DATA MANAGEMENT PLAN

Department:

Head of department:

Data Officer:

Date of last update:

1. **Name of PIs and projects (refer to funding if applicable)**

2. **Data description**
   a. **What kind of type of data was collected/produced, and in what formats?**

   b. **List what data, in what network drives, can be reused (if applicable)**

      i. **List if applicable, what researchers/research groups may have an interest in this data**

   c. **Who was involved in the data collection/production?**

   d. **Are there any expected changes in the type of data to be collected next year?**

   e. **Are there any newly expected users next year?**

3. **Data storage**
   a. **Are there any exceptions this year, to data archiving, which deviate from the DMP or DOS?**
      ☐ No
      ☐ Yes. Explain which:

   b. **Where is the data stored?**

   c. **What volume of data was produced?**

   d. **How often are backups made? Who is responsible?**

   e. **What were the costs for data management in the last year?**

4. **After the research**

   a. **Is any data or manuscript, stored on a repository outside of the IMM manuscript drive, or the CNCZ network drives?**
   ☐ No
   ☐ Yes. If so, where?

   b. **How long will the data produced be stored?**

5. **Making data available**

   a. **Is there any associated metadata with the data production in the last year?**
   ☐ No
   ☐ Yes. Can this be made open? ☐ Yes ☐ No

   b. **Is there any data that will be made open access, after any period of time?**
   ☐ No
   ☐ Yes. Which? Are there any conditions on reuse?

   c. **Will a standard be used for the metadata? If yes, describe in detail which, and state in which databases these will be included. If no, state in detail which metadata will be available to make the data easy/easier to trace and available for reuse. Mention the database in which these metadata will be included.**

6. **People joining and leaving**

   a. **How are new guests, students and employees made aware of the department's research data management?**

   b. **Have all new guests, employees and students been made aware?**
   ☐ No. Why not?
   ☐ Yes.

   c. **When people leave, how is it ensured that all data have been stored in a FAIR way before they leave?**

   d. **Has this been checked for all guests, students and employees that left in the past year?**
   ☐ No. Why not?
   ☐ Yes.