
| * 1. **What policies are relevant to your project?**   **Please read the Central University of Technology, Free State Research Data Management Policy and confirm this on this form.** |
| **6.5 What further information do you need to carry out these actions?** |