

## Summary of UK research funders' expectations for the content of data management and sharing plans

*n.b. Although this will be periodically reviewed by the DCC for accuracy, the source documents provided by each funder should be referenced before making a grant application.*

	<b>AHRC</b>
<b>Intro Text</b>	Please complete this section if your application proposes to create an electronic resource.
<b>Suggested Coverage</b>	<p><b>1. Project Management of technical aspects</b>            1a. Management and reporting structure            1b. Project timetable            1c. Project deliverables            1d. Monitoring process</p> <p><b>2. Data Development Methods</b>            2a. Content Selection            2b. Please outline and justify the data / file formats that you propose to use            2c. Documenting the resource            2d. Advice sought on planning your proposed project            2e. Consultation with project using similar methods</p> <p><b>3. Infrastructural Support</b>            3a. Hardware, software and relevant technical expertise            3b. Additional hardware, software and relevant technical expertise, support and training that is likely to be required and how it will be acquired            3c. Describe the backup procedures that your project will use to safeguard your electronic resource during its development</p> <p><b>4. Data preservation and sustainability</b>            4a. In relation to meeting the aims of the project, please detail advice sought on the preservation of the electronic resource(s) resulting from the project that will be of use to other researchers or audiences            4b. Please indicate what plans you have to preserve the data and make it available in an accessible repository beyond the end of the grant            4c. Please indicate what plans you have to ensure that the electronic output will become a sustainable resource</p> <p><b>5. Access</b>            In accordance with the aims of your proposal, please indicate how you will make the resource accessible to the potential audience(s) you have identified</p> <p><b>6. Copyright and intellectual property issues</b>            Please demonstrate that you have sought advice on and addressed all copyright and rights management issues that apply to the resource</p>
<b>Source / Notes</b>	<p>AHRC questions taken from the Technical Appendix section on Joint electronic Submissions (Je-S) System grant application form            Responses limited to c. 1000-2000 characters per question</p> <p>The Technical Appendix was under review in 2010. It may be renamed 'Technical Plan' and be tied more closely to Case for Support.</p>

See related DCC guidance on data management plans at: [www.dcc.ac.uk/resources/data-management-plans](http://www.dcc.ac.uk/resources/data-management-plans)

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	<b>BBSRC</b>	<b>Cancer Research UK</b>
<b>Intro Text</b>	All applications seeking research grant funding from BBSRC must submit a statement on data sharing. This should include concise plans for data management and sharing as part of research grant proposal or provide explicit reasons why data sharing is not possible or appropriate. The “statement on data sharing” will be included as an additional page in the case for support.	All applicants seeking funding from Cancer Research UK will be required to submit a data sharing plan as part of their research grant proposal. If data sharing is not appropriate, applicants must include a clear explanation why.  Cancer Research UK recognises that data sharing strategies will vary according to the type of data collected and thus does not specify the exact content and format of the data sharing plan.
<b>Suggested Coverage</b>	<p>Applicants may wish to include details of:</p> <ul style="list-style-type: none"> <li>• <b>Data areas and data types</b> – the volume, type and content of data that will be generated e.g. experimental measurements, records and images;</li> <li>• <b>Standards and metadata</b> – the standards and methodologies that will be adopted for data collection and management, and why these have been selected;</li> <li>• <b>Relationship to other data available in public repositories;</b></li> <li>• <b>Secondary use</b> – further intended and/or foreseeable research uses for the completed dataset(s);</li> <li>• <b>Methods for data sharing</b> – planned mechanisms for making these data available e.g. through deposition in existing public databases or on request, including access mechanisms where appropriate;</li> <li>• <b>Proprietary data</b> – any restrictions on data sharing due to need to protect proprietary or patentable data;</li> <li>• <b>Timeframes</b> – timescales for public release of data;</li> <li>• <b>Format of the final dataset.</b></li> </ul> <p>Further guidance on these points is provided in the sections of the data policy that follow this overview.</p>	<p>The following should be considered when developing a data sharing plan:</p> <ul style="list-style-type: none"> <li>• The volume, type, content and format of the final dataset</li> <li>• The standards that will be utilised for data collection and management</li> <li>• The metadata, documentation or other supporting material that should accompany the data for it to be interpreted correctly</li> <li>• The method used to share data</li> <li>• The timescale for public release of data</li> <li>• The long-term preservation plan for the dataset</li> <li>• Whether a data sharing agreement will be required</li> <li>• Any reasons why there may be restrictions on data sharing, for example; <ul style="list-style-type: none"> <li>○ Development arrangements through Cancer Research Technology including intellectual property protection and commercialisation</li> <li>○ Proprietary Data - restrictions due to collaborations with for profit organisations International policies governing the sharing of data collected outside of the UK</li> <li>○ Confidentiality, ethical or consent issues that may arise with the use of data involving human subjects.</li> </ul> </li> </ul>
<b>Source / Notes</b>	See p7 in Data Sharing Policy – <a href="http://www.bbsrc.ac.uk/web/FILES/Policies/data-sharing-policy.pdf">www.bbsrc.ac.uk/web/FILES/Policies/data-sharing-policy.pdf</a>	See the Data Sharing Guidelines at: <a href="http://science.cancerresearchuk.org/funding/terms-conditions-and-policies/policy-data-sharing/data-sharing-guidelines/">http://science.cancerresearchuk.org/funding/terms-conditions-and-policies/policy-data-sharing/data-sharing-guidelines/</a>

	<b>ESRC</b>	<b>MRC</b>
<b>Intro Text</b>	<p>Those ESRC grant applicants who plan to generate data are responsible for preparing and submitting data management and sharing plans for their research projects as an integral part of the application.</p> <p>The ESRC requires that all applicants seeking ESRC funding include a statement on data sharing in the relevant section of the Je-S application form. If data sharing is not possible, the applicant must present a strong argument to justify their case.</p>	<p>From 1 January 2006 all funding proposals must include a strategy for data preservation and sharing in the case for support, within as a separate section entitled 'Data sharing and preservation strategy'.</p> <p>Any applicants who consider that the data arising from their proposals will not be suitable for sharing must provide clear reasons for not making it available.</p>
<b>Suggested Coverage</b>	<p>It is expected that an outline data management and sharing plan will include the following points:</p> <ul style="list-style-type: none"> <li>• an explanation of the existing data sources that will be used by the research project with references;</li> <li>• an analysis of the gaps identified between the currently available and required data for the research;</li> <li>• information on the data that will be produced by the research project, including the following: <ul style="list-style-type: none"> <li>○ data volume</li> <li>○ data type, e.g. qualitative or quantitative data</li> <li>○ data quality, formats, standards documentation and metadata</li> <li>○ methodologies for data collection</li> </ul> </li> <li>• planned quality assurance and back-up procedures [security/storage];</li> <li>• plans for management and archiving of collected data;</li> <li>• expected difficulties in data sharing, along with and causes and possible measures to overcome these difficulties;</li> <li>• explicit mention of consent, confidentiality, anonymisation and other ethical considerations;</li> <li>• copyright and intellectual property ownership of the data; and</li> <li>• responsibilities for data management and curation within research teams at all participating institutions.</li> </ul>	<p>The level of detail given in the strategy statement should reflect the nature, scale and cost of this aspect of the proposal. It must be succinct and include a summary of:</p> <ul style="list-style-type: none"> <li>• Type(s) of qualitative or quantitative data that will be generated e.g. interview transcripts, questionnaires, experimental measurements, recordings and images.</li> <li>• Further intended and/or foreseeable research uses for the completed dataset(s).</li> <li>• Plans for preparing and documenting data for preservation and sharing.</li> </ul> <p>Applicants requesting funds to extend existing datasets should also explain:</p> <ul style="list-style-type: none"> <li>• The distinctive added value that the new data would provide in relation to existing studies, databases or datasets in the same field.</li> <li>• How sharing the data would provide opportunities for coordination or collaboration.</li> </ul>
<b>Source / Notes</b>	<p>Based on section 2.3. 'Data Management and Sharing Planning' of ESRC's data policy: <a href="http://www.esrc.ac.uk/images/Research_Data_Policy_2010_tcm8-4595.pdf">http://www.esrc.ac.uk/images/Research_Data_Policy_2010_tcm8-4595.pdf</a></p> <p>This requirement comes into force in Spring 2011, replacing five set questions</p>	<p>From the MRC policy on data sharing and preservation at: <a href="http://www.mrc.ac.uk/Ourresearch/Ethicsresearchguidance/Datasharinginitiative/Policy/index.htm">http://www.mrc.ac.uk/Ourresearch/Ethicsresearchguidance/Datasharinginitiative/Policy/index.htm</a></p>

	<b>NERC</b>	<b>STFC</b>
<b>Intro Text</b>	<p>All applications for NERC funding must include an outline Data Management Plan.</p> <p>The outline data management plan will be evaluated as part of the standard NERC grant assessment process. All successful applications will be required to produce a detailed data management plan in conjunction with the appropriate NERC data centre.</p>	<p>Data management plans should exist for all data within the scope of the policy.</p> <p>Proposals for grant funding, for those projects which result in the production or collection of scientific data, should include a data management plan. This should be considered and approved within the normal assessment procedure.</p>
<b>Suggested Coverage</b>	<p>The outline Data Management Plan must identify which of the data sets being produced are considered to be of long-term value, based on the criteria in NERC's Data Value Checklist. The funding application must also identify all resources needed to implement the Data Management Plan.</p>	<p>STFC recommends that data management plans be formulated following the guidance provided by the Digital Curation Centre <a href="http://www.dcc.ac.uk/resources/data-management-plans">http://www.dcc.ac.uk/resources/data-management-plans</a> STFC (e-Science department) can provide advice upon request.</p> <p>Plans should provide suitable quality assurance concerning the extent to which data can be or have been modified. Where 'raw' data are not to be retained, the processes for obtaining 'derived' data should be specified and conform to the standard accepted procedures within the scientific field at that time.</p> <p>Plans should cover all data expected to be produced as a result of a project or activity, from 'raw' to 'published'.</p> <p>Plans should specify which data are to be deposited in a repository, where and for how long, with appropriate justification.</p> <p>Where data are not to be managed through an established repository, the data management plan will need to be more extensive and to provide reassurance on the likely stability and longevity of any repository proposed.</p>
<b>Source / Notes</b>	<p>In the NERC Data Policy at: <a href="http://www.nerc.ac.uk/research/sites/data/policy2011.asp">www.nerc.ac.uk/research/sites/data/policy2011.asp</a></p> <p>The new requirements for data management plans will not be implemented until 2012, to allow NERC time to implement new grant application and review processes fully.</p>	<p>The STFC Scientific Data Policy at: <a href="http://www.stfc.ac.uk/Resources/pdf/STFC_Scientific_Data_Policy.pdf">http://www.stfc.ac.uk/Resources/pdf/STFC_Scientific_Data_Policy.pdf</a></p>

## Wellcome Trust

A data management and sharing plan should be submitted where a proposal involves the generation of datasets that have clear scope for wider research use and hold significant long-term value.

We do not dictate a set format for data management and sharing plans where they are required: applicants can structure their plan in a manner most appropriate to the proposed research.

In considering their approach for data management and sharing, applicants should consider the following seven questions. Each of these questions should be addressed as briefly and unambiguously as possible in data management and sharing plans:

- i. What data outputs will your research generate and what data will have value to other researchers?
- ii. When will you share the data?
- iii. Where will you make the data available?
- iv. How will other researchers be able to access the data?
- v. Are any limits to data sharing required – for example, to either safeguard research participants or to gain appropriate intellectual property protection?
- vi. How will you ensure that key datasets are preserved to ensure their long-term value?
- vii. What resources will you require to deliver your plan?

Online guidance outlines issues that should be considered under each question

From 'Guidance for researchers: Developing a data management and sharing plan' at:

<http://www.wellcome.ac.uk/About-us/Policy/Spotlight-issues/Data-sharing/Guidance-for-researchers/index.htm>