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## **Scholarly Communications & Data Management Tip Sheet: Data Management Planning**

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## DATA MANAGEMENT PLANNING

A data management plan is a tool to assist in the efficient management of your research.

Many funding agencies now request information on how you will manage the data created or used during your project. In many cases, this data management plan (DMP) is a required addendum to a proposal.

DMPs describe how you will organize, store, and share your research data – during and after you complete your research. Although most researchers already engage in some kind of data management, a written plan allows you to document your policies and procedures, and consequently improve how you manage your research activities.

### What's in a DMP?

- Data types, formats, and size.
- Metadata and disciplinary standards applied to it.
- Organizational & management systems.
- Procedures for assuring data quality.
- Budget for data management-related activities.
- Policies regarding access to data.
- Plans for long-term access and preservation.
- Responsible parties.

### EXAMPLE



#### Albertsons Library Survey 2019 Data Management Plan, July 2020

##### DATA DESCRIPTION

Data from the Albertsons Library Survey is collected via three Qualtrics questionnaires, one each for graduate students, undergraduate students, and faculty participants. Results are of two types:

1. Responses to closed-ended questions (e.g. yes/no, satisfaction rankings)
2. Responses to open-ended questions

Both types of responses will be analyzed using Excel and the results will be saved as CSV files. Additionally, data reports are saved as text files with embedded charts, as well as in a PDF format for distribution. The number of files is in flux but at a minimum includes:

- Three spreadsheets containing survey responses, ranging from 80-250k
- Two reports, saved as both text and PDF files, ranging from 500-1500k

##### DOCUMENTATION AND DATA

- The informed consent agreement for the s captured as a survey question and saved within the data spreadsheets.
- A Readme.txt file is saved in a text format with the results and reports, as is the IRB application and project planning documentation.
- The Boise State University Data Cookbook is used for demographic elements

For more information and to learn about how the Library's Research Data Management Team can help, visit: <https://www.boisestate.edu/library/research-support/data-management-services>.