# Introduction

The below structure is based on the official SNSF DMP.

If you have any question, contact [researchdata@epfl.ch](mailto:researchdata@epfl.ch)

Just some minor formatting points:

* **File size:** Choose only one way to write file sizes (MB, GB, TB, PB) and hold on to it. If you start using a syntax (eg. 15GB), use it in your whole DMP (eg. 0.5 GB, not 500 MB)
* **Format name:** It helps to choose only one way to write file formats and hold on to it. The structure may be: NameOftheFormat (.extension) Eg. Jupyter Notebook (.jypnb)
* **Acronyms:** The first time an acronym is mentioned, please write its full form in brackets. Think of the funders your applying your project to. Eg. EMC LAB (Electromagnetic compatibility laboratory)
* **Copy / Paste:** If your using one of our templates (SNSF, ERC) copy/paste their parts parsimoniously. Don’t use parts that are useless or inadequate for your research. Chose only suitable parts and adapt them.
* **Enumerations**: If you start a list or an enumeration, don’t use etc. or ellipsi (…). Mention all the elements of your enumeration.

# SNSF DMP Template

**1. Data collection and documentation**

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| * 1. **What data will you collect, observe, generate or re-use?** * What type, format and volume of data will you collect, observe, generate or reuse? * Which existing data (yours or third-party) will you reuse? |
| * 1. **How will the data be collected, observed or generated?** * What standards, methodologies or quality assurance processes will you use? * How will you organize your files and handle versioning? |
| * 1. **What documentation and metadata will you provide with the data?** * What information is required for users (computer or human) to read and interpret the data in the future? * How will you generate this documentation? * What community standards (if any) will be used to annotate the (meta)data? |

**2. Ethics, legal and security issues**

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| **2.1 How will ethical issues be addressed and handled?**   * What is the relevant protection standard for your data? Are you bound by a confidentiality agreement? * Do you have the necessary permission to obtain, process, preserve and share the data? Have the people whose data you are using been informed or did they give their consent? * What methods will you use to ensure the protection of personal or other sensitive data? |
| **2.2 How will data access and security be managed?**   * What are the main concerns regarding data security, what are the levels of risk and what measures are in place to handle security risks? * How will you regulate data access rights/permissions to ensure the security of the data? * How will personal or other sensitive data be handled to ensure safe data storage and transfer? |
| **2.3 How will you handle copyright and Intellectual Property Rights issues?**   * Who will be the owner of the data? * Which licenses will be applied to the data? * What restrictions apply to the reuse of third-party data? |

**3. Data storage and preservation**

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| **3.1 How will your data be stored and backed-up during the research?**   * What is your storage capacity and where will the data be stored? * What are the back-up procedures? |
| **3.2 What is your data preservation plan?**   * What procedures would be used to select data to be preserved? * What file formats will be used for preservation? |

**4. Data sharing and reuse**

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| **4.1 How and where will the data be shared?**   * On which repository do you plan to share your data? * How will potential users find out about your data? |
| **4.2 Are there any necessary limitations to protect sensitive data?**   * Under which conditions will the data be made available (timing of data release, reason for delay if applicable)? |