

# The University of Melbourne: University of Melbourne DMP Template - Managing Data @Melbourne

## 1. Getting Started

Faculty / Department

- Other
- University Services
- Chancellery
- School of Law
- School of Engineering
- Graduate School of Education
- Faculty of Veterinary and Agricultural Sciences
- Faculty of VCA and MCM
- Faculty of Science
- Faculty of Medicine, Dentistry and Health Sciences
- Faculty of Business and Economics
- Faculty of Arts
- Faculty of Architecture, Building and Planning

*Guidance:*

If the project is in more than one faculty / school, add additional partners in the comments.

Project Start Date

*Guidance:*

The date on which work on this project started or will start.

Please use the format DD/MM/YYYY e.g. 21/03/2017

*Example Answer:*

14/02/2017

Project End Date

*Guidance:*

The date on which work on this project ended or will end.

Please use the format DD/MM/YYYY e.g. 21/03/2017

*Example Answer:*

19/01/2020

## 2. Developing your DMP (about your data)

What kinds of data will you collect, create or reuse?

*Example Answer:*

Data will be collected using a postal and electronic survey. Survey questions will cover [main subject areas of the research]. The invitation to the survey will be posted to a representative sample of 2,000 people aged 39-79 years living in rural areas in Victoria. It is expected to have around a 20-40% response rate. Red Cap research data management software hosted by the University of Melbourne will be used for organizing responses.

What file formats will the data be in?

*Example Answer:*

Digital video data files generated will be in MPEG-4 (.mp4) format. MPEG-4 is an International Standards Organization (ISO) specification and this format is readable by most media players.

## 3. Ethics and Legal Issues

How will you manage any ethical issues?

*Example Answer:*

The project will involve interviewing approximately 40 people. University of Melbourne Ethics approval has been granted (number XXXX).

How will you manage copyright and Intellectual Property Right (IPR) issues?

*Example Answer:*

The research uses text-mining of a number of recent copyright works. Permission has been sought from the publisher to undertake text-mining and to present aggregated extracts of this content.

## 4. Organising, Storing and Backing-up your Data

How will you store and backup your data during the project?

*Example Answer:*

Data will be stored on the University departmental share drive, which is backed up by University IT. While in the field, data will be stored on a laptop as well as an external drive. Field data will be transferred to the departmental share drive as soon as possible. A copy of the data will be shared with collaborators using Cloudstor.

How will you manage access and security?

*Example Answer:*

The data is of a sensitive nature (rare plant species locations) and needs to be protected. The data will be stored on the lab share drive, which is restricted to members of the project team and requires authentication. Raw data entry sheets will be kept in a locked filing cabinet in the principle researcher's office. Only members of the project team will have access.

## 5. Documenting and Describing your Data

What documentation and metadata will accompany the data?

*Example Answer:*

A README.txt file will be present that describes the file organisation, directly structure, naming convention and data standards used. A separate data dictionary will describe the fields and column types and format for tabular data. Third-party data obtained from the department of Health will be accompanied by the licence and terms and conditions.

How will the consistency and quality of the data be controlled?

*Example Answer:*

Artworks will be recorded in a spreadsheet. Standard dropdown lists will be used for material, substrate, condition, period, style etc based on the Getty Art and Architecture Thesaurus. Numerical data will be graphed and examined for potentially erroneous outliers and routines will be developed to check data for consistency.

## 6. Sharing and Preserving your Data

How will you share your data?

*Example Answer:*

Sequences for all organisms will be deposited in GenBank and reference specimens for all sequences will be deposited in the University Herbarium. Raw data and code for phylogenetic analysis will be made available on GitHub and a copy placed in melbourne.figshare.com

Are there any restrictions on data sharing required?

*Example Answer:*

Collaborators have requested that data not be made available until they have published their part of the project. An embargo period of three years has been agreed after which time the data will be made available through the Australian Data Archive.

# The University of Melbourne: University of Melbourne DMP Template - Further DMP Questions

## 1. Ethics Approval

Does this project require animal or human ethics approval?

*Guidance:*

If applicable, state the type of approval (animal ethics or human ethics) and give the approval number. If approval was granted by an ethics committee or group outside of the University of Melbourne, please state the name of the committee.

## 2. Data Collection and Analysis

How will you ensure your research is reproducible?

*Guidance:*

Describe how a record of the methodological and analytical steps will be stored to ensure that all collection and analyses undertaken by this project would be reproducible by another researcher.

*Example Answer:*

May not be applicable

## 3. Data Storage - Digital Data

Describe the volume of digital data that is expected to be generated in MB, GB, TB etc.

Storage type, location and backup

*Guidance:*

Where will you store your data?

It is recommended to store digital data on University servers - please indicate file path. If you are using additional storage solutions please indicate what they are and how they are backed up.

Access, confidentiality and security

*Guidance:*

Who will access the data? Does the access need to be restricted? Outline any security risks and appropriate security measures that will be taken to address them.

Storage of pre-existing data

*Guidance:*

Provide details about how any pre-existing data will be stored during the project.

## 4. Data Storage - Non-Digital Data

Non-digital data types

*Guidance:*

If applicable, describe the volume and type of non-digital data e.g. Laboratory notebooks, physical specimens, artefacts, consent form(s) that will be generated during this project.

Storage location

*Guidance:*

Describe the physical location(s) that will be used during the active stage of this research project for storing this data.

Safeguards and requirements

*Guidance:*

Describe any security and environmental requirements for the storage of this data.

Other requirements

*Guidance:*

Describe any other requirements of non-digital data storage and transfer during the active stage of your project.

## 5. Intellectual Property, Copyright and Ownership

Contracts and agreements

*Guidance:*

Identify any agreements or contracts that apply to this project (including document identifiers, if known).

Ownership

*Guidance:*

State who will own the copyright and other IP of any data that you will collect or create.  
Consider funding body and institutional policies on copyright and other IP.

Pre-existing data

*Guidance:*

Describe copyright and other IP considerations about any pre-existing data used in this project.

## 6. Data documentation and management

Naming conventions and filing structures

*Guidance:*

Describe the file and folder naming conventions and systems, codes, labelling, and/or identifiers that will be used.

Version control

*Guidance:*

Describe any version control measures and conventions., and the manner in which master version and/or copy of data will be identified.

*Example Answer:*

E.g. use of GitHub, regular backups, HPRM, or file prefixes such as YYYYMMDD\_.

## 7. Post-project data retention, sharing and destruction

Data to retain

*Guidance:*

Have you thought about a long-term archive for your data? Indicate which data 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.

Pre-existing data

*Guidance:*

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 become unavailable?

Duration

*Guidance:*

If data will not be retained indefinitely, indicate how many years post publication (minimum retention period) the data will be retained, and an expected date and method of disposal.

Non-digital data

*Guidance:*

Indicate the following:

- Storage type e.g. Warehouse
- Name
- Location
- Additional costs of the selected repository

Digital data

*Guidance:*

Indicate the following:

- Storage type e.g. Cloud
- Repository name e.g. Australian Data Archive
- Location (physical and digital) of the long-term storage platform
- Additional costs of the selected repository

Licencing

*Guidance:*

Under what licence will you share your data (if applicable)?