**Data Management Plan Template**

*NOTE: This template is provided as guidance for Researchers at Ramsay Health Care to assist in the development of a data management plan in accordance with Chapter 3.1, Section Data Management of the National Statement on Ethical Conduct in Human Research (NHRMC).*

*It is intended as a guide and not all prompts will be applicable to all research being conducted at Ramsay.*

*Researchers are also reminded, that in developing your* ***PICFs****: paragraph 3.1.31 of the National Statement states: “In any information provided to potential participants during the consent process, researchers should include information on data management and storage and any relevant intellectual property and copyright arrangements”*

# 1. About the Research Project

*Include here details such as:*

* Project title
* Project description
* Est. start and end date for project
* Name of Principal Investigator
* Other Investigators names
* Primary contact for the Data
* Partner Organisations

# 2. Funding Body

*Provide detail of any funding being received for the research, ie Funding Body’s name*

# 3. Details of Data to be produced

*Describe the type of data; its characteristics and features; the methods or processes for producing the data; expected file formats; use of existing or third party data and any requirements associated with its use.*

* Type of data will be produced, collected, generated or captured during the project?
* How will the data be captured, collected or created? (describe process)
* What tools, instruments, equipment, hardware or software will you use to capture, produce, collect or create the data?
* What are the expected file formats of the data that will be captured, produced or created?
* Are these file formats based on open standards, non-proprietary or widely used, documented and supported?
* Will the project use existing or third party data as part of the investigation?
* Are there any requirements for use of third party data such as licensing conditions?

# 4. Data Documentation and Metadata

*Provide details of: any supporting information to be developed or documented; any metadata standard, controlled vocabularies or ontologies that will be used to describe the data; quality assurance processes (calibration, validation, etc) to be applied to the data; and any processes that will be followed for documenting or organizing the data such as file name conventions, directory structures, etc. Include here details such as:*

* What supporting information/documentation will you create to enhance understanding of the data? e.g. codebooks, data dictionaries, data definitions, publications, websites. (please attach data dictionary as appendix to this document)
* Are you using any metadata standards, controlled vocabularies or ontologies to describe the data?
* Are there any Quality Assurance processes that could be applied to your data? e.g. calibration, validation, transcription, peer-review etc.
* What processes will be established and followed to document and organise data? i.e. version control, filename conventions, directory structures etc.

# 5. Data Storage and Security

*Describe data storage and security arrangements: estimated size/amount of data; the location of where the data will be stored; the location of where the data will be backed-up to; frequency of back-up procedures and person responsible; how access to the data will be managed; any security or restriction issues relating to access or storage; and details of any physical or non-digital outputs that need to be stored including their location.*

* How much data are you likely to collect/generate throughout the project?
* (numbers of records/patients/surgeries or sizes of files /sizes of databases)
* Where will the data be stored during the project?
* Will your data be backed up, by whom, how often, where?
* How will access to the data be managed during the project?
* Are there any commercialisation, ethical or confidentiality restrictions relating to accessing or storing the data during the project?
* Is there any non-digital data or outputs that the project will generate? Where will these outputs be stored?

# 6. Ethics, Copyright, IP and Authorship

*Provide information on Ethics, copyright and IP arrangements : methods used to manage sensitive, confidential or private information; details of any restrictions due to ethical or privacy considerations on the data; information for consent forms relating to retention of the data and protection of privacy and confidentiality and steps taken to manage these (de-identification, etc); details of any agreements reached with partner organizations concerning ownership of the data; any copyright or licensing restrictions; or legislative regulations or requirements associated with collecting data from/sending to countries/locations outside of Australia.*

* Does/will the data contain sensitive, confidential or personal information? If yes, what methods will be used to protect the data e.g. encryption, password restrictions etc.
* Are there ethical/privacy considerations surrounding the ability to share/publish the research data outside the immediate research team?
* If intending to share any part of the data, do your participant consent forms include information about intentions for sharing, retention of data and steps taken to protect participants privacy and confidentiality?
* What steps will be taken to protect privacy and confidentiality? e.g. de-identification, re-identification or anonymising data.
* Has an agreement about the ownership of research data and primary materials been reached between partner institutions? Provide details. If the agreement is in writing, add as appendix to this RDMP
* Are there likely to be any copyright restrictions that will apply to the data?
* Will the data be collected in or transported to another country or area outside of Australia?
* Are there any legislative regulations or requirements associated with collecting data from/sending to countries/locations outside of Australia
* Have you considered and discussed authorship? Who are the intended authors of any products of the research project?

# 7. Access, Sharing and Reuse of Data

*Provide information on access, sharing and reuse arrangements including : what data or non digital outputs will be retained on completion of the project; where will these be stored; will some/all of the data be shared or published; any restrictions that negate sharing or re-use of the data; any requirements for mediating access to the data; what supporting information will be available to assist with interpretation of the data; what processes or steps will be taken to protect privacy and confidentiality; intent to deposit in data repository or archive; how soon after completion of the project can the data be shared; and any costs associated with making the data available for sharing or re-use?*

* Will part/all of the data be retained on completion of the project? Where will this data be stored?
* Where will non-digital data be stored post project?
* How will access to the data be managed post project?
* Do you plan to share some/part of the data post project? Will the data be deposited with an archive or repository or published on the web?
* Are there any restrictions placed on sharing/reuse of some/all of the data?
* Can these be managed by setting mediated access to the data? e.g. access to the data must be negotiated via Chief Investigator.
* What supporting information to assist with interpretation of the data will be made available? How will the information be made available?
* How will you ensure that identified processes or steps taken to protect privacy and confidentiality will be achieved prior to completion of the project and sharing of the relevant data.
* When will the data be shared post project? e.g. immediately, 3 months, 6 months,1 year.
* Is there likely to be any costs associated with making the data available for sharing or re-use?

# 8. Data Retention and Disposal

*Provide information on data retention and disposal, including : how long the data should be retained (in line with University Policy , State Records Act 1998, and/or Funding Body requirements; the disposal date and data disposal approval process that will be followed, in line with University Policy.*

* How long the data should be retained for? i.e. permanently, 5 years, 7 years, 20 years, etc
* If disposing of data, outline how will you handle the disposal of sensitive, confidential data

# 9. Preservation and Archiving

*Provide information describing preservation and archiving arrangements, including: the sustainable file formats that will be used for long term access; descriptive information details the organization and structure of the data and supporting information that will be made available with the data for re-use and interpretation; the person or position responsible for managing long-term access to the data; and any expected costs associated with long term storage of the data.*

* Will the final format of the data files be in a sustainable format supporting long term access? i.e. based on open source standards, non-proprietary.
* Will the supporting documentation be stored with the data to enable future interpretation?
* Who is responsible for maintaining the data after the research project is complete? e.g. Chief Investigator, data manager, research assistant.
* Are there likely to be any costs associated with the long term storage of the data?