

Academy of Finland: Academy of Finland data management plan guidelines

1. General description of data

1.1 What kinds of data is your research based on? What data will be collected, produced or reused? What file formats will the data be in? Also give a rough estimate of the size of the data produced or collected?

1.2 How will the consistency and quality of data be controlled?

2. Ethical and legal compliance

2.1 What ethical issues are related to your data management, for example, in handling sensitive data, protecting the identity of participants, or gaining consent for data sharing?

2.2 How will data ownership, copyright and IPR issues be managed? Are there any copyrights, licences or other restrictions that prevent you from using or sharing the data?

3. Documentation and metadata

3.1 How will you document your data to make them findable, accessible, interoperable and reusable for you and others? What kinds of metadata standards, README files or other documentation will you use to help others understand and use your data?

4. Storage and backup during the research project

4.1 Where will your data be stored, and how will they be backed up?

4.2 Who will be responsible for controlling access to your data, and how will secured access be controlled?

5. Opening, publishing and archiving the data after the research project

5.1 What part of the data can be made openly available or published? Where and when will the data, or their metadata, be made available?

5.2 Where will data with long-term value be archived, and for how long?

6. Data management responsibilities and resources

6.1. Who will be responsible for specific tasks of data management during the research project life cycle? Estimate also the resources (e.g. financial, time and effort) required for data management.