UNIVERSITI SAINS ISLAM MALAYSIA DATA MANAGEMENT PLAN (DMP)
Project ID:
Name/ Creator (PI):
ORCiD ID/ Researcher ID:
Project Title:
Institute:
Start Date:
End Date:
Project Summary:
Grant number (if any):
Funders (if any):
DMP Version Number:
1. Data summary :
• **Will you re-use any existing data and what will you re-use it for? Provide link to repository (if any).** …… • **What types and formats of data will the project generate or re-use?** …… • **What is the purpose of the data generation or re-use and its relation to the objectives of the project?** …… • **What is the origin/provenance of the data, either generated or re-used?** …… • **To whom might your data be useful ('data utility'), outside your project?**

2. FAIR data

2.1 Making data findable, including provisions for metadata

- **Will data be identified by a persistent identifier?**
  ……
- **Will rich metadata be provided to allow discovery? What metadata will be created? What disciplinary or general standards will be followed? In case metadata standards do not exist in your discipline, please outline what type of metadata will be created and how?**
  ……..
- **Will search keywords be provided in the metadata to optimize the possibility for discovery and then potential re-use?**
  ……..
- **Will metadata be offered in such a way that it can be harvested and indexed?**
  ……..

2.2 Making data openly accessible

- **Will the data be deposited in a trusted repository?**
  ……..
- **Does the repository ensure that the data is assigned an identifier?**
  ……..
- **Will all data be made openly available? How? If certain datasets cannot be shared (or need to be shared under restricted access conditions), explain why, clearly separating legal and contractual reasons from intentional restrictions.**
  ……..
- **What is the method of making the data accessible/ software/ tools to access the data?**
  ……..
- **If an embargo is applied to give time to publish or seek protection of the intellectual property (e.g. patents), specify why and how long this will apply?**
  ……..
- **If there are restrictions on use, how will access be provided to the data, both during and after the end of the project?**
  ……..
- **How will the identity of the person accessing the data be ascertained?**
  ……..
- **Is there a need for a data access committee (e.g. to evaluate/ approve access requests to personal/ sensitive data)?**
  ……..
- **Will metadata be made openly available and licenced under a public domain?**
  ……..
- **How long will the data remain available and findable? Will metadata be guaranteed to remain available after data is no longer available?**
  ……..

2.3 Making data interoperable

- **Specify what data and metadata vocabularies, standards or methodologies you will follow to facilitate interoperability.**
  ……
- **Specify whether you will be using standard vocabulary for all data types present in your data set, to allow interdisciplinary interoperability? If not, will you provide mapping to more commonly used ontologies?**
  ……..

2.4 Increase data re-use

- **Specify how the data will be licenced to permit the widest reuse possible.**
  ……
- **Specify whether the data produced and/or used in the project is useable by third parties, in particular after the end of the project? If the re-use of some data is restricted, explain why?**
  ……..
- **Describe data quality assurance processes.**
  ……..
- **Specify the length of time for which the data will remain re-usable.**
  ……..

3. Allocation of resources

- **Estimate the costs for making your data FAIR. Describe how you intend to cover these costs. (if any)**
  ……..
- **Clearly identify responsibilities for data management in your project.**
  ……..
- **Describe costs and potential value of long term preservation. (if any)**
  ……..

4. Data security

- **What provisions are or will be in place for data security (including data recovery as well as secure storage/archiving and transfer of sensitive data)?**
  ……..

5. Ethical aspects

- **Consider whether there are any ethical or legal issues than can have an impact on data sharing. For example, is informed consent for data sharing and long term preservation included in questionnaires dealing with personal data?**
  ……..

6. Other issues

- **Do you, or will you, make use of other national/funder/sectorial/departmental procedures for data management? If yes, which ones (please list and briefly describe them)?**
  ……..