Netherlands Organisation for Scientific Research (NWO): Data Management Plan NWO (English)

General information

Name applicant and project number

Guidance:

Provide the name of the projectleader and the project number provided by NWO.

Have you received support from the datamanagement support office of your institution writing this plan?

- No
- Yes

Guidance:

NWO advises researchers to seek support with the completion of this data management plan at an early stage. All universities and university medical centres provide professionalised support for research data management through their university library or ICT-departement. A list of contact persons can be found on the website of NWO

Description of the data

Describe the data that will be collected/generated within the project.

Guidance:

NWO understands 'data' to be both collected, unprocessed data as well as analysed, generated data. Under this, all forms are conceivable; digital and non-digital (for example samples, completed questionnaires, sound recordings, etc.).

Specify the type and format of the data.

Guidance:

Which type and format data will be stored, digital/non-digital, raw/processed data, software, curricula material or combinations of these. NWO understands 'data' to be both collected, unprocessed data as well as analysed, generated data. This can be in all conceivable formats; digital and non-digital (for example samples, completed questionnaires, sound recordings, etc.).

Data storage during the project

What is the volume of the data and where will the data be stored?

Guidance:

Make a realistic estimation of the volume of the data that will be generated and the necessary storage capacity and state where you plan to store the data during the research. In the case of digital data, NWO requests data to be stored in the central storage centre of your institution, for example the ICT department and/or the university library.

Is there sufficient storage capacity during the project?

- No
- Yes

Guidance:

It is important to have access to enough storage capacity, and in the case of digital data, also a backup of your data.

Will the data be backed-up regularly during the project? Who is responsible for this?

- No
- Yes

Guidance:

An automatic backup by the ICT Department is safer than a manual backup. Storage of data on laptops, hard disks or external media is in general risky and will therefore, in principle, not be accepted by NWO. If external services are used then you must ensure that no conflicts of interest with the policy of research partners or co-financiers and with the policy of your department or institute, for example about the security of sensitive data.

What are the expected costs? Please specify and state an amount that is as realistic as possible. How will these costs be covered?

Guidance:

Make a realistic estimatation of the costs. Important factors that determine the costs are:

1. the type of data;
2. the capacity needed for storage and backup;
3. the amount of manual work for the allocating of metadata and the drawing up of other documentation such as code books and queries used in the statistical package;
4. the extent to which the data needs to be made secure;
5. the hiring in of external data management and other expertise.

Archiving of data after the project

Specify in which trusted repository the data will be stored after the project.
If the data will not be stored in a trusted repository specify where it will be stored and how its made discoverable?

Guidance:

Specify in which trusted repository the data will be stored. There are a number of international certification schemes which determine the trustworthiness of data repositories. Of these the international Data Seal of Approval is the most basic set of criteria. Trusted Digital Repositories with a quality mark include repositories with a Data Seal of Approval, DIN-31644-, ISO-16363- or WDS/ICSU certification. An overview of existing repositories with Data Seal of Approval can be found in this [list of repositories](#).

Will a persistent identifier be used to make the data findable?

- No
- Yes

Guidance:

A persistent identifier helps to make your data findable and citable by others. Most trusted repositories will provide a PID upon deposition of the data.

For how long will the data be archived?

Guidance:

According to the [Netherlands Code of Conduct for Scientific Practice](#) (2018), raw and processed data must be stored for a period appropriate for the discipline and methodology at issue. NWO considers a minimal period of 10 years reasonable. If this period is not suitable or desirable please specify why.

What are the expected costs? Please specify and state an amount that is as realistic as possible. How will the costs be covered

Standards and Metadata

How will the data be documented? What metadata standard will be used to make the data accessible and reusable?

Guidance:

Various disciplines have developed different standards for metadata. That way datasets from the same discipline can be linked or data can be combined. A widely used standard is the [Dublin Core standard](#). The Digital Curation Centre (DCC) maintains a list of widely used disciplinary meta data standards.

Researchers are advised to consult [this list](#).

Making data available

Are the data available for reuse after the project?
If not, please explain why the data are not suitable and/or available for reuse.

- No
- Yes

If data are only made available after a certain period then please state the reason for this.
If part of the data cannot be made (directly) available then please specify the part concerned.

Are there any restricions/conditions for the reuse of the data?
If so, are these conditions specified in a consortium agreement?

- No
- Yes

Guidance:

State whether there are embargoes, licenses, commercial objectives or other conditions apply to the reuse of the data.