Writing a Data Management Plan

A Data Management Plan or DMP is a document or statement that **outlines what you will do with your data** during and after a research project. It is **a living document** which should be updated as needs and circumstances change.

Researchers often write a DMP to **comply with a funder requirement**, but they can also be written to:

★ Increase efficiency,reproducibility, and longevity of research;

★ Reduce risk (security, data loss, intellectual property); and

★ Harmonize data management and sharing information across all study documents.

Recommendations

- Start early!
- If writing a DMP for a funder, be sure to address all required elements.
- Don't repeat information.
- Provide enough detail about your data.
- Connect with the chosen data repository, if applicable.
- Don't overcommit.

Typical Elements of a DMP

- **Data types or description**: Details about the data that will be collected or generated; including the data source, formats, and the size or volume of data.
- **Metadata**: How you will document and describe your data to make it meaningful and useful for others; may involve a metadata standard.
- **Storage, backup, and security**: How the data will be stored and secured.
- **Provisions for protections/privacy**: How human participants are protected, if applicable; may include mention of informed consent, data de-identification, or requiring a data use agreement.
- **Policies for reuse**: Restrictions on how the data is reused; may be affected by the data repository's policies.
- **Access and sharing**: How or where the data will be shared including the name of the repository(ies) where the data will be shared; usually includes how the data will be findable (e.g. via a DOI) and if there are requirements for accessing it.
- **Timelines**: When and how long data will be available.
- **Roles and plan oversight**: Who will be involved in maintaining and carrying out the DMP.

Resources

U-M Library: Make a Data Management Plan
https://www.lib.umich.edu/research-and-scholarship/data-services/make-data-management-plan

Workshop Recording: Be Prepared! Writing a Data Management or Data Sharing Plan
https://lib.mivideo.it.umich.edu/media/t/1_eherwifz

Request a consultation
researchdataservices@umich.edu or THLResearchDataCore@umich.edu (Health Sciences)