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Data Management Plan for Research Students



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| Project title |  |
| Author name |  |
| Supervisor |  |
| Contact email |  |
| Date of last edit |  |

Guidance on writing a Data Management Plan can be found at <https://lshtm.sharepoint.com/sites/intranet-library-archive-and-open-research-services/SitePages/Research-Data-Management.aspx>
and http://servicedesk.lshtm.ac.uk

Advice and feedback can be obtained from:
researchdatamanagement@lshtm.ac.uk

# **DESCRIBE YOUR RESEARCH**

## What digital files – data, code, collection tools, etc. - will you collect/obtain and use?

Relevant details to mention: topics covered, type (e.g. survey), source (collected by self or others), format (e.g. STATA) and amount (e.g. 10 interviews). Draw attention to human or other data that require additional protection.

1.

2.

3.

4.

## What hardware and software will be used in your research?

List any hardware and software to be used, their intended purpose (e.g. collection, analysis), and (if relevant) the number needed. E.g. LSHTM laptop, 20 Samsung tablets, LSHTM’s Open Data Kit software, STATA or R for analysis.

## What data-related activities will be performed during the research?

List key data-related activities that you and/or others will perform during the research. For instance, trial draft survey in month 6, collect data in month 8-10, clean and anonymise data in month 11, analyse data in month 12-18.

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| **Task** | **Description** |
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## What quality checks will you perform to ensure resources are fit for purpose?

Outline any quality checks to be performed before, during and after the above activities, e.g. to ensure data are captured correctly, remain accurate and complete, or ensure you avoid recognised problems. The UK Data Services offers guidance on the [Formatting data – Quality page](https://ukdataservice.ac.uk/learning-hub/research-data-management/format-your-data/quality/).

## How will you address ethical & legal issues within your research?

* What permissions are needed? E.g. to collect data in country, analyse data for specific purpose, share data
* From whom must approval be obtained? E.g. study participant, ethics committees, data provider
* How will permissions be provided? E.g. ask participants to sign a consent form, sign a Data Transfer Agreement

## What documentation will be created to ensure your research files can be understood?

What aspects of the research will be documented and how? E.g. processes could be documented in Standard Operating Procedures, workflows applied described in a lab book, a codebook written to describe variables, etc.

# **STORAGE AND SECURITY**

## Where will your research files be stored at each stage of your research?

Identify where files will be held during capture, processing, analysis and other stages, and who will have access.

It is advisable to classify the sensitivity level of your files using the guidelines in the LSHTM [Data Classification Policy](https://www.lshtm.ac.uk/sites/default/files/data-classification-and-handling-policy.pdf) and select a suitable storage location. Guidance on LSHTM storage for each sensitivity level are available on the [Guidance on IT Storage](https://lshtm.sharepoint.com/sites/intranet-it-services/SitePages/Guidance-on-IT-Storage.aspx) and [Data Storage Options guide](https://www.lshtm.ac.uk/files/LSHTM-data-storage-options.pdf).

## What labelling conventions will you apply?

Briefly describe any naming conventions or classification systems you will apply to resources. E.g.

* Filenames: key characteristics you will record to group files, e.g. FG1\_transcript\_2018-10-01
* Variable: conventions to be used for question IDs, completed responses & missing variables
* Versions: how will you identify changes to resources over time (e.g. v1.1, v1.2)

9. How will you keep research files safe and secure? (choose one or more)

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| Only anonymised data will be used - personal, sensitive, or otherwise confidential data is not needed for the research |  | Store personal details in a separate secure location & link it via an identifier |  | Delete personal & confidential details at earliest opportunity (specify when below) |  |
| Use digital storage that require a username/password or other security feature |  | Physical security (such as locked cabinet or room) |  | Protect portable devices using security features, e.g. biometric |  |
| Encrypt storage devices |  | Encrypt during transfer |  | Avoid cloud services located outside the relevant jurisdiction (e.g. GDPR compliant area) |  |
| Take Information Security, Cyber security, or similar training |  | Ensure backups are also held securely |  | Other (please describe) |  |
| Notes: |  |
| Identify additional steps you will take to avoid, reduce, or eliminate risks that may affect your resources. |
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# **ARCHIVING & SHARING**

This section of the plan should consider the arrangements for the long-term storage of your research files to ensure data accessibility is maintained beyond your research degree registration, as required. Research students provided with an LSHTM laptop for research must return them upon submission of their final examiner-approved thesis, as per LSHTM’s [End User Device policy](https://www.lshtm.ac.uk/sites/default/files/end-user-device-policy.pdf). RD students also need to be aware that their access to LSHTM network storage will be removed approximately 12 weeks after their award date and as noted on their award letter.

## What research files should be kept as evidence of your research?

Research often have value beyond the project lifespan. List the resources in Q1 that will be kept and for how long. If some files can’t be retained, state the reason that this is not permitted (e.g. personal information, third party data covered by contract agreement).

## Where will these research files be hosted?

Identify where research files will be hosted following research completion. For example:

* Files suitable for sharing will be hosted in the LSHTM data repository ([http://datacompass.lshtm.ac.uk](http://datacompass.lshtm.ac.uk/)) or a 3rd party repository, such as UK Data Service, ArrayExpress, Zenodo, etc.
* Internal and confidential files will be held on the LSHTM Secure Server
* My supervisor will look after them

## When will research data and other files be made available? (choose one or more)

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| --- | --- | --- | --- | --- | --- |
| During the research life |  | At the same time as findings are published in an academic journal |  | A set time after research end, e.g. 12 months. Specify below |  |
| Resources already available (provide details below) |  | On completion of my thesis |  | Other (provide details below) |  |
| Further information / Other |
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## How will you make other researchers aware that they exist?

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| Publish a metadata record describing the resources in a repository or other catalogue |  | Obtain a Digital Object Identifier (DOI) or other permanent ID |  |
| Cite resources in future research papers, e.g. in the data access statement or reference list |  | Cite resources in project reports |  |
| Publish a description for the project website |  | Write and publish a Data Paper |  |
| Add resources to a list of your academic outputs |  |  |  |
| Other measures / Further details |
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## What steps will you take to ensure research files are easy to analyse and use in future research? (choose one or more)

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| --- | --- | --- | --- |
| Prepare a codebook or other documentation that provides an accurate description of content |  | Store resources in open file formats such as CSV, Rich Text, etc. See <https://ukdataservice.ac.uk/learning-hub/research-data-management/format-your-data/recommended-formats/> |  |
| Write a user guide that provides a high-level overview of research |  | Apply a standard licence that allows a broad range of uses (e.g. Creative Commons, Open Data Commons) |  |
| Designate a corresponding author / data custodian who will handle data-related questions |  | Use domain-specific standards that make it easy to import and analyse data |  |
| Other / Further information |
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## How will access be provided?

Please indicate if research files can be made available openly or through a controlled access arrangement. If the latter, what conditions should be met. E.g. data can be used for specific types of research only. Leave blank if not applicable.

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| **Requirement:** | **To be addressed by:** |
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# **RESOURCING**

## 16. What are the primary data management challenges in your research?

E.g. uncertainty on data management practice, data security, data-related costs, staff resources, etc.

## How can LSHTM & others help you to better manage your research files?