European University for Well-Being (EUniWell): Open Data (D.2.1.)
European University for Well-Being Template

Administrative details

EUniWell Action Number:

Guidance:
[insert project reference number]

Action Acronym:

Guidance:
[insert acronym]

Action title:

Guidance:
[insert project title]

Date:

DMP version:

Guidance:
[insert DMP Version]

Contact details

Guidance:
Name, email address and phone number

ORCID

Guidance:
Add link to ORCID info

Name of project and group

Guidance:
Name your work package and task

Description of the research

Guidance:
Briefly describe your research to help others understand the purposes for which the data are being collected or created. Max. 50 words.

Project duration

Names of people and their responsibilities for data management

Guidance:
List name, position, affiliation and ORCID (if known) plus the responsibility for data associated with this project, for example, collecting data, describing data, giving permissions for 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.

Partner organisations

Guidance:
If applicable. These may be research partners that use your data, or that you use data from.

Relevant agreements or protocols

Guidance:

Mention any consortium agreement, institutional data protocol or data management plan at group level, etc. that complements this plan.

Ethical review

Guidance:

If applicable, mention the registration number of your protocol and the name of the ethics committee.

Personal data

- I collect personal data and I have complied with all GDPR procedures at my institution.
- I collect personal data and I will contact the Data Protection Officer or privacy officer at my institution.
- I do not collect personal data

Name of data management support staff consulted during the preparation of this plan

Guidance:

Mention name of individual and / or organisational unit

Date of consultation with support staff

About this Data Management Plan

Date of creation

Updated on (date of last update):

Guidance:

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

Guidance:

Indicate here what changes have been made to this plan since the last version was recorded, and explain why these changes have been made.

Data Summary

Will the project use existing or third party data ?

- Other (please specify)
- Specialist commercial data provider
- Publicly available database / archive
- Commercial collaborators
- Academic collaborators
- Own / group previous research
- No

Guidance:

If you will use existing or third party data, describe briefly the origin and type of existing data.

How will you collect and/or create your data?

Guidance:

Describe the research methodology.

What tools, instruments, equipment, hardware or software will you use to capture, produce, collect, create and process the data?

Guidance:

Please give the names of the tools, their versions (if needed) and state if they are already available.

What type(s), format(s), estimated size of data will you collect and create?

Guidance:

Data description

To whom might your data be useful ('data utility'), outside your project?

Data storage, access and security

Where will you store your data during your research?

- On our university Cloud service (e.g. BEAR Cloud, Sciebo, UNCloud, Box storage, etc.)
- On our laboratory network storage / workgroups
- On university personal network storage
- In a virtual research environment (e.g. OSF, Sharepoint...)
- Physical storage (e.g. USB, external hard drive)
- Institutional service, namely:
- Other, namely:

How will your data be backed up?

- I have my own provision which I describe below:
- I store my data on the university network storage which is backed-up.

What are the main risks to data security?

- Other (explain): ...
- Data leak, unauthorised access, or unauthorised use
- Overwriting or version loss
- Theft of, or damage to, equipment
- Accidental deletion or file corruption

Please describe how you will mitigate the risks described above (add as appropriate)

Do you use a standard or convention for file naming and folder structures?

- No, I use my own method which I will describe below.
- Yes, my group has a convention which I will describe below.
- Yes, I use a standard that is common in my discipline, namely (specify below):

Please specify if you use or do not use a standard or convetion for file naming and folder structures, and provide an example of your folder structure and example of file naming (e.g. *ex: wp1_experiment1_results1_v1_johndoe_20240101)*

During your project, before publishing your results, with whom will you share your data? In most cases you will share raw or processed data with at least one person.

- Anyone interested
- Any researcher in my field
- Collaborators and (consortium) partners
- My immediate collaborators (including supervisor)
- Only my supervisor

Making your data FAIR (Findable, Accessible, Interoperable, Re-usable)

Will you comply with EUniWell's requirement of making your data FAIR ?

- I cannot share the following data for the reasons I explain:
- I will share (all or parts of) my data open access after an embargo period of …. (specify and explain)
- I will share my data upon request for the reasons I explain:
- I will share (all or parts of) my data open access immediately upon publishing my results

Guidance:

In the next question you can specify further details

Please provide further details and me*ntion embargo period if applicable.*

Are any restrictions placed on sharing your data?

- I have restrictions on sharing (parts of) my data but I will share at least the metadata.
- I have no restrictions

Guidance:

Please account for not sharing (parts of) your data.

If there are restrictions on sharing (parts of) my data, restrictions are due to

- Other
- Ethical issues
- Security-related issues
- Commercial reasons
- Copyright
- Intellectual property
- Protection of personal data

Which of the following will you use for long-term findability and availability of your data?

- I will deposit data in a trusted data repository (see the EC's list of trusted repositories) as indicated below:
- According to the data protocol of my institute, I will archive data in the data repository indicated below (e.g. KON Data, KUPS, Recherche Data Gouv, Minerva, Digitum, etc.):
- I will deposit data in a discipline-specific data repository as indicated below:
- I will use an archive/website specifically for my collaboration, namely:
- I will not use a data repository and will explain below how I will make my data findable and accessible for the long term.
- I will not make my data findable and accessible and I will explain why.

If archiving in a data archive or repository, does it provide a persistent identifier (PID)?

- No
- Yes, a different PID
- Yes, a DOI

Please add additional information if needed and the PID when available.

What will you do to prepare your data for archiving? Will there be extra costs for this preparation?

Guidance:

Describe how you intend to meet publisher or database / archive / repository requirements, e.g. converting the file formats, providing supplementary documentation. Mention (expected) costs in section 4 (https://www.euniwell.eu/fileadmin/user_upload/Downloads/_Research/H-D2.1_Open_Data_Management_Plan_3.0_15112023.pdf)

If applicable, describe your strategy for publishing research software that will be generated in this project.

Guidance:

Indicate whether potential users need specific tools or software (e.g. specific scripts, codes or algorithms developed during the project) to access, interpret and (re-)use the data.

What licence will you apply to your data or research software?

- I will use the default licence of the repository, namely:
- I will use a creative common licence, namely:
- I will use an open source licence, namely:
- Other

What standard will you use to describe your data?

- I have a discipline-specific metadata standard, namely:...
- Archival metadata standard (e.g. Dublin Core), namely:...
- Other metadata standard, namely: ...
- I have my own documentation which I will describe below.

Guidance:

Please refer to any metadata standards in your field if they exist.

Where will metadata be registered?

- Other
- In the data storage interface / platform
- As a separate formatted file
- Within the data file(s)
- In a separate README file
- In the data repository

What supporting information / documentation will be needed to understand and reuse the data?

Guidance:

Please describe briefly how peers should be able to understand the data. Examples are lab journals, a codebook, survey questions, software documentation, readme.txt etc. Some institutes have mandatory publication packages.

Allocation of resources

Estimation and coverage of costs for data management (if applicable)

Guidance:

Note that costs related to research data/output management are eligible as part of the Horizon Europe grant (if compliant with the Grant Agreement conditions)

Other issues

Do you or will you make use of other national/funder/sectorial/departmental procedures for data management? If yes, which ones?

Here you can put any additional information that you were not able to list in the boxes above.