

Data Management Plan for Post-Graduate Research Projects

Researcher:	
Project Title:	
Project Duration:	
Project Context: [When filling this in on a computer please delete this and write as much as you need to in each of the sections – do not worry about keeping the form to a single page]	
1. What Data will be Produced?	
2. How will the Data be Documented and Described?	
3. Has a 'File Structure/Naming Form' been completed? (see separate form) Date Created: Date Amended: Version no.	
4. Deposition of E-Thesis: delete as appropriate and state reasons: A. Intend to deposit e-thesis with ...[fill in]...with open access. B. Intend to deposit e-thesis with ...[fill in]... with a time-limited embargo on open access. C. Do not intend to deposit e-thesis. Give Reasons:	
5. What are the plans for data sharing and access after submission of the thesis?	
6. What are the plans for long-term archiving of the digital data supporting the thesis?	
Signed:	Version:
Date Created:	Date Amended:

Data Management Plan for Post-Graduate Research Projects: Prompt Sheet

Researcher: Name	
Project Title: Provisional dissertation / thesis title	
Project Duration: Dates of post-graduate research project	
Project Context: Where is the research being carried out, and what is under study? Is the research individually based, part of a larger project, or being carried out in agreement with an institution(s), e.g. an archaeology contract unit(s), a museum(s), a state/regional authority, or community group(s), etc?	
1. What Data will be Produced? What physical data will you study? And what digital data will be captured/derived from these? (field notes, images, measurements, spreadsheets, survey data, etc). What data will be 'created' digitally (images, some analytical and survey data, etc)? Describe the methods/standards for data creation? What file formats and software will you use? Consider how many individual files you expect to make, anticipated file sizes, and total storage volume.	
2. How will the Data be Documented and Described? Think about what contextual information is required to make the data understandable to others: What standards will be used to record the data? What information on the data collection methods, standards, and context ('metadata') will be recorded for each data type/set? Where will the metadata for each data type/set be located? (e.g. within the data file and/or as separate metadata text document, and/or in method chapter/appendices in the thesis)	
3. Has a 'File Structure/Naming Form' been completed? (see separate form) Date Created: _____ Date Amended: _____ Version no. _____	
4. Deposition of E-Thesis: delete as appropriate and state reasons: A. Intend to deposit e-thesis with ...[fill in]...with open access. B. Intend to deposit e-thesis with ...[fill in]... with a time-limited embargo on open access. C. Do not intend to deposit e-thesis. Give Reasons: Intended publication of articles or book (e.g. BAR report) after submitting (three years is the standard length of an embargo) Agreement with sponsoring body or institution (museum etc) to embargo e-thesis. NB. If you intend to deposit your thesis with a digital repository agreement must be sought with all concerned third-parties (museums etc), particularly for use of any copyright material.	
5. What are the plans for data sharing and access after submission of the thesis? Who, if any, are the anticipated future users of any digital data / resources from the research? Will any of the digital data supporting the thesis (e.g. organised project archive folders with images, drawings, spreadsheets, databases, etc) be made available to others on request or open access? (e.g. to the host project, research lab/community, museums, or open-access web-based organisation) Are there any ethical issues (e.g. personal data, site locations) that need to be taken into account? If so, what actions will safe guard these data? Are there any funding body / institutional requirements regarding re-use of, or open-access to, data?	
6. What are the plans for long-term archiving of data supporting the thesis? Where will the digital data be archived? What arrangements are there to archive the digital data with a laboratory or institution? Will a copy of the digital data be archived with the physical data (in a laboratory / institution)? If no institutional archiving is possible, how will the data be safe guarded by the individual? (e.g. personal computer, external hard drive, future use of institutional server back-up during employment)	
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Date Created:	Date Amended: