Environmental Information Data Centre (EIDC)
Project Data Management Plan for NERC Funded Research

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| **NERC Programme** |  |
| **Project Name** |  |
| **Grant Reference** |  |

# Document Details

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| **Authors** |  |
| **Creation Date** |  |
| **Description** | This Data Management Plan (DMP) details the data management tasks and responsibilities in your science project. It is a live document to be updated with content as required and reviewed during the lifetime of the project.The Environmental Information Data Centre (EIDC) will oversee the data activities carried out during this NERC-funded research and arrange for deposit of datasets of long-term value to ensure future management and access. Support with completing your DMP is available from the EIDC Liaison staff. Please contact the EIDC eidcnerc@ceh.ac.uk should you require further information. |

# Version History

| Version | Updated By | Date | Changes |
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# Timeline

 **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) should 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.

**\*** *Datasets can and should be deposited to the EIDC as soon as they are complete. The EIDC will issue a Digital Object Identifier (DOI) and implement any agreed embargo on data access*.

DOIs issued for datasets archived at the EIDC can be used as a persistent citation reference and link to discover information about the dataset. Archiving data at the EIDC (or agreed alternative) will help you meet NERC Data Policy, satisfy the requirements of science journals and your research institution, comply with legal data-sharing obligations under UK law and can ensure their reusability in the future for you and the scientific community as a whole.

Sections 1 - 4 to be completed within 3 months of project start date

# General Information

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| **Programme Name** |  |
| **Project Title** |  |
| **Project Acronym** |  |
| **Copyright of DMP** | Natural Environment Research Council (NERC) |
| **Scope of DMP** | This document, together with other referenced documents, defines the responsibilities and summarises the system of internal management that governs project data management. It covers staff responsibilities, IPR considerations, policies on access to data and arrangements for long-term management of data beyond the project. |
| **Funders** | NERC *(specify any others)* |
| **Policies applicable to data and models in this research**  | Funder: [NERC Data Policy](https://www.ukri.org/about-us/nerc/our-policies-and-standards/nerc-data-policy/), (*specify any others*)UK Legislation: [Data Protection Act 2018](http://www.legislation.gov.uk/ukpga/2018/12/pdfs/ukpga_20180012_en.pdf), [General Data Protection Regulation (GDPR)](https://gdpr-info.eu/) , Institution: ………………………………Journal/publisher:............................ |

# Project Involvement

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| **Project Manager** |  |
| **Project Data Manager** |  |
| **Project Quality Manager** |  |
| **Collaborators**(external to your institution) |  |
| **Subcontractors** |  |
| **EIDC Liaison Contact** |  |

# Project Data Management Approach

## Data Generation Activities

Provide a short description of the activities that will generate data, the types of data being generated and the approximate volume of data generated by this funded project.

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## In-Project Data Management Approach

Briefly describe how data will be managed within the project. Include key data management positions, key storage and details of backup & security measure.

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# Datasets

## Data resources of long-term value

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| Will the project be producing any data resources (including datasets and model code) of long-term value? | **YES** / **NO** (delete as applicable) |

If YES, please provide details of the resources in the tables below.

## Primary datasets this project plans to create

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| Dataset working title | Brief description, including format  | Are data derived from existing data?No /Partially /Fully | Size / quantity | Data owner / IPR | Estimated date data generated | Deposit date (must be before grant end) | Access embargo date | Long-term plane.g. archive with EIDC |
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## Models this project plans to create

| Name | Brief description  | Estimated date generated | Owner / IPR | Estimated size / quantity | Project staff responsible | Preservation plane.g., which version to be archived |
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## Physical collections & Samples this project plans to create

| Name | Brief description  | Estimated date generated | Owner / IPR | Estimated size / quantity | Project staff responsible | Preservation plan |
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## Third party or existing data resources that will be used for this projectThis includes datasets, models, APIs and other services

| Resource name | Brief description | Data owner / IPR | Licensing /access issues | Estimated size / quantity | Project staff responsible |
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