Data Management Plan - Leiden University Institute of Psychology (v5.8)

*The Research Data Management Regulations Leiden University*[[1]](#endnote-2) *require researchers to write a data management plan at the start of a research project. Researchers in the Institute of Psychology are assumed to be familiar with these regulations and with the Guidelines for the archiving of academic research for faculties of behavioural and social sciences in the Netherlands*[[2]](#endnote-3)*. The purpose of these policies is (i) to ensure that research data is managed to the highest standards throughout the research data lifecycle; and (ii) to comply with the requirements of funding agencies. If you need help with this data management plan, please contact the Centre for Digital Scholarship at the University Libraries Leiden:*  *cds@library.leidenuniv.nl*

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| Name of PhD student and contact details | *Please include email address and telephone number* |
| Name of project and principal investigator (e.g., PhD supervisor) | *Title of project and name of principal investigator* |
| Description of your research | *Briefly describe your research to help others understand the purposes for which the data are being collected or created. Max. 50 words.*  |
| Project duration | Start: *DD-MM-YYYY*End: *DD-MM-YYYY* |
| Names of people and their responsibilities for data management  | *Responsibilities can be collecting, storing, documenting, sharing and archiving the data. Naming anyone with specific roles and responsibilities for data management is especially important for collaborative projects that involve many researchers and/or partner organisations.* |
| Funding body(ies) | *If applicable.* |
| Grant number | *If applicable. A grant number provides unique identification for the grant.* |
| Partner organisations | *If applicable. These may be research partners that use your data, or that you use data from.*  |

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| Processing of personal data | *If you process personal data, you are legally required to fill out a data processing inventory. Personal data refers to any information that can be traced back to a person. This information could be a name, address or location, but it could also be bank account numbers, telephone numbers or post codes with house numbers. For more information, see:* [*https://www.staff.universiteitleiden.nl/ict/privacy-and-data-protection/personal-data/personal-data/service-units?cf=service-units*](https://www.staff.universiteitleiden.nl/ict/privacy-and-data-protection/personal-data/personal-data/service-units?cf=service-units)*.*[ ]  I do not collect personal data[ ]  I collect personal data and I will answer questions Part 1 and Part 2 |
| Part 1Research data processing inventory | *in case you have questions about privacy and data protection,* *contact your privacy officer (Raymond van Erkel) or the Privacy Service Point: https://www.staff.universiteitleiden.nl/ict/privacy-and-data-protection/general-data-protection-regulation-gdpr/data-protection-officer/social-and-behavioural-sciences/psychology?cf=social-and-behavioural-sciences&cd=psychology.* [ ]  I did fill out the data processing inventory and will attach it to this DMP[ ]  I have not yet filled out the data processing inventory [ ]  Not applicable, I do not collect personal data |
| Part 2Description of risks and corrective measures | *After completing Part 1, you should complete the Description of Risks and Corrective Measures (Part 2). You can find the latest version at (*[*https://www.staff.universiteitleiden.nl/ict/privacy-and-data-protection/general-data-protection-regulation-gdpr/data-processing-register/service-units?cf=service-units*](https://www.staff.universiteitleiden.nl/ict/privacy-and-data-protection/general-data-protection-regulation-gdpr/data-processing-register/service-units?cf=service-units)*)*[ ]  I did perform a description of risks and corrective measures and will attach it to this DMP[ ]  I have not yet filled out the description of risks and corrective measures[ ]  Not applicable, I do not collect personal data  |

About this Data Management Plan

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| Date written | *DD-MM-YYYY* |
| Date last update | *DD-MM-YYYY* |
| Version | *A new version of the DMP should be created whenever important changes to the project occur due to inclusion of new data sets, changes in consortium policies or external factors*. |

**Changes in this version of the data management plan**

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| **Component** | **Progress / Execution** *Please briefly describe what progress you have made, any questions or issues you have encountered and want to discuss, etc.* |
| 1. Data collection | *………* |
| 2. Data storage and back-up | *………* |
| 3. Data documentation | *………* |
| 4. Data access, sharing and reuse | *………* |
| 5. Data preservation and archiving | *………* |

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| **1. Data collection**Describing the data you will be creating/collecting |
| 1.1 | **Will the project use existing or third-party data ?** *Please tick the appropriate box(es).*[ ]  No[ ]  Own / group previous research[ ]  Academic collaborators[ ]  Commercial collaborators[ ]  Publicly available database / archive[ ]  Specialist commercial data provider[ ]  Other (please specify)*Briefly describe provenance, type and format of this data. Are there any restrictions or requirements for use of third-party data such as licensing conditions?*  |
|  | *…………* |
| 1.2 | **What type(s) of data will you collect or create, in what file formats (e.g.,.sav,.csv, .pdf)?[[3]](#endnote-4)***Note that not all formats are long-lived. For sustainable access you best use the formats recommended by data archives, see for examples:* <https://dans.knaw.nl/en/deposit/information-about-depositing-data/file-formats?set_language=en> |
|  | *…………* |
| 1.3 | **How will you collect and/or create your data?** *Please describe briefly. Name any relevant protocols and/or standard in your area of expertise.*  |
|  *…………* |
| 1.4 | **What tools, instruments, equipment, hardware or software will you use to capture, produce, collect or create the data?** *Please give the names of the tools and state if they are already available. If not, state how you intend to acquire them.*  |
| *…………* |

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| **2. Data storage and security**Ensuring that all research data are stored securely and backed up or copied regularly during your research |
| 2.1 | **Are there any commercialisation, ethical or confidentiality restrictions with regard to handling your data?** *Please specify briefly.* |
|  | [ ]  Contractual obligations [ ]  Requirements by law : protection of personal data (e.g. privacy law) 🡪 specify in 4.1[ ]  Requirements by law : copyright, intellectual property 🡪 specify in 4.1[ ]  Ethical restrictions (e.g. ethical review) 🡪 specify in 4.1[ ]  Commercial considerations (e.g. patentability)[ ]  Formal security standards [ ]  No requirements[ ]  Other, namely: ……… |
|  | *…………* |
| 2.2 | **Have you performed an information risk assessment?** *(More information on the assessment will be available soon)* |
|  | [ ]  Yes [ ]  No |
| 2.3  | **What measures do you take to ensure that personal data are handled confidentially?** |
|  | [ ]  Access restrictions[ ]  Encryptions[ ]  Anonymisation [ ]  Pseudonymisation [ ]  Not applicable[ ]  Other, namely: … |
|  | *…………* |
| 2.4 | **Where will you store your data during the project? Will your data be backed up?***Please describe how safe storage is guaranteed. Specify your method if your data is collected and / or transported in different locations / countries. If applicable, please indicate additional storage locations.* |
|  | [ ]  Immediately after data collection the (digital) data will be stored on the university departmental network storage (J:), which is automatically backed-up on a regular basis. In accordance with the Guidelines for the archiving of academic research, the raw data and other materials will be archived in DataverseNL within one month after publication of the manuscript (by data manager of unit).  |
|  | .... |
| 2.5 | **How will access to the data be managed during the project?***Please specify for each storage device, from different locations / countries.* |
| .... |
| 2.6 | **How do you differentiate between raw and processed data?***Please briefly explain why you (do not) differentiate.* |
| [ ]  To avoid accidentally deleting raw data files, raw data will never be modified, except for removing personal data. New files will be created for processed data. |
| 2.7 | **Is there any non-digital data or outputs that the project will generate? Where will these non-digital data be handled and stored?** *Examples are biosamples, paper questionnaires and audio tapes. Please specify briefly and describe who is responsible for the storage of these outputs.* |
| *…………* |
| 2.8 | ***At this point, is there sufficient storage capacity for the data (e.g., MRI data, video material) that will be collected during the project? If not, describe how this storage capacity will be arranged and whether you expect to have any supplementary costs for storage not covered by the project budget.****Please specify.* |
|  | ***.....*** |

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| **3. Data documentation**Documenting your data to help future users to understand and reuse it |
| 3.1 | **How will files be named?***Please describe briefly the system you will use for file naming.*  |
| *…………* |
| 3.2 | **How will folders be named and structured?***You are invited to draw a folder structure and briefly describe it.* |
| *…………* |
| 3.3 | **What software (including version number) will be used to process and analyse the data?***Please briefly explain your choice, keeping in mind that you should in principle be able to replicate the analysis up to 10 years after publication. Consider archiving software along with the data.* |
| *…………* |
| 3.4 | **What additional supporting information will you create to enhance understanding of the data?***Please briefly describe how peers should be able to understand the data. Examples are a readme.txt, lab journals, a codebook, survey questions etc.*  |
| [ ]  In accordance with the Guidelines for the archiving of academic research, the researcher will fill in and archive a README file with metadata. This document records how data files are organized and internally structured, allowing users to replicate the analyses or perform new analyses. The README file also records excluded subjects, corrupted data files, and any other exceptions to the standard analysis pipeline, to enhance understanding of the data and the data analysis. |
| *…………* *(if applicable, add additional information)* |

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| **4. Data access, sharing and reuse**Managing access and security, sharing your data |
| 4.1 | **Do you have any restrictions on sharing data due to the General Data Protection Regulation?** *Specify. For more information on the GDPR, see the staff members website: https://www.staff.universiteitleiden.nl/ict/privacy-and-data-protection/general-data-protection-regulation-gdpr/general-data-protection-regulation-gdpr/social-and-behavioural-sciences?cf=social-and-behavioural-sciences*  |
|  | **…….** |
| 4.2 | **Do your participant consent forms include information about intentions for sharing, retention of data and steps taken to protect participants’ privacy and confidentiality?** |
|  | [ ]  Not applicable[ ]  Yes |
|  | *…………* |
| 4.3 | **Are there any restrictions placed on sharing / reuse of some / all of your data,** **other than protection of personal data?** *Please account for not sharing your data. Reasons may be ethical, commercial, security-related, intellectual property, copyright,*  |
| *…………* |
| 4.4 | **With whom will you share your data at which stage in your research? You can use the table below.** *Please describe briefly how you will share your data: on request, pro-actively, etc..*  |
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|  | Would not share with anyone | Would share with my immediate collaborators | Would share with others in my research centre or at my institution | Would share with scientists in my field | Would share with scientists outside of my field | Would share with anyone |
| Immediately after the data has been generated |  |  |  |  |  |  |
| After the data has been normalized and/or corrected for errors |  |  |  |  |  |  |
| After the data has been processed for analysis |  |  |  |  |  |  |
| After the data has been analysed |  |  |  |  |  |  |
| Immediately before publication |  |  |  |  |  |  |
| Immediately after the findings derived from this data have been published |  |  |  |  |  |  |

Based on: Interview worksheet, Jake Carlson, Purdue University Libraries / Distributed Data Curation Center |
| *…………* |
| 4.5 | **Who has authority to grant (additional) access to your data?***Please describe briefly.* |
| [ ]  If any party not involved in the original research requests access to the data, the principal investigator (e.g., PhD supervisor, named above) needs to give permission before access is granted.  |
| *…………* |
| 4.6 | **Have you made arrangements concerning ownership of the data, copyright and/or intellectual property rights?** |
| [ ]  No[ ]  Yes: Please describe briefly |
|  *…………* |
| 4.7 | **What is the audience for reuse of the data?***Please list possible audiences and purposes. Consider who might use it now and who might use it later.* |
| *…………* |

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| **5. Data preservation and archiving**Preserving your data |
| 5.1 | **Are there any requirements on making (part of) your data public after your project?** *If your funder requires you to make your data FAIR and / or open, please provide link to funder policy or guidelines. Will your data be available freely or upon request? Mention embargo period if applicable. Will a data user agreement (or equivalent) be required?* |
| **…………** |
| 5.2 | **Which criteria will you use to decide which data have to be archived? How long should your data be preserved?** |
| [ ]  In accordance with the Guidelines for the archiving of academic research, raw data underlying publications will be archived for at least 10 years after publication in DataverseNL, unless there are privacy regulations that prohibit this. |
| *…………* |
| 5.3 | **Are you planning to use an additional data repository for archiving your data?** *If yes, does this data repository have a ‘data seal of approval’ (DSA) or another form of certification? What costs (if any) will the selected data repository charge? Who pays? Please describe briefly.* |
| [ ]  No[ ]  Discipline-specific (international) repository, namely ...[ ]  4TU.ResearchData (DSA)[ ]  SurfSara[ ]  DANS (EASY)[ ]  Other (international) repository, namely : [ ]  Other, namely: … |
| *…………* |
| 5.4 | **Who is responsible for the data after the project ends?***Who decides about deleting the data after the 10-year archiving period has ended?* |
| [ ]  The principal investigator (e.g., PhD supervisor, named above) needs to give permission before the data is deleted. |

Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on DD/MM/YYYY

 (Signature PhD student)

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on DD/MM/YYYY

 (Signature first promotor/principal investigator)

1. http://media.leidenuniv.nl/legacy/research-data-management-regulations-leiden-university-def.pdf [↑](#endnote-ref-2)
2. Link can be found here: https://www.organisatiegids.universiteitleiden.nl/en/faculties-and-institutes/social-and-behavioural-sciences/institutes/psychology/research-committee [↑](#endnote-ref-3)
3. Data types can be : documents (text, MS Word), spreadsheets, field notebooks, diaries, questionnaires, transcripts, surveys, codebooks, audiotapes, videotapes, photographs, (transcribed) test responses, models, algorithms, measurements, simulations, observations, software source code, computational model output, etc.

Think of the different stages (for instance : video recording, transcript, annotation, lists of typological features ....). [↑](#endnote-ref-4)