**DATA MANAGEMENT PLAN for Internal funded/student/literature review only projects**

PI:

Project title:

Project dates:

Project type: Internal funded/student/literature review *(delete/mark as appropriate)*

1. **Lay description of the work** (max 200 words):
2. **What information or data is being collected and analysed in this work?:**
   1. **Types, File Format, software used, and scale:**
   2. **How will this be collected:**
   3. **What is retention period of documents:**
3. **How will the information or data be stored or curated**

**Data storage:** Research data/information will be stored on the University’s X:drive (V:Drive for students). **University-managed data storage** is resilient, with multiple copies stored in more than one physical location and protection against corruption. Daily backups are kept for 14 days and monthly backups for an additional year.

**Metadata:** All research data will be organized as per the Universities metadata standards <http://staff.napier.ac.uk/services/research-innovation-office/research-data/Pages/Organising.aspx>

**Data preservation:** The [Edinburgh Napier Data Management Policy](http://staff.napier.ac.uk/services/research-innovation-office/Documents/Research%20Data%20Management%20Policy.pdf) states requires research data to be retained after project completion if they **substantiate research** findings, are of potential long-term value or support a patent for at least 10 years. The policy also requires that funders and/or sponsors requirements are met. Long term storage is provided through the University data repository.

**4. Summarise the main risks to the confidentiality and security of information:**

1. **Data sharing and access**

**Suitability for sharing:** Data generated by the project (identified above) will be made open once appropriate changes have been made to honour assurances of confidentiality and anonymity/ not suitable for project *Delete as appropriate*.

**Discoverability:** Datasets will be allocated a DOI and stored on our open access Research Repository in accordance with the University research data deposit process. The DOI and the datasets will be made available to the UK Data Service [ReShare](http://reshare.ukdataservice.ac.uk/) repository within three months of the end of the grant/project

1. **Governance of access to shared data**

**Who makes decision on whether a new user can access the data/information?:**

**Are there any restrictions on making data/information available? Eg ethics, IP, confidentiality agreements. If so please detail here:**

**If data is not sharable detail why the project team will need exclusive access to data/information:**

*If sharing outwith the University data sharing agreements may be required depending on the nature of the work*

1. **Responsibilities:**

The first point of contact for all queries in relation to this data is the PI. Who will also have overall responsibility for the production and maintenance of metadata. Preparation and upload of the data will be carried out by the team with the support of the University’s Information Services staff.

1. **University policies**

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| Data Management Policy & Procedures | [*http://staff.napier.ac.uk/services/research-innovation-office/Documents/Research%20Data%20Management%20Policy.pdf*](http://staff.napier.ac.uk/services/research-innovation-office/Documents/Research%20Data%20Management%20Policy.pdf) |
| Data Security Policy | [*http://staff.napier.ac.uk/services/cit/infosecurity/Pages/InformationSecurityPolicy.aspx*](http://staff.napier.ac.uk/services/cit/infosecurity/Pages/InformationSecurityPolicy.aspx) |
| Data Sharing Policy | [*http://staff.napier.ac.uk/services/secretary/governance/DataProtection/Pages/DataSharing.aspx*](http://staff.napier.ac.uk/services/secretary/governance/DataProtection/Pages/DataSharing.aspx) |