

NRF TEMPLATE – Data Management Planning Tool

Section 1: Administrative Data

QUESTION NUMBER	QUESTION	ADDITIONAL GUIDANCE	LINKED GUIDANCE	QUESTIONS TO CONSIDER
1	Are there any related policies?	Please submit any information about related policies as it relates to your research data.	List any other relevant funder, institutional, departmental or group policies on data management, data sharing and data security. Some of the information you give in the remainder of the DMP will be determined by the content of other policies. If so, point/link to them here.	<ul style="list-style-type: none"> • Are there any existing procedures that you will base your approach on? • Does your department/group have data management guidelines? • Does your institution have a data protection or security policy that you will follow? • Does your institution have a Research Data Management (RDM) policy? • Does your funder have a Research Data Management policy? • Are there any formal standards that you will adopt?

Section 2: Data Collection

QUESTION NUMBER	QUESTION	ADDITIONAL GUIDANCE	LINKED GUIDANCE	QUESTIONS TO CONSIDER
1	What data will you collect or create?	Please detail any data collection that will occur.	Give a brief description of the data, including any existing data or third-party sources that will be used, in each case noting its content, type and coverage. Outline and justify your choice of format and consider the implications of data format and data volumes in terms of storage, backup and access.	<ul style="list-style-type: none"> • What type, format and volume of data? • Do your chosen formats and software enable sharing and long-term access to the data? • Are there any existing data that you can reuse?
2	How will the data be collected or created?	Please list all your data and provide any additional information	Outline how the data will be collected/created and which community data standards (if any) will be used. Consider how the data will be organised during the project, mentioning for example naming conventions, version control and folder structures. Explain how the consistency and quality of data collection will be controlled and documented. This may include processes such as calibration, repeat samples or measurements, standardized data capture or recording, data entry validation, peer review of data or representation with controlled vocabularies.	<ul style="list-style-type: none"> • What standards or methodologies will you use? • How will you structure and name your folders and files? • How will you handle versioning? • What quality assurance processes will you adopt?