

(Approved by Academic Board, May 2017)

**Generic Research Data Management Plan (RDMP)**

A research data management plan is a formal document you develop at the start of your research project which outlines all aspects of your data, e.g., what data will be created and how, what are the plans for sharing and preservation, noting any restrictions that may need to be applied.

The University of Cumbria encourages all researchers to include a research data management plan in their research proposals.

Please note that if you are being sponsored by a research funder they may stipulate that you use their bespoke RDMP.

**Your Research Project**

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| **Researcher:**  |
| **Project title:**  |
| **Project duration:**  |
| **Project context:** |

1. **Curation**

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| **Where does your data come from?** |
| **How often do you get new data?** |
| **How much data do you generate?** |
| **What format is your data in?** |
| **Are there ethical issues related to the data?**(Follow the University of Cumbria’s [Research Ethics Policy](http://www.cumbria.ac.uk/media/university-of-cumbria-website/content-assets/public/researchoffice/documents/EthicsPolicy.pdf) and [Code of Practice for Research](http://www.cumbria.ac.uk/media/university-of-cumbria-website/content-assets/public/researchoffice/documents/CodeofPracticeforResearch.pdf)) |
| **Are there privacy issues related to the data?** |
| **Are you collecting sensitive personal data under the terms of the Data Protection Act?** |

1. **Preservation**

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| **What different versions of each data file do you create?** |
| **What additional information is required to understand each data file?** |
| **Where do you store your data?**(Contact [IT Service Desk](https://my.cumbria.ac.uk/Student-Life/it-media/Getting-Help/) to discuss your research data needs) |
| **How do you structure and name your folders and files?** |
| **How is your data backed up?** |
| **How will you test whether you can restore from your backups?** |
| **How will you ensure the security of your data?** |

1. **Reuse**

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| **Who owns the data you generate (Intellectual Property)?** |
| **Who else has a right to see or use this data?** |
| **Who else should reasonably have access?** |
| **What should/shouldn’t be shared and why?** |
| **What should be archived beyond the end of your project?** |
| **For how long should it be stored?**  |
| **When will files be moved into the archive?** |
| **Where will the archive be stored?** |
| **Who is responsible for moving data to the archive and maintaining it?** |
| **Who should have access and under what conditions?** |