**Project Title:**

**DATA MANAGEMENT PLAN**

**PRN:**

**Lead Site:**

**CPI:**

**Data Management Plan**

**Study summary:**

*<This project will ……………..>*

*<The outcomes will ……………..>*

*<Accrued outcome data will ……………..>*

1. **Types of data**

Samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project.

### What data will be generated in the research? The data will be generated from the the following study documents from all study sites. *Please note that this study is not collecting physical samples*:

* *<Multidisciplinary meeting databases>*
* *<Clinic lists>*
* *<Pharmacy prescriptions or dispensing databases>*
* *<Pathology and/or radiology databases>*
* *<Hospital patient records>*

### What data types will you be creating or capturing?

* 1. How will you capture or create the data?
  2. If you will be using existing data, state that fact and include where you got it.

1. **Data and Metadata Standards**

Standards to be used for data and metadata format and content.

* 1. Which file formats will you use for your data, and why?
  2. What contextual details (metadata) are needed to make the data you capture or collect meaningful?
  3. How will you create or capture these details?
  4. What form will the metadata take?

1. **Policies for access and sharing and provisions for appropriate protection/privacy** 
   1. How will you make the data available?
   2. When will you make the data available?
   3. What is the process for gaining access to the data outside of those persons named in the original research application?
   4. Will access be chargeable?
   5. Does the original data collector/ creator/ principal investigator retain the right to use the data before opening it up to wider use?

Provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;

* 1. Are there ethical and privacy issues?
  2. If so, how will these be resolved? (e.g. anonymisation of data, institutional ethical committees, formal consent agreements.)
  3. What have you done to comply with your obligations in your study Protocol? *<Data Custodian……..>*

1. **Policies and provisions for re-use, re-distribution**
   1. Will any permission restrictions need to be placed on the data?
   2. Which bodies/groups are likely to be interested in the data?
   3. What and who are the intended or foreseeable uses / users of the data?
   4. Are there any reasons not to share or re-use data? (Suggestions: ethical, non-disclosure, etc.) <*There are no specific reasons why the dataset should not be shared as long as it is done according to the relevant guidelines, laws and where necessary, done following data transfer agreements.>*
2. **Plans for archiving and Preservation of access**

Plans for archiving data, samples, and other research products, and preservation of access to them.

* 1. What is the long-term strategy for maintaining, curating and archiving the data?
  2. Which archive/repository/central database/ data centre have you identified as a place to deposit data?
  3. What transformations will be necessary to prepare data for preservation / data sharing? (e.g. data cleaning/anonymisation where appropriate.)
  4. What metadata/ documentation will be submitted alongside the data or created on deposit/ transformation in order to make the data reusable?
  5. What related information will be deposited (e.g. references, reports, research papers, fonts, the original bid proposal, etc.)
  6. How long will/should data be kept beyond the life of the project?
  7. What procedures does your intended long-term data storage facility have in place for preservation and backup?

1. **Data - Security**