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| **DATA MANAGEMENT PLAN**  |
| ***Data management plan is mandatory exclusively for the planned basic research tasks (funded by the NCN)****.**Before filling out the form, read the guidelines for completing the data management plan for a project that can be found* [*here*](https://www.ncn.gov.pl/sites/default/files/pliki/regulaminy/wytyczne_zarzadzanie_danymi_06_2020_ang.pdf)*. The NCN recognises that some projects will not generate, re-use or analyse research data and similar materials. In these cases, a short explanation is required as an answer to the question 1.1. How will new data be collected or produced and/or how will existing data be re-used. Under each question, a text box for description (up to 1000 characters).*  |
| 1. | **Data description and collection or re-use of existing data** |
|  | How will new data be collected or produced and/or how will existing data be re-used? |
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|  | What data (for example the kinds, formats, and volumes) will be collected or produced? |
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| 2. | **Documentation and data quality** |
|  | What metadata and documentation (for example methodology or data collection and way of organising data) will accompany data? |
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|  | What data quality control measures will be used? |
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| 3.  | **Storage and backup during the research process** |
|  | How will data and metadata be stored and backed up during the research process? |
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|  | How will data security and protection of sensitive data be taken care of during the research? |
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| 4.  | **Legal requirements, codes of conduct** |
|  | If personal data are processed, how will compliance with legislation on personal data and on data security be ensured? |
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|  | How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable? |
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| 5.  | **Data sharing and long-term preservation** |
|  | How and when will data be shared ? Are there possible restrictions to data sharing or embargo reasons? |
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|  | How will data for preservation be selected, and where will data be preserved long-term (for example a data repository or archive)? |
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|  | What methods or software tools will be needed to access and use the data? |
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|  | How will the application of a unique and persistent identifier (such us a Digital Object Identifier (DOI)) to each data set be ensured? |
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| 6.  | **Data management responsibilities and resources** |
|  | Who (for example role, position, and institution) will be responsible for data management (i.e the data steward)? |
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|  | What resources (for example financial and time) will be dedicated to data management and ensuring the data will be FAIR (Findable, Accessible, Interoperable, Re-usable)? |
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