EPFL

FAST GUIDE #11
DMP – DATA MANAGEMENT PLAN

DEFINITION

A DMP - Data Management Plan - is a document describing how data and code of a research project are managed during their life-cycle

● WHY

- ✓ **COMPLIANCY** Requested by research funders (public or private), a DMP enhances research reproducibility and the use of public funds.

- ✓ **TRANSPARENCY** Usually published when the funding period ends, a DMP completes the research results with the information on data, software, protocols, sources, etc.

- ✓ **FORECAST** To anticipate costs (materials and software) and identify risks (eg. data loss, incompatible formats, security). DMPs allow institutions to better allocate services.

- ✓ **STREAMLINE** To reduce risks of data loss and the efforts of reverse engineering for new collaborators. A DMP boosts data reuse in the lab and outside.

> Target the reproducibility of research results! Anticipate questions about data in your projects.

● WHAT

- ✓ **DESCRIPTION** Data types, formats, size.

- ✓ **COLLECTION** Sources, experiments, analysis, simulations.

- ✓ **CURATION** Metadata, naming, datasets structures.

- ✓ **STORAGE** Active data, sharing tools, backup, preservation.

- ✓ **RISKS** Access rights, anonymization, ethics assessment.

- ✓ **PUBLICATION** Data repositories [2], IP (ex. data licenses [3]).

- ✓ **COSTS** For RDM: refer to Fast Guide #03 [4].

> Not just administrative hurdle! Use your DMP as reference tool for in-lab discussions & decisions.

● WHEN

- ✓ **IDEALLY** At the conception of your research project.

- ✓ **USUALLY** When requesting funds.

- ✓ **REALLY** ASAP, but it is never too late.

> The DMP is a living document! Keep it up-to-date throughout the project and secure it at the end.

What is data life cycle?

Check the
**Fast Guide #1 :
RESEARCH DATA:
THE BASICS** [1]

FOR WHOM?

Especially for **YOURSELF** and **YOUR TEAM**, but in practice, many funders now require a DMP. Here is a non-exhaustive list:

- ▪ SNSF
- ▪ EPFL (some internal projects)
- ▪ EC (ERC, FET, MSCA, H2020, …)
- ▪ AXA Research Fund
- ▪ U.S. Federal Grants
- ▪ Wellcome Trust
- ▪ Ligue Vaudoise Contre le Cancer
- ▪ CCR-pro

SOME TEMPLATES [5]

EPFL DMP
For EPFL-funded projects or if no other template is provided, aligned with EPFL recommendations.

SNSF DMP
Based on the SNSF Open Research Data Policy, with additional guiding examples.

ERC DMP
Based on the FAIR principles, with additional guiding examples.

Horizon Europe DMP (or MSCA)
Also for Marie Skłodowska-Curie Actions' applicants.

NCCR RDM STRATEGY
Rather than a single project, it describes the data management for all the projects of a NCCR

EPFL RDM STRATEGY
Based on the NCCR RDM Strategy, though mostly targeted to single research groups.

Credits and sources
[1] go.epfl.ch/rdm-fastguide01
[2] go.epfl.ch/datarepo
[3] go.epfl.ch/rdm-fastguide12
[4] go.epfl.ch/rdm-fastguide03
[5] go.epfl.ch/rdm-guide