The Environmental Information Data Centre (EIDC)
Data Management Plan for NERC-funded research
**Guidance notes**

(for DMP template v2.0 onwards)

# Purpose of the Data Management Plan

The EIDC / NERC Data Management Plan (DMP) is primarily to help identify environmental data (including information products, model code and input/output data) of long term value generated during your grant and the most appropriate repository to deposit such data to. The [NERC Data Policy](https://www.ukri.org/about-us/nerc/our-policies-and-standards/nerc-data-policy/) requires a DMP to be agreed with a NERC data centre.

Your EIDC liaison contact will help to develop the DMP and is available to provide guidance and assistance.

# Timeline

All sections should be completed within 3-6 months of project start date

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| **First 3-6 months of grant** | The EIDC will agree the initial DMP with you. It is however a dynamic document and changes can be agreed during the lifetime of the project. |
| **Annually** | The EIDC will contact you to review the agreed DMP annually during the grant period. Any changes need to be agreed. |
| **6 - 9 months before grant end** | Detailed planning should start for the deposit of any datasets identified as of long-term value in Section 4\*. For datasets to be archived at the EIDC, specific details regarding deposit and subsequent access to data will be defined in an EIDC Service Agreement (SA). The SA(s) will be appended to this document when developed. |
| **End of grant** | Soon after the end of the grant, the EIDC will review the DMP to confirm that the Preservation Plan has been implemented for each dataset identified as of long-term value. The EIDC are required to report the outcome of each grant DMP to NERC. |

# Sections 1-2. General project information:

It is important to establish early on who is involved and what expectations there are for data outputs. Identifying which policies are applicable is important as these will determine how data should be managed during and beyond the project and therefore will have an impact on what tasks need completing. Where there are multiple funders and/or overseas data collection, there may be multiple policies that need to be addressed. The EIDC can help clarify appropriate outcomes that meet all policies. Generally it is rare for data policies of funders, institutes and journals to conflict.

There must be a named person on the research team who has overall responsibility for data being handled and/or generated. It is recommended that this person is someone who will be involved throughout the duration of the project and has appropriate authority to determine when data should be archived and be available to implement or facilitate this.

# Section 3. Project Data Management Approach

In this section you are asked to provide:

1. Data Generation Activities - A brief description or diagram of what will happen and how. This should cover the main data generation activities e.g. field campaigns, and any models.
2. In-Project Data Management Approach - A statement about how the data will be managed within the project: including how it will be captured/collated, where it will be stored, backup, security and who manages it.

# Section 4. Datasets

A brief overview of datasets (including model code and input/output data) that will be generated or used by the project:

## New datasets (including model code)

This information helps the EIDC understand the nature of the datasets being generated in the project and the likely requirement for long-term management. It provides a basis from which the EIDC can determine timescales for handover of datasets and discussions regarding details of how this happens.

Dataset names can be working titles (however vague) initially as they can be revisited during the project.

‘Date the data are complete’ – this helps the EIDC work out the optimum time to start making plans for future deposit of the dataset e.g capturing key detail about the dataset including authors, embargo from access period etc. Even a loose approximation is useful.

## Existing datasets and/or models

The EIDC can help acquire or access existing datasets. An early understanding of conditions of use of existing data also helps mitigate any risk of using data inappropriately.

# Next steps

The EIDC will need to identify which of the datasets generated are of long-term value and determine the most appropriate long-term repository for these. Usually this is one of the NERC Data Centres, unless a specialist repository exists e.g. UK Data Service for socio-economic data. When all sections are complete the EIDC will agree your Data Management Plan with you and then contact you annually for the duration of the grant to check if any details have changed.

## Depositing data to the EIDC

Unless specific arrangements are already agreed, the EIDC will contact you at least 6 months before your grant ends in order to make advanced plans for subsequent handover of data by the end of the grant. This is to ensure that the details concerning arrangements for deposit and subsequent access to data (or an embargo period) can be defined for each dataset. These details will be appended to this document when developed. You should however contact the EIDC if any details change, or at least three months in advance of anticipating deposit of data or requiring a DOI.

Data should normally be provided to the EIDC by the end of the grant in a non-proprietary format (for example csv rather than an MS Excel spreadsheet). Guidance in preparing your datasets for deposit can be found at <https://eidc.ac.uk/deposit>

You will also be required to provide appropriate metadata that describes the data/model and any [supporting documentation](https://eidc.ac.uk/deposit/supportingDocumentation) necessary to enable re-use.

Submitting your data of long-term value to the the EIDC will help you meet the NERC Data Policy, legal data-sharing obligations under the EU INSPIRE directive and can ensure their reusability in the future for you and the scientific community as a whole.