RESEARCH DATA MANAGEMENT PLAN (RDMP) TEMPLATE

How to use this document:

This document contains instructional text, which should be removed before finalizing the RDMP. Place 'N/A' in sections that do not apply to your research context. Note: Your plan is a living document and should be updated throughout the course of your project.

1. Getting Started	
a. Project title	If the research has been funded, state the name exactly as in the research proposal.
b. ID	This could be a project ID, OrcID, other ID, or leave blank
c. Grant reference number	If applicable
d. Ethics approval Number	If applicable
e. PI Name(s)	Name of Principal Investigator(s) and any other main researcher(s) on the project.
f. RDMP author-name	The author or contact person for this RDMP.
g. School / Department	Enter any schools, departments, research groups, or institutions involved in this project.
h. Project start & end dates	The dates on which work on this project started/will start and ended/will end. These dates can be approximate.
i. Project description	Briefly describe the project background and aims in a way that would help someone else knowledgeable about your field understand your project. This should be 1 to 2 paragraphs and can be copied from a grant or research proposal.
j. Related policies & guidelines	List any policies, guidelines, or procedures you will consult or comply with when managing your data (e.g., Institutional, departmental, or funder).

2. Developing your RDMP (about your data)	
a. Data types	What types of data will you collect, create or reuse?
b. File formats	What file formats will the data be in? (e.g., transcripts might be saved to a .txt file, audio stored as MP3, experimental observations written in a paper notebook, etc.).
c. Organization	How will your data be organized? (e.g., naming conventions, version control, folder structures)

3. Ethics and Legal Issues

a.	*Ethics and Legal*	How will you manage any ethical issues?
b.	*Copyright and IP*	How will you manage copyright and Intellectual Property Rights (IPR) issues?
c.	*Cultural*	How will you protect culturally sensitive (e.g., Māori) data and support its appropriate use?

4. Access, confidentiality, and security

a.	*Secure storage and backup*	How will you store and back up your data during the project?
b.	*Access, confidentiality, and security*	Is the data confidential? Does the access need to be restricted? To whom, and how? Identify access, confidentiality, and security issues and make a plan to manage them. **Consider:** • **Primary data -** This is the data you, as the researcher, collect directly from first-hand sources. • **Secondary data -** This is pre-existing data that has already been collected for some purpose other than your research. It may originate from the research you have done in the past, other researchers, or organizations. Consider the sensitivity of the data (e.g., commercial, personal data not already in the public domain, etc.). Where appropriate, contact the person/s responsible for the data (roles include: data owner, data custodian, and data steward). Agree on what will be used and how it will be accessed, used, kept confidential, and made secure.

5. Documenting and Describing Your Data

a.	*Documentation*	What documentation and metadata will accompany the data? (This is the additional information needed to understand the data files).

6. Sharing and Preserving Your Data

a.	*Sharing*	Who else has the right to see or use your data? How will you share your data?
b.	*Restrictions*	Are there any restrictions on data sharing required?

Further Optional Questions

These questions expand on some areas and also deal with post-project arrangements for data. Please fill in if appropriate.

7.	Data Storage – Digital Data	
a.	The volume of digital data	Estimate the volume of digital data that is expected to be generated in MB, GB, and TB (small, medium, large).
b.	Storage type, location, and backup	Where will you store your data? It is recommended to store digital data on University servers. If you are using additional storage solutions, please indicate what they are and how they are backed up.
c.	Storage of pre-existing data	Provide details about how any pre-existing data will be stored during the project.

8.	Data Storage - Non-Digital data	
a.	Non-digital data types	If applicable, estimate the volume and type of non-digital data, e.g., Laboratory notebooks, physical specimens, artifacts, and consent form(s) that will be generated during this project.
b.	Storage location	Describe the physical location(s) that will be used during the active stage of this research project for storing this data.
c.	Safeguards and requirements	Describe any security and environmental requirements for the storage of this data.
d.	Other requirements	Describe any other requirements of non-digital data storage and transfer during the active stage of your project.

9.	Intellectual Property, Copyright, and Ownership	
a.	Contracts and Agreements	Identify any agreements or contracts that apply to this project (including document identifiers, if known).
b.	Ownership	State who will own the copyright and other IP of any data that you will collect or create. Consider funding body/institutional policies on copyright and other IP.
c.	Pre-existing data	Describe copyright and other IP considerations about any pre-existing data used in this project.

10. Post-project data retention, sharing, and destruction

a. Data to retain	Have you thought about a long-term archive for your data? Indicate which datasets you will retain and which you will destroy and why. This could be based on: contractual, legal, or regulatory requirements or the potential reuse value.
b. Pre-existing data	If your research uses pre-existing data, do you know how long curators or agencies responsible for this data plan to retain it? What plans have you made if pre-existing data becomes unavailable?
c. Duration	If data will not be retained indefinitely, indicate how many years post-publication (minimum retention period) the data will be retained and the expected date and method of disposal.
d. Non-digital Data	Indicate the following: • Storage type, e.g., Warehouse • Name • Location • Additional costs of the selected repository
e. Digital Data	Indicate the following: • Storage type e.g., Cloud • Repository name, e.g. CALNS • Location (physical and digital) of the long-term storage platform • Additional costs of the selected repository
f. Licensing	Under what license will you share your data (if applicable)?
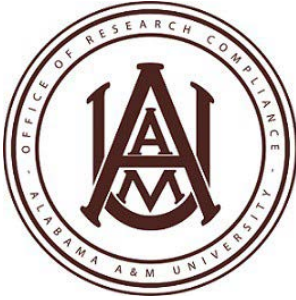
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e. *PI Name(s)*	
f. *RDMP author-name*	
g. *College / Department*	
h. *Project start & end dates*	
i. *Project description*	
j. *Related policies & guidelines*	

2. *Developing your RDMP (about your data)*	
a. *Data types*	
b. *File formats*	
c. *Organization*	

3. Ethics and Legal Issues

a. Ethics and Legal

b. Copyright and IP

c. Cultural

4. Access, confidentiality, and security

a. Secure storage and backup

b. Access, confidentiality, and security

5. Documenting and Describing Your Data

a. Documentation

6. Sharing and Preserving Your Data

a. Sharing	
b. Restrictions	

Further Optional Questions

These questions expand on some areas and also deal with post-project arrangements for data. Please fill in if appropriate.

7. Data Storage – Digital Data

a. The volume of digital data	
b. Storage type, location, and backup	
c. Storage of pre-existing data	

8. Data Storage - Non-Digital data

a. Non-digital data types	

b. *Storage location*	
c. *Safeguards and requirements*	
d. *Other requirements*	

9. Intellectual Property, Copyright, and Ownership

a. *Contracts and Agreements*	
b. *Ownership*	
c. *Pre-existing data*	

10. Post-project data retention, sharing, and destruction

a. Data to retain	
b. Pre-existing data	
c. Duration	
d. Non-digital Data	
e. Digital Data	
f. Licensing	