

	Yes	Partly	Nein
Planning			
• Have you identified responsibilities within the research team and your institution for collection, organization, protection, distribution and storage of data?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Have you assigned responsibilities?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Have you identified gaps for the provision of research data management beyond the cost of normal research procedures? Are these costs included in your budget?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intellectual property			
• Have you established ownership of data?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Are you clear about what you can and cannot do with the data?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consent and ethics			
• Have you identified any ethical issues that make your research problematic?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Does your consent process avoid language explicitly preventing archiving? Does it include consent to archive and share data?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• What measures are considered in the context of the collection and processing of personal data? Is there a strategy in place to replace disclosive identifiers of an individual or entity from the data?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data archiving			
• Do you know if you are required to archive data as a condition of funding or to comply with institutional data policies?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Have you identified a suitable archive for your data? Have you contacted them to discuss data management and archiving?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Documentation and metadata			
• Does your documentation and metadata provide sufficient contextual information for others to understand, evaluate, and replicate the data without requiring additional information from the original researcher?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Is the structure of the data evident, including variable names, coding, abbreviations, and specialist terms?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
File formats			
• Have you checked formats and software you use against an archive list of recommended formats for long-term preservation?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Are procedures in place for consistency in the naming and labelling of variables (quantitative data), transcription (for qualitative interviews), and logical organization of data files?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



Yes

Partly

No

- Will you use programs to check the integrity of data files when backed-up, converted, or transmitted? Yes Partly No
- Are standardized procedures in place to ensure data quality through handling data from collection to archiving, including verification, analysis and storage? Yes Partly No

Data security

- If your data include personal or sensitive information, are you aware of legal requirements and technical measures needed to comply with them? Yes Partly No
- Have you established policies and safeguards as to who can access data and documentation? Yes Partly No
- Are non-digital data stored in a physically safe and secure fashion? Yes Partly No

Back up, storage, and sharing during research

- Is data transmitted within the project encrypted? Does this include mobile storage devices and when sharing data within the research team? Yes Partly No
- Are procedures in place to manage master copies, working copies, and different versions of data and documentation? Yes Partly No
- Is your data backed up? Do you know when and how it is backed up? Can you verify it is backed up? Yes Partly No

Destruction

- Following archiving, or after a required retention period, have you identified a means for secure destruction of data and documentation? Yes Partly No



It sounds like this area of research data management will be well managed. However, be sure to monitor implementation of research data management plans and procedures.



Whilst you have made steps to address this issue, it is an area worthy of examining resources to ensure well managed data and that potential problems do not become critical failures.



This is a point you need to address because it could become a problem. Early planning for research data management reduces the burden on resources at the end of a project when time and money are tight. Preparing a research data management plan can help either by making you address issues early in the research, or by raising awareness of how to attend best to data.



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