A Newcastle University project

Project Stage: Application
Institutional Templates: Newcastle University

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| **0** | **Admin Information from MyProjects** |
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| **1** | **Introduction and Context** |
| **1.1** | **Introduction and Context** |
|  | DCC 1.2: Short description of the project's fundamental aims and purpose |
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|  | DCC 10.2: Glossary of terms |
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| **1.1.1** | **Describe how you have considered the Newcastle University RDM institutional policy and any Faculty/research group guidelines, together with any other policy-related dependencies:** |
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| **1.1.2** | **Document the RDM advice you have sought on planning your proposed project, including any consultation with projects using similar methods** |
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| **2** | **Data Types, Formats, Standards and Capture Methods** |
| **2.1** | **Data Types, Formats, Standards and Capture Methods** |
|  | DCC 2.1: Give a short overview description of the data being generated or reused in this research |
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|  | DCC 2.3.4: What criteria and/or procedures will you use for Quality Assurance/Management? |
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|  | DCC 2.5.1: Are the datasets which you will be capturing/creating self-explanatory, or understandable in isolation? |
|  |  |
|  | DCC 2.5.2: If you answered No to DCC 2.5.1, what contextual details are needed to make the data you capture or collect meaningful? |
|  |  |
|  | DCC 2.5.3: How will you create or capture these metadata? |
|  |  |
|  | DCC 2.5.4: What form will the metadata take? |
|  |  |
| **2.1.1** | **Which open file formats will you use, and why?** |
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| **3** | **Ethics and Intellectual Property** |
| **3.a** | **Ethics** |
| **3.a.1** | **Have you completed a Newcastle University ethics application?** |
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| **3.b** | **Intellectual Property** |
| **3.b.1** | **Intellectual Property** |
|  | DCC 3.2.1: Will the dataset(s) be covered by copyright or the Database Right? If so give details in DCC 3.2.2, below. |
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|  | DCC 3.2.2: If you answered Yes to DCC 3.2.1, Who owns the copyright and other Intellectual Property? |
|  |  |
|  | DCC 3.2.3: If you answered Yes to DCC 3.2.1, How will the dataset be licensed? |
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| **4** | **Access, Data Sharing and Re-Use** |
| **4.1** | **Access, Data Sharing and Re-use** |
|  | DCC 4.1.1: Are you under obligation or do you have plans to share all or part of the data you create/capture? |
|  |  |
|  | DCC 4.1.3: If you answered Yes to DCC 4.1.1, How will you make the data available? |
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|  | DCC 4.1.4: If you answered Yes to DCC 4.1.1, When will you make the data available? |
|  |  |
|  | DCC 4.1.5: If you answered Yes to DCC 4.1.1, What is the process for gaining access to the data? |
|  |  |
|  | DCC 4.1.6: If you answered Yes to DCC 4.1.1, Will access be chargeable? |
|  |  |
|  | DCC 4.2.3: Are there any embargo periods for political/commercial/patent reasons? |
|  |  |
|  | DCC 4.2.4: If you answered Yes to DCC 4.2.3, Please give details. |
|  |  |
|  | DCC 4.3.1: Which groups or organisations are likely to be interested in the data that you will create/capture? |
|  |  |
|  | DCC 4.3.2: How do you anticipate your new data being reused? |
|  |  |
|  | DCC 5.3.2: How will you implement permissions, restrictions and/or embargoes? |
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| **4.1.1** | **Are there issues of consent, confidentiality (including commercial), anonymisation and other ethical considerations?** |
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| **4.1.2** | **What are the main risks to data security/ confidentiality?** |
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| **4.1.3** | **What will be the responsibilities of data sets users (for example as detailed in a ‘Statement of Agreement’)?** |
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| **5** | **Short-Term Storage and Data Management** |
| **5.1** | **Short-Term Storage and Data Management** |
|  | DCC 5.1.1: Where (physically) will you store the data during the project's lifetime? |
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|  | DCC 5.1.2: What media will you use for primary storage during the project's lifetime? |
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|  | DCC 5.2.1: How will you back-up the data during the project's lifetime? |
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|  | DCC 5.2.2: How regularly will back-ups be made? |
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|  | DCC 5.2.3: Who is responsible for backup? |
|  |  |
|  | DCC 5.3.1: How will you manage access restrictions and data security during the project's lifetime? |
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| **5.1.1** | **What is the anticipated (‘ballpark’ figure) of data volume that will be collected? Will this vary after processing?** |
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| **5.1.2** | **Has the back-up process been tested and successfully validate?** |
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| **6** | **Deposit and Long-Term Preservation** |
| **6.1** | **Deposit and Long-term preservation** |
|  | DCC 6.1: What is the long-term strategy for maintaining, curating and archiving the data? |
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|  | DCC 6.2.1: Will or should data be kept beyond the life of the project? |
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|  | DCC 6.2.2: If you answered Yes to DCC 6.2.1, How long will or should data be kept beyond the life of the project? |
|  |  |
|  | DCC 6.2.3: If you answered Yes to DCC 6.2.1, What data centre/ repository/ archive have you identified as the long-term place of deposit? |
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|  | DCC 6.2.7: Will transformations be necessary to prepare data for preservation and/or data sharing? |
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|  | DCC 6.2.8: If you answered Yes to DCC 6.2.7, what transformations will be necessary to prepare data for preservation / future re-use? |
|  |  |
|  | DCC 6.3.3: Will you include links to published materials and/or outcomes? |
|  |  |
|  | DCC 6.3.4: If you answered Yes to DCC 6.3.3, please give details. |
|  |  |
|  | DCC 6.3.5: How will you address the issue of persistent citation? |
|  |  |
|  | DCC 6.4.1: Who will have responsibility over time for decisions about the data once the original personnel have gone? |
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| **6.1.1** | **What is your deletion policy? Will data sets be deleted? When, by whom and how will they be identified?** |
|  |  |
| **6.1.2** | **What is the anticipated (‘ballpark’ figure) of data volume that will be archived?** |
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| **7** | **Resourcing** |
| **7.1** | **Resourcing** |
|  | DCC 7.1: Outline the staff/organisational roles and responsibilities for data management |
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|  | DCC 7.2: How will data management activities be funded during the project's lifetime? |
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|  | DCC 7.3: How will longer-term data management activities be funded after the project ends? |
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| **7.2** | **Describe how funding for RDM has been specifically been costed into funding application (where appropriate).** |
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| **8** | **Adherence and Review** |
| **8.1** | **Adherence and Review** |
|  | DCC 8.1.1: How will adherence to this data management plan be checked or demonstrated? |
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|  | DCC 8.1.2: Who will check this adherence? |
|  |  |
|  | DCC 8.2.1: When will this data management plan be reviewed? |
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|  | DCC 8.2.2: Who will carry out reviews? |
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| **9** | **Actions Required** |
| **9.1** | **Actions Required** |
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| **Action** | **Responsibility** | **Review Date** |
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| Signature |  |  | Date |  |
| Print name |  |  | Role/Institution |  |
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| Signature |  |  | Date |  |
| Print name |  |  | Role/Institution |  |
|  |  |  |  |  |
| Signature |  |  | Date |  |
| Print name |  |  | Role/Institution |  |
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