**Project title**

***Author name, School***

**IMPORTANT: If you have already completed an Ethics application form, you can copy-paste your answers to Q30a-d of the ethics form to Q 2-3, 6-7 of this plan. Vice versa, you can use this plan to complete your ethics form.**

**To answer questions 2, 3, 5 and 6 please consult the University’s** [**Information Classification Policy**](https://www.st-andrews.ac.uk/policy/search/?form=partial&profile=_default&query=!nullquery&collection=uosa-meta-policy&f.Category|keyterm1=Information+governance+and+management)**.**

**For more guidance visit the** [**Research Data Management webpages**](https://www.st-andrews.ac.uk/research/support/open-research/research-data-management/requirements-for-postgraduate-students/data-management-plans/) **or contact the RDM team at** **research-data@st-andrews.ac.uk****.**

1. **Types of Data, formats and expected volume**

Please provide a brief description of new data/software which you envisage creating. Indicate whether the data are quantitative, qualitative; generated from survey, clinical measurements, interviews, audio recordings, images, tissue samples, focus groups and demographics. Also specify whether the data include sensitive confidential or personal information. If existing secondary data/sources will be used, please specify so and provide details.

In describing the data please include information on file formats, file volume and software used. Do formats and software enable sharing and long-term validity of data?

1. **Collection and transfer**

How will each type of data be collected/generated? If using personal data, specify the earliest stage when the data can be pseudo-anonymised or anonymised.

Describe how consistency and quality of data collection / generation will be controlled and documented, through processes of calibration, repeat samples or measurements, standardised data capture or recording, data entry validation, peer review of data or representation with controlled vocabularies.

If transfer from location of data collection to storage location or to collaborators is required, provide details of how this will be securely achieved. If your project requires that copies of personal data will be passed to individuals or organisations based outside the European Economic Area (EEA), please contact dataprot@st-andrews.ac.uk for advice before making any transfers.

1. **Storage, Backup and Access**

Briefly state how, and where the data will be stored on University systems, backed up, managed, accessed and curated in the short to medium term. If your data is sensitive (e.g. detailed personal data) in any way you should consider appropriate security measures. If University systems will not be used, justify why.

1. **Documentation**

Briefly describe the documentation produced about the data generated as part of this research that can enable research data to be used by others outside of your own team. This may include documenting the methods used to generate the data, analytical and procedural information, capturing instrument metadata alongside data, documenting provenance of data and their coding, detailed descriptions for variables, records, etc.

1. **Main risks to data security and how these will be mitigated**

Summarise the main risks to confidentiality and security of information and how these risks will be managed. Cover the main processes and security measures for storage and processing of commercial, confidential or personal data, for data access. Describe controls put in place and auditing of user compliance with consent and security conditions.

1. **Long-term data retention, preservation strategy and destruction**

Detail the plans in place for long term storage, preservation and retention of the research data, including for how long. Indicate which data should not be retained (if any) and why.

1. **Sharing and Publication strategy (including restrictions and delays)**

Describe if, where and in what form the data will be shared. Consider whether all or part of the data should be shared, and why. Researchers should consider institutional, funder and publisher policies before deciding on their approach to sharing data arising from their study. It is crucial that researchers anticipate their potential future data sharing and/or publication requirements.