# Introduction

The below structure is based on the official SNSF DMP.

If you have any question, contact 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?

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| * 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?
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| * 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?
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**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?
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| **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?
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| **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?
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**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?
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| **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?
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**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?
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| **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)?
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