



Leabharlann UCD  
UCD Library

# UCD Data Management Checklist

*For more information please refer to the **Research Data Management** guide at:*  
<http://libguides.ucd.ie/data>

January 2015

**Use this checklist as a guide to help you develop a research data management plan for your research project.**

**Not all sections/questions will be relevant to your project, simply use this document as a starting point to help you structure your planning process.**

## **PROJECT DESCRIPTION**

- Project title
- The aim/ purpose of the research
- Project duration

## **CONTEXT: Administrative and contact information**

- Principal investigator (PI)
- Researchers/other project members
- Main contact details
- Collaborators/Partner Institutions
- Funding source(s) and requirements

## **DATA TYPES**

*Provides a description of the data your project will capture, create or use. It is important to record this detail to help you and subsequent users understand why and how the data was created.*

- How will data be created (captured)? *e.g. interview data, questionnaires, imaging, experimental measurements etc.*
- What data formats will be used? *e.g. File formats such as excel, word, open source etc.*
  - *Consider choice of data formats such as: will the data formats meet certain specifications including international or national standards, widely used, is it accepted as best practice in this discipline, it will facilitate re-use*
- Will the data be reproducible? What would happen if it got lost or became unusable later?
- How much data will there be and what will its growth rate be? How often will it change?
- Will existing data be used? If so, from where, and what is the relationship to the existing data?
- Are there special tools or software needed to create / process / visualise the data?
- How will metadata be captured, created and managed?

## DATA ORGANISATION, DOCUMENTATION AND METADATA

*Organising, documenting and describing data is important in order to assure quality control and reproducibility of data*

- What metadata standards will be used?
- How will metadata be captured, created and managed? Is there a discipline-specific standard?
- How will folders and files be structured and named?
- How will different file versions be managed?
- What data identifiers will be assigned?
- What other documentation and contextual information will be available in order to help others understand the data? *E.g. data dictionaries, codebooks, questionnaires*

## DATA STORAGE AND SECURITY

- Storage
  - Where and what media? Short-term, longer-term?
  - Who will be responsible?
- Back-up
  - How will it be done and how often will it be done?
  - Who will be responsible?
- Security
  - How will data security be guaranteed *e.g. data encryption, password etc.*
- How will the data be shared during the project?

## LONG-TERM PRESERVATION

- What data will be kept or destroyed after the end of the project?
- How long will data be kept? *e.g. 3-5 years, 10-20 years, permanently?*
- Where will the data be stored? *e.g. archive, data repository, network etc.*
- What file formats will be used? Are they long-lived?
- Who will manage the long term data?
- What is needed to prepare the data for preservation or data sharing?
- What related information will be deposited with the data?

## ETHICS AND INTELLECTUAL PROPERTY

- Are there any ethical and privacy issues that may prohibit sharing of some or all of the data? If so, how will these be resolved?
- Do your data contain confidential or sensitive information? If so have you discussed data sharing with the respondents from whom you collected the data?
- Who owns the data arising from your research, and the intellectual property rights relating to them?

## DATA SHARING AND RE-USE

- ☑ In addition to the owners of the data you generate, who else has a right to see or use this data? And who else should reasonably have access? Who will be the audience for your data?
- ☑ Are there any limits to data sharing required
- ☑ Are there any sharing requirements? *E.g. funder data sharing policy*
- ☑ How will the data be discovered and shared?
- ☑ What tools / software will be needed to work with the data?
- ☑ Will there be embargo periods?

## IMPLEMENTING YOUR PLAN

- ☑ Who will be responsible for ensuring your plan is followed?
- ☑ How often will your plan be reviewed and updated?

## HELP@UCD

- ☑ Data storage, backup and security
  - UCD IT Services has a dedicated Research IT support team which is happy to discuss the options available to you regarding data storage or any of your IT requirements. Contact Fred Clarke, Head of Research IT, or any of the Research IT team at [researchit@ucd.ie](mailto:researchit@ucd.ie)
    - [www.ucd.ie/itservices/researchit/](http://www.ucd.ie/itservices/researchit/)
    - <http://www.ucd.ie/itservices/userfileguide/>
- ☑ Intellectual property
  - For queries regarding intellectual property and support for researchers interested in commercialisation please contact Caroline Gill, Innovation Education Manager [Caroline.gill@ucd.ie](mailto:Caroline.gill@ucd.ie)
    - [www.ucd.ie/innovation/researchers/](http://www.ucd.ie/innovation/researchers/)
- ☑ Research ethics
  - The Office of Research Ethics. One-to-one consultations with researchers who are about to submit for either a full review or exemption. Contact the Research Ethics Team: [research.ethics@ucd.ie](mailto:research.ethics@ucd.ie)
    - [www.ucd.ie/researchethics/](http://www.ucd.ie/researchethics/)
- ☑ Research data management checklist
  - Assistance can be given by UCD Library. Contact Julia Barrett, Research Services Manager, UCD Library [julia.barrett@ucd.ie](mailto:julia.barrett@ucd.ie)

January 2015