

Creator: _____

Affiliation: _____

Date: _____

1. Roles & responsibilities

Describe briefly your project plan and duration, and methodologies you intend to use. Also include the people and organisations involved:

- chief supervisor
- persons responsible for managing the data
- source of funding
- partner organisations (if any)

2. Data creation & collection

Explain briefly how you will create your data, or handle third party data you plan to seek permission to use. Consider types and formats such as:

- Geospatial ▶ raster, vector, grid
- Instrument specific ▶ Confocal Microscope Data Format, FLIR Infrared Camera (SEQ)
- Models ▶ 3D, statistical, similitude, macroeconomic, causal
- Multimedia ▶ JPEG, TIFF, MPEG, MP3, Quicktime, Bitmap
- Numerical ▶ CSV, MAT, XLS, SPSS
- Software ▶ Java, C, Perl, Python, Ruby, PHP, R
- Text ▶ TXT, DOC, PDF, RTF, HTML, XML
- Other ▶ Discipline specific such as CIF, FITS, DICOM, etc.

3. Data management, storage & retention

Describe briefly how you will document and structure your data, and what you will do to facilitate sharing. Also include any long term storage plans regarding medium and location.

Briefly explain how you will handle copyright issues such as data ownership.

State briefly archiving rules you intend to use, and long-term preservation provisions if you need to comply with funders' policies.

4. Data security

If you will be creating sensitive data, describe briefly how you will handle confidentiality issues and risk factors. Describe the procedures you will follow for restricted access or embargo period in the case of patent applications.

Have questions or need assistance in writing your DMP?

✉ Email your Scholarly Communications Librarian Pauline Lam at lamlhp@hkbu.edu.hk for help.

* DMPs are not difficult to write, they just need an extra bit of planning!