**Data Management Plan Template**

This template is intended for creating a data management plan, based on the data management section that was part of your research proposal. NWO expects you to incorporate any comments received from the referees and/or the committee about the data management section in this data management plan.

**What does NWO understand as research data?**

Research data are the evidence that underpin the answer to research questions, and can be used to validate findings. Data can be quantitative information or qualitative statements collected by researchers in the course of their work by experimentation, observation, modelling, interview or other methods, or information derived from existing evidence.

For the purpose of NWO’s data management policy, the definition of research data does not include physical objects such as scientific and archaeological collections, physical arts works or biobanks; however, digital information extracted from such objects are to be regarded as research data.

Software is also not included in the definition. NWO recognizes that software (algorithms, scripts and code developed by researchers in the course of their work) may be necessary to access and interpret data. In such cases, the data management plan will be expected to address how information about such items will be made available.

**About this template and how to proceed**

This template is in line with Science Europe’s “[Core Requirements for Data Management Plans](https://www.scienceeurope.org/our-resources/practical-guide-to-the-international-alignment-of-research-data-management/)”.

You are kindly requested to complete the plan below and submit it to NWO within four months after the awarding of the grant. NWO will review the data management plan as quickly as possible. If necessary, NWO will call upon the help of (data) experts from your scientific discipline for the evaluation. As soon as the data management plan has been approved by NWO, the project can be started. It is advised to regularly review the data management plan when required during the course of the research project.

You are expected to consult with research data management support staff at your home institution for the completion of this plan[[1]](#footnote-0).NWO strongly advises researchers to seek such support at an early stage. Plans that have not been consulted with institutional data management support staff will not be accepted.

You should submit the completed form via the online application system [ISAAC](https://www.isaac.nwo.nl/en/home). The main applicant has to submit the data management plan via his/her/their own ISAAC account. Data management plans not submitted via ISAAC will not be taken into consideration.

We strongly advise you to complete this plan through [DMP-online](https://dmp.nwo.nl/), a web-based tool created by the Digital Curation Centre that helps to create, review, and share data management plans that meet institutional and funder requirements. DMP-online makes it easy to share the plan with institutional data management support staff for comments and advice. Some Dutch universities have institutional instances of the tool that allow you to sign in with your institutional credentials. Through the tool, you will benefit from additional guidance and explanations. A PDF of the plan can be downloaded at the end for submission into ISAAC.

| **0** | **General Information** | |
| --- | --- | --- |
| 0.1 | Name applicant and project number | Don van Ravenzwaaij - OSF23.1.038 |
| 0.2 | Name of data management support staff consulted during the preparation of this plan | Marlon de Jong, Digital Competence Centre |
|  | Date of consultation with support staff | 30-10-2023 |
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| **1** | **What data will be collected or produced, and what existing data will be re-used?** | |
| 1.1 | Will you re-use existing data for this research? | ☐ Yes    ☒ No |
|  | **If yes**: explain which existing data you will re-use and under which terms of use. |  |
| 1.2 | If new data will be produced: describe the data you expect your research will generate and the format and volumes to be collected or produced. | * Qualitative interview transcripts (textual; .md or .txt), audio recordings (will be destroyed following transcription) * Survey data (spreadsheet; .csv) |
| 1.3 | How much data storage will your project require in total? | ☒ 0 – 10 GB     ☐ 10 – 100 GB  ☐100 – 1000 GB ☐ >1000 GB |

| **2** | **What metadata and documentation will accompany the data?** | |
| --- | --- | --- |
| 2.1 | Indicate what documentation will accompany the data. | Spreadsheets will be accompanied by codebooks, indicating variable details (e.g., type of variable, possible values, text based explanation).  Transcripts will be accompanied by the interview protocol.  All data will be linked to the relevant materials previously published. |
| 2.2 | Indicate which metadata will be provided to help  others identify and discover the data. | All data will be published with author information linked to ORCID profile, and include relevant metadata deposited with Crossref in DOI registration. |
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| **3** | **How will data and metadata be stored and backed up during the research?** | |
| 3.1 | Describe where the data and metadata will be stored and backed up during the project. | ☐ Institution networked research storage  ☒ Other (please specify) |
|  | Explanation: | All data will be processed on the Y-drive from the University of Groningen. All processed data is published using ResearchEquals. |
| 3.2 | How will data security and protection of sensitive data be taken care of during the research? | ☐ Not applicable (no sensitive data)  ☒ Default security measures of the institution networked research storage  ☐ Additional security measures (please specify) |
|  | Explanation: | Interviews are conducted locally and will be transcribed. Recordings will be destroyed following transcription. Data will be stored on the Y-drive from the University of Groningen. For example, survey data is collected using Qualtrics and data is removed from Qualtrics once data collection has terminated. |
| **4** | **How will you handle issues regarding the processing of personal information and intellectual property rights and ownership?** | |
| 4.1 | Will you process and/or store personal data during  your project? | ☒ Yes    ☐ No |
|  | **If yes**, how will compliance with legislation and (institutional) regulation on personal data be ensured? | Our study will be submitted to the local ethical committee for approval and all participants will receive an Informed Consent prior to their participation. Sensitive data will only be processed on the Y-drive from the University of Groningen. For example, survey data is collected using the tools provided by UG. |
| 4.2 | How will ownership of the data and intellectual property rights to the data be managed? | Project lead and other researchers on the project will control access to the data and determine when it is (ready to be) published. After publication, the data will be available open access under a CC0 Public Domain Dedication. |
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| **5** | **How and when will data be shared and preserved for the long term?** | |
| 5.1 | How will data be selected for long-term preservation? | ☐ All data resulting from the project will be preserved for at least 10 years  ☒ Other (please specify) |
|  | Explanation: | All data will be published as separate research modules using ResearchEquals. These will be archived by ResearchEquals. In addition, we will store all data for 10 years locally on the Y-drive from the University of Groningen. |
| 5.2 | Are there any (legal, IP, privacy related, security related) reasons to restrict access to the data once made publicly available, to limit which data will be made publicly available, or to not make part of the data publicly available? | ☐ Yes    ☒ No |
|  | **If yes**, please explain. |
| 5.3 | What data will be made available for re-use? | ☒ All data resulting from the project will be made available  ☐ Other (please specify) |
|  | Explanation | Data will be pseudonymized (spreadsheets) and redacted (transcripts). The informed consent will specify that pseudonymized data will be shared online. |
| 5.4 | When will the data be available for re-use, and for how long will the data be available? | ☐ Data available as soon as article is published  ☒ Data available upon completion of the project  ☐ Data available after completion of project (with embargo) |
|  | Explanation | Data will be made available immediately upon completion of data collection. |
| 5.5 | In which repository will the data be archived and made available for re-use, and under which license? | Data will be published on ResearchEquals.com under a CC0 Public Domain Dedication, and includes a DOI for each dataset published. |
| 5.6 | Describe your strategy for publishing the analysis software that will be generated in this project. | All code used to produce results will be published as individual research modules on ResearchEquals. These will utilize open APIs to ensure standalone reproducibility. |
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| **6** | **Data management costs** | |
| 6.1 | What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)? | All costs are included in project operation. No additional costs are necessary for making the data FAIR, as these are covered by the provider of ResearchEquals. |
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1. Academic and research institutions in the Netherlands provide professional support for research data management. Relevant contacts can be found on the [RDM in the Netherlands](https://www.lcrdm.nl/en/rdm-in-the-netherlands) website. [↑](#footnote-ref-0)