

Environmental Information Data Centre (EIDC)

Guidance Notes

Project Data Management Plan for NERC Funded Research Template v1.6

Purpose of the Data Management Plan

The EIDC / NERC Data Management Plan (DMP) is primarily to help identify environmental data generated during your grant, which of these are of long-term value and for these, the repository they would be deposited to in order to guarantee long-term access that meets NERC Data Policy.

Your EIDC liaison contact will help develop the DMP and is available to provide guidance and assistance.

Timeline

All sections should be completed within 3 months of project start date

A DMP must be started within the first 3 months of your research project. However, as a DMP is a living document, high-level information is sufficient as more detail can be added when known. Changes can also be made accordingly.

Sections 1-2

General project information:

It is important to establish early on who is involved and what expectations there are for data outputs. Identifying which policies are applicable is important as these will determine how data should be managed during and beyond the project and therefore will have an impact on what tasks are needed to be completed. Where there are multiple funders and / or overseas data collection there may be multiple policies that need to be addressed. EIDC can help clarify outcomes that meet all policies.

Section 3

Project Data Management Approach

In this section you are asked to provide:

1. Data Generation Activities - A brief description or diagram of what will happen and how. This should cover the main data generation activities e.g. field campaigns.
2. In-Project Data Management Approach - A statement about how the data will be managed within the project: including how captured/collated, where stored, backup, security and who manages it.
3. Data Quality - A list of existing or planned approaches or procedures for ensuring fitness for use. E.g. formal capture methods, calibration of instruments, validation of values, change control, documentation.

Section 4 Datasets

A brief overview of datasets in the project:

New datasets

This information helps EIDC understand the nature of the datasets being generated in the project and the likely requirement for long-term management. It provides a basis from which EIDC can determine timescales for handover of datasets and discussions regarding details of how this happens.

Dataset names can be working titles (however vague) initially as they can be revisited during the project.

Date the data are complete – this helps EIDC work out the optimum time to start making plans for future deposit of the dataset e.g capturing key detail about the dataset including authors, embargo from access period etc . Even a loose approximation is useful.

Existing datasets

EIDC can help acquire or access existing datasets. An early understanding of conditions of use of existing data also helps mitigate any risk of the intended use.

Next steps

EIDC will need to identify which of the datasets generated are of long-term value and determine the most appropriate long-term repository for these. Usually this is one of the NERC Data Centres unless a specialist repository exists e.g. UK Data Service for socio-economic data. When all sections are complete EIDC will agree your Data Management Plan with you and then contact you annually for the duration of the grant to check if any details have changed.

Depositing data to EIDC

Unless specific arrangements are already agreed, EIDC will contact you at least 6 months before your grant ends in order to make advanced plans for subsequent handover of data by the end of the grant. This is to ensure that all specific details of arrangement for deposit and subsequent access to data (or an embargo period) can be defined per dataset. These details will be appended to this

document when developed. You should however contact EIDC if any details change or at least 3 months in advance of anticipating depositing data or requiring a DOI.

Data should normally be provided to EIDC by the end of the grant and in a non-proprietary format (for example csv rather than an MS Excel spreadsheet). Guidance is available in preparing your datasets for deposit in [Guidelines - preparing your data for deposit](#)

You will also be required to provide appropriate metadata that describes the data and any [supporting documentation](#) necessary to enable re-use of the data.

Submitting your datasets of long-term value to the EIDC will help you meet NERC Data Policy, legal data-sharing obligations under the EU INSPIRE directive and can ensure their reusability in the future for yourself and the scientific community.