# Open University Data Management Plan

## Before you start

The [Open University's Research Data Management policy](http://www.open.ac.uk/library-research-support/sites/www.open.ac.uk.library-research-support/files/files/Open-University-Research-Data-Management-Policy.pdf) explains both researcher and University responsibilities with regard to the management of research data and provides links to other relevant university policies.

**Once finalised, please upload your Data Management Plan to** [**Open Research Data Online (ORDO)**](https://www5.open.ac.uk/library-research-support/research-data-management/ordo-uploading-data-management-plans)**.**

|  |  |
| --- | --- |
| Administrative information | |
| **Project name** |  |
| **Principal Investigator/Researcher** |  |
| **Date** | Click or tap to enter a date. |
| **Version** |  |
| Status of approvals from other teams | |
| **Human Research Ethics Council (HREC)** | Please select status. |
| **Data Protection** | Please select status. |
| **Student Research Project Panel (SRPP)** | Please select status. |
| **Staff Survey Project Panel (SSPP)** | Please select status. |

## Give a brief overview of your project

Click or tap here to enter text.

## Data collection

**2.1** **What type of data are you collecting/creating/using?** (See our guidance on [what are research data](https://www.open.ac.uk/library-research-support/research-data-management/what-are-research-data)) Click or tap here to enter text.

**2.2 Describe your data collection processes**: Click or tap here to enter text.

**2.3 Estimated volume of data**: Click or tap here to enter text.

**2.4 Are you collecting/using personal or** [**special category data**](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/a-guide-to-lawful-basis/special-category-data/#scd1)**?** Please select

If yes, click or tap here to describe personal/special category data

**2.5 Do you have any external collaborators?** Please select

If yes, please provide details of who your collaborators are, details of your [Collaboration Agreement](https://openuniv.sharepoint.com/sites/intranet-finance/Pages/Collaboration-and-agreements.aspx), and who the Data Controller is:

Click or tap here to give details.

**2.6 Are you using any secondary data sources?** Please select

If yes, click or tap here to describe secondary sources, and how their licences/terms of use permit your intended use.

**2.7 Are you planning to use any AI tools or software to collect, process, analyse or clean your data?** Please select

Click or tap here to give details.

## Data Storage

**3.1 Where will data be stored** (See our guidance on [Storing Data](https://www5.open.ac.uk/library-research-support/research-data-management/storing-data))

*Select all that apply:*

OneDrive

SharePoint

Teams

Other (click or tap here to describe)

**3.2 Describe how you will manage data access to other project team members/supervisors during the project.**

Click or tap here to enter text.

**3.3 If processing personal or special category data, describe how you will protect participants’ identities (if required**). E.g. are you anonymising or pseudonymising data? How? When? (See our guidance on [Ethics and Data Protection](https://www5.open.ac.uk/library-research-support/research-data-management/ethics-and-data-protection))

Click or tap here to enter text.

## Data Preservation and Sharing Plans

**4.1 Which elements of your dataset will you preserve?** (See [Guidelines for archiving research data](https://www5.open.ac.uk/library-research-support/research-data-management/archiving-data)).

Click or tap here to enter text.

**4.2 What data/documentation must be retained/destroyed for legal/ethical/contractual reasons?** (E.g. original consent forms must be preserved - see [HREC FAQs](https://research.open.ac.uk/environment/ethics/human/faqs))

Click or tap here to enter text.

**4.3 Which data repository will you be uploading your data to?** (See our guidance on [Where to Share Your Data](https://www5.open.ac.uk/library-research-support/research-data-management/where-share-your-data))

Click or tap here to enter text.

**4.4 Have you included explicit consent for data preservation and/or sharing on your participant consent forms?** (See guidance on [the OU’s Research Ethics website](https://research.open.ac.uk/environment/ethics/human/review-process)) Please select

Please ensure you send your consent form and Participant Information Sheet with your DMP if you send it for review.

**4.5 Which data will be published on the repository, and when?** (See our guidance on [Sharing Research Data](https://www5.open.ac.uk/library-research-support/research-data-management/why-share-your-research-data))

Click or tap here to enter text.

**4.6 Will any data be made available under restricted access conditions?**

Click or tap here to enter text.

**4.7 What licence will you apply to the dataset?** (See [guidance for licensing research data](https://www5.open.ac.uk/library-research-support/research-data-management/licensing-research-data))

Click or tap here to enter text.

**4.8 If there are no plans for making data publicly available, please justify.** (The [Open University's Research Data Management policy](http://www.open.ac.uk/library-research-support/sites/www.open.ac.uk.library-research-support/files/files/Open-University-Research-Data-Management-Policy.pdf) includes a requirement for sharing research data as openly as possible).

Click or tap here to enter text.

**4.9**  **When publishing my data in a repository, I will use an** [**ORCID**](https://www5.open.ac.uk/library-research-support/orcid/orcid-and-ordo)**.**

**4.10**  **I will use persistent identifiers (e.g. DOIs) to link to my dataset in the** [**Data Access Statement**](https://www5.open.ac.uk/library-research-support/research-data-management/data-access-statements) **of all associated publications.**

## Next steps

### 5.1 Assistance

We offer a review service for Data Management Plans, offering feedback and advice on how to improve your plan, or help if you're struggling to get started.

If any of the following applies, please send your DMP for review:

* You are working with special category data
* You need to share data with external collaborators during your project
* You are conducting fieldwork to collect data
* You are using data belonging to an external organisation (e.g. business/government/charity)
* You are expecting to generate a large dataset (over 25GB)

**Please aim to send any requests to the team with** **at least two weeks’ notice** so that we have plenty of time to review and make changes.

Please email your plan for review to [library-research-support@open.ac.uk](mailto:library-research-support@open.ac.uk)

### 5.2 Upload your Data Management Plan to Open Research Data Online (ORDO)

**All Data Management Plans must be uploaded to** [**ORDO**](https://www5.open.ac.uk/library-research-support/research-data-management/open-research-data-online) to comply with the [OU’s Research Data Management Policy](http://www.open.ac.uk/library-research-support/sites/www.open.ac.uk.library-research-support/files/files/Open-University-Research-Data-Management-Policy.pdf). Follow the guidance on our webpage [ORDO: Uploading Data Management Plans](https://www5.open.ac.uk/library-research-support/research-data-management/ordo-uploading-data-management-plans) to upload your finalised plan.

### 5.3 Revisit and update your Plan throughout your project

Your Data Management Plan is a living document which should be updated whenever changes are made to the way you process or manage your data. Make sure you upload any new versions to your record on ORDO.