

**RDTK_HERTS**

This project is funded.

Funding body: Generic DMP

Lead organisation: University of Hertfordshire

Other organisations: DCC, JISC

Project dates: 03 Nov 2011 to 31 Mar 2013

Budget: £450,000.00

1 Introduction and Context	
1.1 Basic Project Information	
1.2 Short description of the project's fundamental aims and purpose	The objectives of the project are to audit current best practice, develop technology demonstrators with the assistance of leading UH research groups, and then reflect these developments back into the wider internal and external research community via a toolkit of services and guidance. The overall aim is to contribute to the efficacy and quality of research data plans; thereby helping to create successful bids, and establish and cement good data management practice in line with local and national policy.
1.3 Related Policies	
1.3.1 Funding body requirements relating to the creation of a data management plan	None.
1.3.2 Institutional or research group guidelines	None.
1.3.3 Other policy-related dependencies	UH Data management policy. http://sitem.herts.ac.uk/secreg/upr/IM12.htm
1.4 Basic Data Management Plan Information	
1.4.1 Date of creation of this plan	10/01/2012
1.4.2 Aims and purpose of this plan	To assess DMP online tool, effort involved in completing a plan, and information that is required to satisfy it.
1.4.3 Target audience for this plan	Internal use. UH research community.
2 Data Types, Formats, Standards and Capture Methods	
2.1 Give a short description of the data being generated or reused in this research	Made up data. Also, probably a lot of image data for erdqjw's picture portfolio. PHP Code and SQL database schema from erdqjw's personal projects.
2.2 Existing Data	
2.2.1 Have you reviewed existing data, in your own institution and from third parties, to confirm that new data creation is necessary?	Yes
2.2.2 What existing datasets could you use or build upon?	WJW personal photography library.

2.2.3	Describe any access issues pertaining to the pertinent, existing data	None.
2.3 New Data		
2.3.1	Why do you need to capture/create new data?	Data is needed to test and demonstrate RDM services delivered by the Research Data Toolkit.
2.3.2	Describe the process by which you will capture/create new data	Test data will be copied from a number of secondary sources. We may use SQL to generate a significant amount of database data if that is required.
2.3.3	Which file formats will you use, and why?	AcrobatPDF/MS Office open XML formats for documents. .txt . csv .tdv .xml for plain and structured text files .dng for photographic originals .jpeg for processed photographs .png for machine generated graphics
2.3.4	What criteria will you use for Quality Assurance/Management?	If it looks useful, we will use it. Quantity not quality will be the driver for sourcing test data.
2.4 Relationship between old and new data		
2.4.1	What is the relationship between the new dataset(s) and existing data?	None.
2.4.2	How will you manage integration between the data being gathered in the project and pre-existing data sources?	Test data may be copied from original sources. There will be no dependance between copies.
2.4.3	What added value will the new data provide to existing datasets?	None.
2.5 Data Documentation and Metadata		
2.5.1	Are the datasets which you will be capturing/creating self-explanatory, or understandable in isolation?	No
2.5.2	If you answered No to DCC 2.5.1, what contextual details are needed to make the data you capture or collect meaningful?	Images need descriptive/keyword/author metadata
2.5.3	How will you create or capture these metadata?	Manually entered.
2.5.4	What form will the metadata take?	Dublin Core.
2.5.5	Why have you chosen particular standards and approaches for metadata and contextual documentation?	Dublin core is used by other UH information systems, for example, UH Research Archive.

3 Ethics and Intellectual Property

3.1 Ethical and Privacy Issues		
3.1.1	Are there ethical and privacy issues that may prohibit sharing some or all of the dataset(s)?	Yes
3.1.2	If you answered Yes to DCC 3.1.1, How will these be resolved?	Some photographs may contain minors whose legal guardians have not given consent for this secondary use.

3.1.3	Is the data that you will be capturing/creating "personal data" in terms of the Data Protection Act (1998) or equivalent legislation if outside the UK?	No.
3.1.4	What action will you take to comply with your obligation under the Data Protection Act (1998) or equivalent legislation if outside the UK?	None.
3.2 Intellectual Property Rights		
3.2.1	Will the dataset(s) be covered by copyright or the Database Right? If so give details in DCC 3.2.2, below.	Yes
3.2.2	If you answered Yes to DCC 3.2.1, Who owns the copyright and other Intellectual Property?	erdqjw's photographs and code are subject to personal moral rights and copyright. IPR in any data generated for test purposes will reside with UH
3.2.3	If you answered Yes to DCC 3.2.1, How will the dataset be licensed?	erdqjw's photographs will be licensed under Creative Commons
3.2.4	For multi-partner projects, what is the dispute resolution process / mechanism for mediation?	Not required

4 Access, Data Sharing and Reuse

4.1 Access and Data Sharing		
4.1.1	Are you under obligation or do you have plans to share all or part of the data you create/capture?	Yes
4.1.2	If you answered No to DCC 4.1.1, why will you not share your data?	n/a
4.1.3	If you answered Yes to DCC 4.1.1, How will you make the data available?	Published as datasets via DSpace repository.
4.1.4	If you answered Yes to DCC 4.1.1, When will you make the data available?	01/09/2012
4.1.5	If you answered Yes to DCC 4.1.1, What is the process for gaining access to the data?	Access by request, authentication via Athens/Shibboleth
4.1.6	If you answered Yes to DCC 4.1.1, Will access be chargeable?	No
4.1.7	If you answered Yes to DCC 4.1.1, Please give details.	n/a
4.2 Exploitation		
4.2.1	Does the original data collector/ creator/ principal investigator retain the right to use the data before opening it up to wider use?	No
4.2.2	If you answered Yes to DCC 4.2.1,	n/a

	Please give details.	
4.2.3	Are there any embargo periods for political/commercial/patent reasons?	No
4.2.4	If you answered Yes to DCC 4.2.3, Please give details.	n/a
4.3 Reuse		
4.3.1	Which groups or organisations are likely to be interested in the data that you will create/capture?	anyone need a load of data test the features, connectivity and bandwidth of cloud services.
4.3.2	How do you anticipate your new data being reused?	Since this is test data used in an internal assessment demand for re-use is not likely.

5 Short-Term Storage and Data Management

5.1 Storage Media and Data Transfer		
5.1.1	Where (physically) will you store the data during the project's lifetime?	Desktop UH private cloud Private/Public commercial cloud
5.1.2	What media will you use for primary storage during the project's lifetime?	Desktop
5.1.3	How will you transfer/transmit the data, if this is required?	FTP/HTTP/Other over IP
5.2 Back-Up		
5.2.1	How will you back-up the data during the project's lifetime?	Local portable media UH private cloud Private/Public commercial cloud
5.2.2	How regularly will back-ups be made?	Automated. Hourly to local portable media. Daily incremental. Weekly/Monthly full to two offsite locations.
5.2.3	Who is responsible for backup?	Project technical officer implements the backup regime. Principal Investigator oversees the backup regime.
5.3 Security		
5.3.1	How will you manage access restrictions and data security during the project's lifetime?	Data on UH network will be subject to UH centralised authentication. Access to offsite data will be via authentication allocated by Project technical officer. Principal Investigator oversees the authentication regime.
5.3.2	How will you implement permissions, restrictions and/or embargoes?	Hierarchical read/write permissions. The project will have a policy on re-use.
5.3.3	Give details of any other security issues.	Service Level Agreements will be expected from cloud storage suppliers.

6 Deposit and Long-Term Preservation

6.1	What is the long-term strategy for maintaining, curating and archiving the data?	The data will be retained so long as it is useful for testing the Research Data Toolkit and its derived information systems.
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6.2.1	Will or should data be kept beyond the life of the project?	No
6.2.2	If you answered Yes to DCC 6.2.1, How long will or should data be kept beyond the life of the project?	If we had said yes to 6.2.1, '10 years from last use' seems to be expected norm.
6.2.3	If you answered Yes to DCC 6.2.1, What data centre/ repository/ archive have you identified as the long-term place of deposit?	Portable local drives. DSpace data repository. Offline cloud storage.
6.2.7	Will transformations be necessary to prepare data for preservation and/or data sharing?	Yes
6.2.8	If you answered Yes to DCC 6.2.7, what transformations will be necessary to prepare data for preservation / future re-use?	.dng Images may need conversion to an archival format. for example non-compressed TIFF.
6.3.3	Will you include links to published materials and/or outcomes?	Yes
6.3.4	If you answered Yes to DCC 6.3.3, please give details.	Test data may be the subject of progress and final reporting for the Research Data Toolkit project, or other publications associated with the project.
6.3.5	How will you address the issue of persistent citation?	DSpace repository supports DOIs
6.4.1	Who will have responsibility over time for decisions about the data once the original personnel have gone?	Chief Information Officer, UH

7 Resourcing

7.1	Outline the staff/organisational roles and responsibilities for implementing this data management plan.	RDTK Project manager is responsible for delivering this plan. 0.1 FTE UH8 Project technical officer will be dedicated to managing data within the project.
7.2	How will data management activities be funded during the project's lifetime?	Staff resource will be paid for from within the project budget. Storage costs on UH managed systems will be absorbed by centralised IT service (Information Hertfordshire) External cloud storage costs for a period up to N years will be funded from within the project budget.
7.3	How will longer-term data management activities be funded after the project ends?	Legacy/long term maintenance will be absorbed by centralised IT services (Information Hertfordshire), unless there is an expectation of continued access by research community. In this event funding will be negotiated with UH Research Office/PVC Research.

8 Adherence and Review

8.1 Adherence

8.1.1	How will adherence to this data management plan be checked or	DAta management will be a standing agenda item for project team meetings.
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demonstrated?	Project manager will data management in reports to Steering Group and external stakeholders.
8.1.2 Who will check this adherence?	Steering Group. External Evaluators.
8.2 Review	
8.2.1 When will this data management plan be reviewed?	Coincident with bi-annual formal project progress reporting.
8.2.2 Who will carry out reviews?	Project manager, assisted by project technical officer.
8.2.3 Does this version of the DMP supersede an earlier plan?	No
8.2.4 If you answered Yes to DCC 8.2.3, you may wish to enter information about the relationship between versions here.	This is version 1 of the data management plan

9 Statement of Agreement

9.1 Statement of Agreement	All actions and activities carried out in respect of delivering this plan do so under the over arching requirements of UH Data Management Policy (UPR12).
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10 Annexes

10.1 Contact details and expertise of nominated data managers / named individuals	<p>Bill Worthington Research Data Toolkit Project Manager (JISC Managing Research Data Programme) Project website: http://www.herts.ac.uk/research-data-toolkit Project tag: #rdtk_herts</p> <p>Dr. W J Worthington University of Hertfordshire PO Box 109, College Lane Hatfield Hertfordshire AL10 9AB T: +44 (0)1707 284000 ext. 77883 E: mailto:W.J.Worthington@herts.ac.uk Twitter, Skype: wjworthington</p>
10.2 Glossary of terms	<p>UH = University of Hertfordshire RDM = Research Data Management RDTK = Research Data Toolkit PVC = Pro-Vice Chancellor Cloud Services = extensible, secure, managed data and information systems accessible via IP</p>

Signature _____ Date _____

Print name _____ Role/institution _____

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