**Data management plan for postgraduate taught masters project**

The following template can be used to create a data management plan for your University of Sheffield postgraduate taught masters project. It is suitable for research that **does not** involve identifiable personal data. If you will use or collect identifiable personal data (including participant-level data in health research), see guidance at the end of this introduction. If your data may be sensitive for commercial or other non-personal reasons, contact the Research Data Management team for advice (rdm@sheffield.ac.uk).

Each section of this template contains questions and examples of possible answers. You can use, replace, delete and/or add your own text to make the plan appropriate for your research. Where words are given in square brackets [ ], use text suitable for your project and remove the brackets, e.g. ‘[number]GB’ might be changed to ‘2GB’.

Be aware that the template is only a guide. There may be questions that do not apply to your research, and there may be information relevant to your project that is not covered by the questions. When you have completed the template, you can delete questions, example answers and guidance as appropriate.

You can find more information about looking after your data in [Research data management for postgraduate taught masters students](https://www.sheffield.ac.uk/library/research-data-management/planning/research-data-management-postgraduate-taught-masters-students).

**If you will use or collect identifiable personal data during your project, you should use the ‘University of Sheffield Taught Masters DMP: Identifiable personal data’ template in** [**DMPonline**](https://dmponline.sheffield.ac.uk/)**. You can find more information about DMPonline on the** [**data management planning**](https://www.sheffield.ac.uk/library/research-data-management/planning) **page.**

**Data management plan for postgraduate taught masters project**

**Researcher:**

**Project title:**

**Project dates:**

**Project description:**

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# **Describing your data**

* **What digital/physical data will you collect or create during the project?**
* **How much digital data will you generate?**
* **What format(s) will your data be in?**
* **Will you need to observe any ethical or legal requirements?**

***[Below are examples of possible answers — use, replace, delete and/or add your own text to make the plan appropriate for your research]***

* I will collect anonymous survey data using [Qualtrics].
* I will collect existing data from [name of source] and analyse them using [SPSS].
* I expect approximately [number] people to take part in the survey and expect the total data generated to be under [number]MB.
* I expect the total collected and analysed data to be under [number]GB.
* Survey data will be stored as [CSV] files.
* Analysed data will be stored as [Excel spreadsheets].
* Participant consent in the survey will cover all planned uses of data.
* I will check and observe terms of use for existing data used.

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# **Looking after data during the project**

* **Where will you store digital data securely during the project?**
* **How will you name and organise your data files?**
* **How will you make your data easier to understand and use?**
* **If you collect or create physical data, how will you look after them?**
* **Will you need to take extra security precautions for any of your data?**

***[Below are examples of possible answers — use, replace, delete and/or add your own text to make the plan appropriate for your research]***

* I will store data on the University Google Drive. If data is collected on a device or platform, it will be transferred to Google Drive as soon as possible.
* Files will be organised into folders: [give folder names]. Filenames will include the date the file was created in the format YYYY-MM-DD.
* Information about the file structure and methodology will be included in a README file at the top level of the project folder in Google Drive. This will make the data easier to understand and use.
* I will make a digital copy of any physical data collected or created. The physical data will be stored in [a locked cabinet] and kept only as long as necessary.
* I will not be collecting any personal or sensitive data. *(If you are collecting identifiable personal data, please use the ‘University of Sheffield Taught Masters DMP: Identifiable personal data’ template in* [*DMPonline*](https://dmponline.sheffield.ac.uk/)*).*
* I will check the settings in Qualtrics to ensure I do not accidentally collect IP addresses, as these can be used to identify people.
* If any details are included in responses that could indirectly identify participants, these details will be removed.

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# **Storing data after the project**

*While the standard University retention period for assessed work is 5 years, you should ask your supervisor about your School or Department’s requirements for data storage after the project. You should also give details if you plan to make any of your data available to others.*

* **How will you comply with your School or Department’s requirements for storing masters research data after the project?**

***[Below are examples of possible answers — use, replace, delete and/or add your own text to make the plan appropriate for your research]***

* The raw and analysed data will be transferred to my supervisor at the end of the project. The data will then be stored for 5 years, the standard University of Sheffield retention period for assessed work.

*Example answer if you plan to publish an article about the project in an academic journal:*

* *With participants’ consent, I will deposit an anonymised dataset in the University of Sheffield repository, ORDA, where it will be made publicly available. I will arrange this through my supervisor. I will include a data availability statement linking to the dataset in articles about the research.*

# **Putting your plan into practice**

* **Who is responsible for making sure your data management plan is followed?**
* I will be responsible for making sure this plan is followed and ensuring that data is stored securely. Where I have questions or concerns, I will consult with my supervisor.