**GSI Data Management Plan Template v.2.0**

**Preamble:**

A Data Management Plan(DMP) is a comprehensive document that outlines how data are to be handled both during a research project and after the project is completed. This includes how research data will be collected, processed, stored, and shared during and after a research project. The plan typically includes information on the types of data to be collected, data storage, data security and access protocols, and plans for sharing and preserving the data. The goal of a data management plan is to ensure that the data is well-organised, properly documented, and accessible to the research team and other authorised users, while also protecting the privacy and confidentiality of any sensitive information.

The document can be updated throughout the project, and completed by one or more parties.

*Further information on data publication can be found on the on the* [*GSI Open Science Webpage*](https://www.gsi.de/work/forschung/open-science)*, and in the* [*GSI Instructions for Data/Software Uploads*](https://doi.org/10.5281/zenodo.7664633)*.*

For comments, questions, and support please contact the Research Data Management Team [open-science@gsi.de](mailto:open-science@gsi.de)

1. ***General Project Information***
   1. Data Management Plan Version:
   2. Principle Investigator:
   3. Project Name:
   4. Do you already have a DMP for this project at this stage?
      1. If yes, please attach the document here
   5. Project Stage *(e.g. Beginning, after data collection, after analysis…)*:
   6. Date:
   7. Project ID *(e.g. Proposal number)*:
   8. Grant Number(s) *(optional)*:
   9. Responsible GSI department:
   10. Responsibilities during the course of the project (i.e. who is responsible for research data management in the course of the project)?
   11. Responsibilities after project completion*:*
   12. Is there a collaboration based data management policy for the project? If so please give details.
   13. Briefly describe how the data in the research project will be documented during planning, collection, processing, and evaluation*.*
2. ***Short Description of the Project (abstract could be copied here)***
3. ***Data Set Description*** 
   1. What types of data will be collected or created (e.g. experimental, simulation)?
   2. Which format(s) will the data have? (e.g. .lmd, .root,. ascii., .png etc)
   3. How large is the data set expected to be (raw)?
   4. Do you plan to store the data at GSI?
      1. If so, specify the storage location and/or medium:
      2. How much storage space will be required*?*
   5. How long will you retain the backed up data? (The minimum requirement at GSI/FAIR is 10 years)
   6. How will the data eventually be deleted?
4. ***Publishing data***
   1. Will the data be deposited in a data repository?
      1. If yes which repository will you use? *(e.g. Zenodo, Discipline specific, etc.)*
      2. If no; please explain here:
   2. What format of data do you plan to publish *(e.g. raw, pre-processed, result data*

* 1. What data size do you expect to publish?
  2. When will the data be published and made available?
  3. Will the data be made Open Access? Under which licence? GSI strongly encourages researchers to publish data under Attribution 4.0 international (CC BY 4.0) <https://creativecommons.org/licenses/by/4.0/> If you will publish under any other open access licence, please give the license and the reason. If you cannot publish open access for other reasons, please answer N/A (further questions will be given below).
  4. Will there be an embargo period for the data?
     1. If yes for how long for?
  5. In addition to the GSI publication repository, will the data be linked to any other external repository? Please specify.

1. ***Findability of the data (Please see*** <https://www.dcc.ac.uk/guidance/standards/metadata> ***for a description of metadata)***
   1. Are there any methods for organising, labelling or describing your research?
   2. Will you use a known metadata standard or create one? (The RDM Team can be contacted for assistance if needed)
   3. Where will the metadata be documented and stored*?*
   4. Which type persistent identifier will the published Research Data have? *(e.g. DOI)*
2. ***Security*** 
   1. Are there any security issues relating to the storage of the data?
   2. Who else will have access to the data during this project?
   3. Will the data be stored elsewhere (pre-publication)?
      1. If so, please specify where and how.
3. ***Interoperability of the data***
   1. Will you use additional internal non-published data?
   2. Will you use additional published data from GSI/FAIR?
   3. Will you use additional published data external to GSI/FAIR?

* 1. Do you envisage that external collaborations will make use of your data?

1. ***Reusability of the data***
   1. Will you provide any support for reuse? Please specify.
   2. Will you provide additional software or code for further analysis of the published data?
   3. Will you provide documentation for the reuse of the data?
   4. If so, how long will you offer support for reuse*?*
   5. Who will be able to reuse the data?
   6. GSI strongly encourages researchers to publish data under Attribution 4.0 international (CC BY 4.0) <https://creativecommons.org/licenses/by/4.0/> If you will publish under any other open access licence, please give the license and the reason. If you cannot publish open access for other reasons, please answer N/A (further questions will be given below).
2. ***Ethics***
   1. Are there any are ethical or legal issues that could have an impact on data sharing? If yes, please specify.
   2. Are there any copyright issues to the data created in the project?
   3. Will you collect and store personal or sensitive data as defined under the terms of the GDPR? (e.g. includes email addresses, phone numbers*)*
   4. Are there any dual use/technology transfer aspects that mean the data cannot be published? If yes, and not already done, please contact the technology transfer office, and/or legal department to discuss the requirements.
3. ***Associated Costs***
   1. How much personnel power do you envisage to make your data public? (in FTE)
4. ***Additional Comments and Notes***