Open Science dalla A alla Z
6 – Data Management Plan

Università Bocconi,
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In questo modulo impareremo:

1. come scrivere un Data Management Plan
2. Quali strumenti utilizzare

MESSAGGI CHIAVE

- gestire bene i dati è nell'interesse di chi fa ricerca – non c'entra Open!
- NON ci sarà una ricetta per DMP, ma strumenti utili (da imparare)

… DMP?

I DATA MANAGEMENT PLANS SONO IL PRIMO «PRODOTTO» DELLA RICERCA

BROWSE PUBLISH ABOUT

PLOS COMPUTATIONAL BIOLOGY

OPEN ACCESS

EDITORIAL

2022

Ten simple rules for getting and giving credit for data

Elisha M. Wood-Charlson, Zachary Crockett, Chris Erdmann, Adam P. Arkin, Carly B. Robinson

Published: September 29, 2022 • https://doi.org/10.1371/journal.pcbi.1010476

Rule 3: Data management plans are your first research product

Now that you have mastered the complexity (or at least scratched the surface) of what it takes to create FAIR, comparable, and reproducible data, we need to talk about data management plans (DMPs). These are often required by funders as supplementary documents to research grants, where you outline when, where, and how data from the project will be preserved and shared. We won't go into best practices for creating a DMP, as that is well articulated by Michener [28]. However, we do want to emphasize that DMPs are no longer just supplementary pdfs. They can (and should) be created as FAIR, machine-actionable, living documents [29]. DMPs establish the initial node in your upcoming research product network (data, code, etc.). DMPs connect the people and data to the funding agency and put a stake in the ground for the

…IL DATA MANAGEMENT PLAN

DMP?

…CHIARIAMO:
IL PROBLEMA NON È «IMPARARE» A FARE UN DMP MA IMPARARE A GESTIRE I DATI IN MODO FAIR E RESPONSABILE

NEL DMP SEMPLICEMENTE «DICHIARO» COME TRATTERÒ I MIEI DATI

NON È UNA FORMALITÀ MA UNA RESPONSABILITÀ (E UNO STRUMENTO PREZIOSO)

…accompagna tutto il ciclo

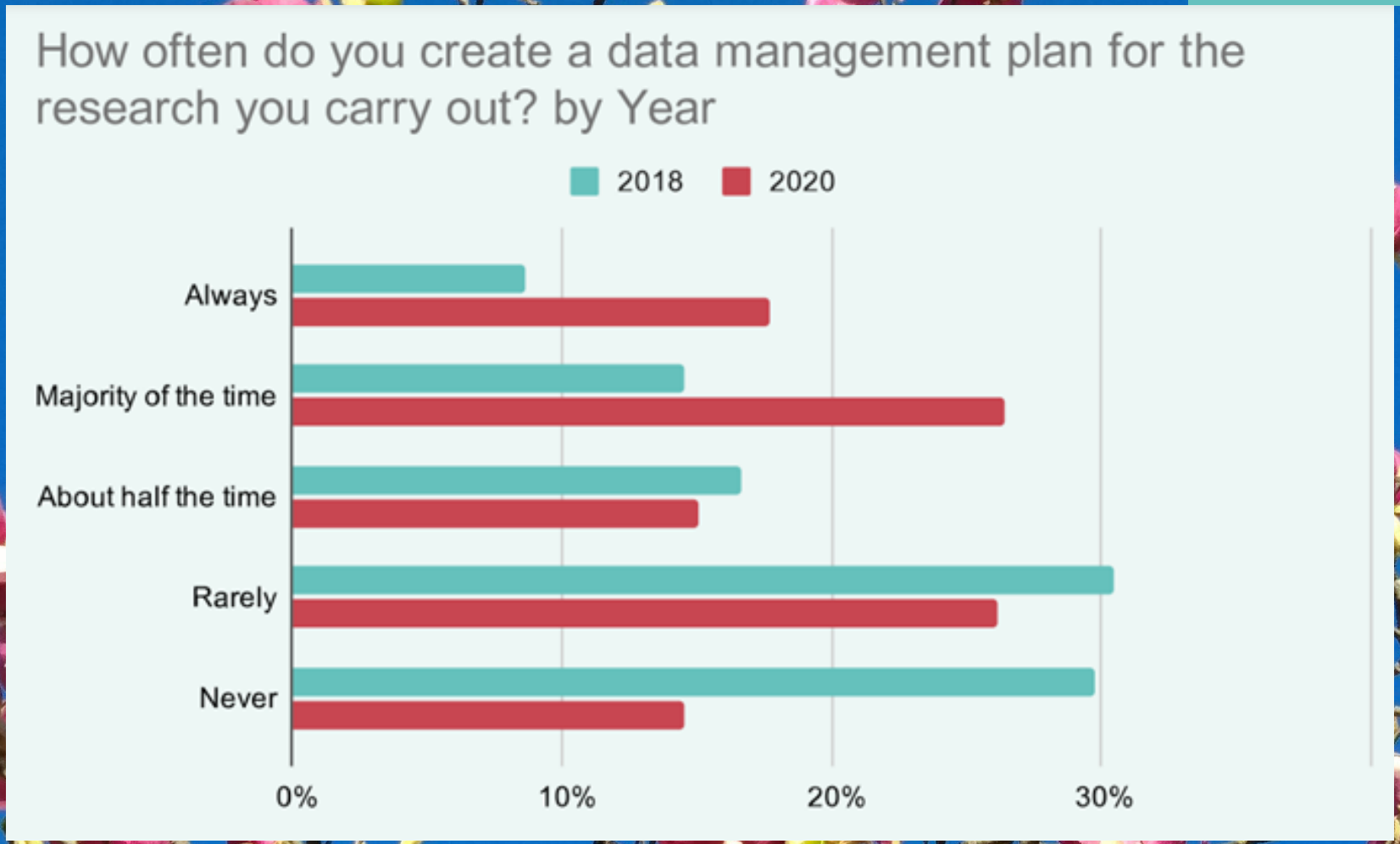
Ciclo di vita dei dati

AIUTA A FARE LE SCELTE GIUSTE DALL'INIZIO DEL PROGETTO (E DOCUMENTARLE)

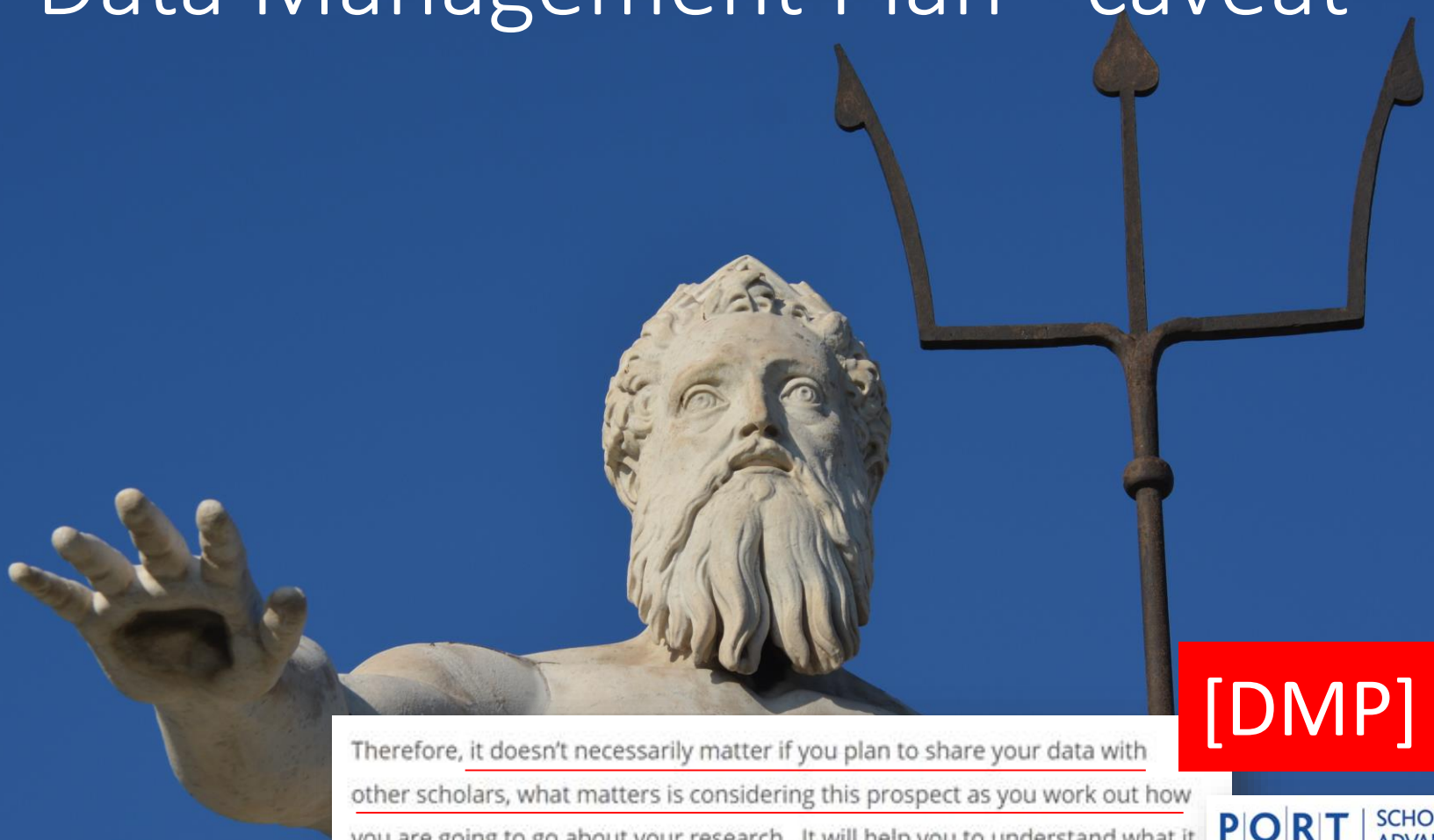
L.Lethsalu 2022

DMP in crescita

Dec.2020



Data Management Plan - caveat



[DMP]

Therefore, it doesn't necessarily matter if you plan to share your data with other scholars, what matters is considering this prospect as you work out how you are going to go about your research. It will help you to understand what it is you are doing more clearly and give you the basis to share that data later on if you so wish.

PORT DMP

NON IMPORTA SE ALLA FINE CONDIVIDERETE I DATI O NO.
QUI SI DOCUMENTANO IL PROCESSO DI RICERCA E LE SCELTE DI METODO

Data management ABC – Per partire

[DMP]

Ask yourself this:

What is needed to validate the results of your research?

If you were to produce an article researching, for example, the criminal underclass in early-twentieth century New York, what data would you need to include for someone else to replicate your results? Think about it in terms your own research.

A bibliography would be the most immediate and obvious starting point, revealing to the reader all the sources that you have used to base your research. But what of the gathering mechanisms you used? Did you creat database or undertake statistical analysis? If so you need to make the database and statistics available. This doesn't just mean providing the files in a readable format, but to provide documentation and to make sure that the data is clearly identified with explicit headings, well-structured, and easily identified.

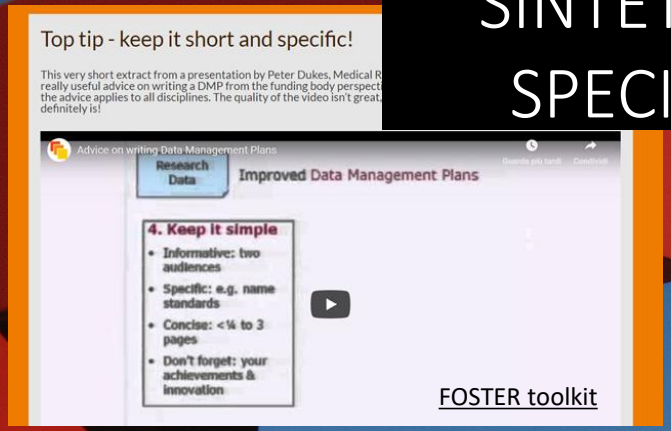
Focusing on what is needed for validation and re-use, rather than the obvious attributes of research data, is useful. It helps you to think through the process of research from a different perspective and what it is you have actually done to come to your conclusions. It also allows you to show the process you have undertaken; revealing how valuable your approach might be and making the

COSA SERVE A VALIDARE LA MIA RICERCA? TUTTO QUESTO VA INSERITO NEL DMP. PROSPETTIVA DIVERSA SULLA VOSTRA RICERCA

PORT DMP

Trucchi e suggerimenti

SINTETICO E SPECIFICO



NON COPIATE

OGNI DATASET È UNICO, OGNI INFRASTRUTTURA È UNICA, OGNI RICERCA HA LA SUA IMPOSTAZIONE

ESSERE GENERICI NON SERVE A NULLA
[we expect a huge size of data; data will be available]

- USATE TABELLE, ELENCHI PUNTATI
- SIATE SCHEMATICI E NON DILUNGATEVI

- SE NON LO SAPETE, DITELO
- SE NO, SEMBRA CHE NON SIATE AL CORRENTE DI QUELLO SPECIFICO ASPETTO [STESSA DIFFERNEZA FRA UNA CELLA VUOTA E CELLA CON N.A.]

CIÒ CHE DICHIARATE NEL DMP POI VA FATTO VERAMENTE… QUINDI

A) NON FATE GLI SPLENDIDI

B) NON IMPEGNATEVI A FARE COSE CHE SAPETE IMPOSSIBILI

Es. DATI PSEUDONIMYZED, non ANONIMYZED

Tips&tricks / 2

DMP tips

[sui dati FAIR e DMP]

TROVATE I CORSI COMPLETI, LA PAGINA SUI DMP, E LA NUOVA SEZIONE OPEN SCIENCE IN INTRANET

Seminari

2022

1. Open Science dalla A alla Z, Unviersità Bocconi, 25/1
2. Open Science come e perché / biblioteche UniTO (pro
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5. Open Science why and how / LTTA event (progetto CE
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7. Open Science, questa sconosciuta, Dipartimento di N
8. Come fare Open Access (con un pizzico di Open Scien
9. Open Science come e perché, Università di Trieste, 05
10. Open Science why and how, SISSA, Trieste, 05/03
11. Lavorare su Open Science alla luce di Horizon Europe
12. Open Science is here to stay, Digital Humanities course, Prof. Silvio Peroni, Università
13. Open Science, la ricerca al servizio dell'innovazione e della crescita, Master Manageme Technology – MIP Politecnico di Milano, 04/9
14. Il futuro è Open: come cambia la comunicazione scientifica, scuola di Dottorato in Scie letterarie – la Sapienza, Roma, 04/7
15. Open Science A to Z, Phd School, Università di Camerino, 02/-22-25
16. FAIR data basics, ISPAS project, IMIBAS, 02/16-18
17. Open Science dalla A alla Z, PhD Scuola di economia, Università di Torino, 01/25-02/15
18. Principi FAIR (con un pizzico di EOSC), ISPAS project, Fondazione 1563, 01-21
19. Open Science A to Z, ISPAS project, IMIBAS, 01/17-19
20. FAIR data basics ISPAS project, University of Girona, 01/11-13

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Come scrivere un Data Management Plan

Il Data Management Plan (DMP) è un documento strutturato, vivo, che cresce con il progetto. Serve a dichiarare come si producono i dati, come li si conserverà e come li si condividerà (se possibile).

Pensatelo come le "Istruzioni per l'uso" dei vostri dati.

Deve essere

- **sintetico**: evitate sproloqui, non è una dissertazione. Frasi chiare che diano informazioni precise
- **schematico**: utilizzate il più possibile tabelle e punti elenco
- **preciso**: evitate frasi (viste davvero) tipo "we expect a huge size of data" o "data will be available". Servono solo a far perdere tempo a chi lo scrive e achi lo legge. Quantificate: we expect max 50 GB; data will be available in Zenodo upon publication of the paper
- **specifico**: non copiate da modelli. Ogni ricerca è a sé, ogni ente ha le sue procedure
- **coerente**: scrivete solo ciò di cui siete

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Centro estivo 2022

Vantaggi e

A Review of the History, Advocacy and Efficacy of Data Management Plans 2017

A data planning process ensures that all aspects of data management are holistically explored at the start of a project. Short-term and long-term aims can be balanced, so that decisions made early in a project do not negatively impact on the ability to find and use the research data in future.

Effective management of data provides researchers with many benefits, including

- time saved through reduced duplication of effort
- decreased risk of loss, theft or inappropriate use of data
- good research practice ensures the integrity and quality of data
- data can be understood and used now and in the future

EVITA SFORZI DI DUPLICAZIONE
EVITA LA PERDITA
RISOLVE I CONFLITTI

- helps researchers find and gain access to data management – expertise and infrastructure offered at the University
- increased researcher profile through data dissemination and re-use.

A data planning process is particularly important in the context of collaborative research projects. Researchers may identify areas of potential difficulty or conflict, and these can be resolved with colleagues and collaborators before they escalate into issues. Clarifying ownership of data, and ensuring early agreement on technical standards and frameworks across institutions, are an important part of establishing trust and ensuring that a project runs smoothly.

Vantaggi di un DMP

CESSDA Guide

Benefit 3. Clarifies needed budget

Data management is not free. You do not want to find yourself running out of funding before the end of the project because you have ignored or underestimated the cost of structured, detailed, and safe data management. Therefore, an important aspect of a DMP is its use in calculating how much money will be required for managing your research data during your research project.

A DMP can be useful in the process of applying for funding. Grant applications should not only include time and resources for collecting, analysing, and publishing on data in their budget, time and resources for careful documentation as well as server space, backup solutions, and documentation software need to be included as well. A DMP is also useful once funding is granted to plan and manage your expenses. Many research funders require a DMP as part of the application and decision-making process. The arguments for making data available are several, the most popular being that the data produced by public funds should be used to the greatest extent possible and available to the public. Unless there are legal, ethical or commercial barriers, data should also be openly available so that research results can be verified, replicated and reused.

Examples of Data Management cost assessments are given by the University of Utrecht (n.d.) and the Dutch Landelijk Coördinatiepunt Research Data Management (LCRDM, n.d.) inspired by the 'Data management costing tool' by UK Data Service, 2013.

È FONDAMENTALE PER STIMARE I COSTI DI GESTIONE - STIMATE LA DATA STEWARDSHIP (IN-KIND?) -POSSIBILI COSTI DI STORAGE COSTI ERANO RIMBORSABILI IN H2020 (6.2.D.3 AMGA) E IN HORIZON EUROPE (6.2.C.3)

Guida al DMP

SCIENCE EUROPE

Jan. 27, 2021

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> Our resources

27.01.2021

Practical Guide to the International Alignment of Research Data Management – Extended Edition

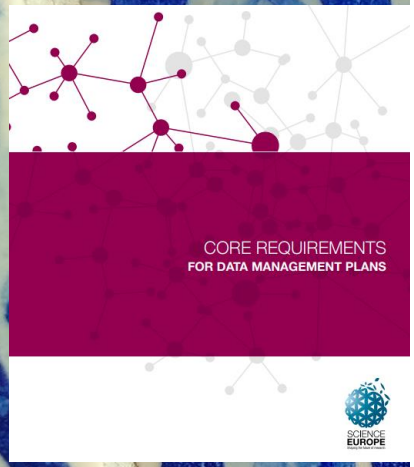
This resource offers targeted guidance for organisations, scientific communities, as well as individual researchers, to organise research data and preserve it appropriately

Originally released in 2019, and following its successful uptake by many organisations, the extended edition features a brand-new rubric to facilitate the evaluation of a data management plan (DMP). The guide also presents core requirements for DMPs, criteria for the selection of trustworthy repositories, and guidance mply with organisational requirements.

EDIZIONE AGGIORNATA DELLA GUIDA 2018

DMP Core Requirements

Jan. 27, 2021



CORE REQUIREMENTS FOR DATA MANAGEMENT PLANS

When developing solid data management plans, researchers are required to deal with the following topics and answer the following questions:

1. Data description and collection or re-use of existing data

a. How will new data be collected or produced and/or how will existing data be re-used?

b. What data (for example the kinds, formats, and volumes) will be collected or produced?

2. Documentation and data quality

a. What metadata and documentation (for example the methodology of data collection and way of organising data) will accompany data?

b. What data quality control measures will be used?

3. Storage and backup during the research process

a. How will data and metadata be stored and backed up during the research process?

b. How will data security and protection of sensitive data be taken care of during the research?

4. Legal and ethical requirements, codes of conduct

a. If personal data are processed, how will compliance with legislation on personal data and on data security be ensured?

b. How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable?

c. How will possible ethical issues be taken into account, and codes of conduct followed?

SEZIONI MINIME IN UN DMP

5. Data sharing and long-term preservation

a. How and when will data be shared? Are there possible restrictions to data sharing or embargo reasons?

b. How will data for preservation be selected, and where will data be preserved long-term (for example a data repository or archive)?

c. What methods or software tools will be needed to access and use the data?

d. How will the application of a unique and persistent identifier (such as a Digital Object Identifier (DOI)) to each data set be ensured?

6. Data management responsibilities and resources

a. Who (for example role, position, and institution) will be responsible for data management (i.e. the data steward)?

b. What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?

DMP Core Requirements

Translating the Core Requirements into a DMP template

The following example of a data management plan template is based on the core requirements for DMPs.[6] These core requirements should be considered as a minimum standard, leaving the flexibility to formulate additional guidelines according to the needs of specific domains or to national or local legislation.

The template presented below refers to the 15 questions covering six core requirements for good data management. Additional guidance and explanations are provided to help researchers fill out such a template and to assure that all relevant aspects of research data management are covered. The below table is an example of how the core requirements can be transformed into a DMP template. It will be up to the individual organisations and disciplines to develop templates that fit their needs.

GENERAL INFORMATION	
Administrative information	• Provide information such as name of applicant, project number, funding programme, version of DMP.
1 DATA DESCRIPTION AND COLLECTION OR RE-USE OF EXISTING DATA	
1a **How will new data be collected or produced and/or how will existing data be re-used?**	• Explain which methodologies or softwa will be used if new data are collected or produced. • State any constraints on re-use of existing data if there are any. • Explain how data provenance will be documented. • Briefly state the reasons if the re-use of any existing data sources has been considered but discarded.

2 DOCUMENTATION AND DATA QUALITY	
2a **What metadata and documentation (for example the methodology of data collection and way of organising data) will accompany the data?**	• Indicate which metadata will help others identify and discover the data. • Indicate which metadata standards (for example DDI, TEI, EML, MARC, CMDI) will be used. • Use community metadata standards where these are in place. • Indicate how the data will be organised during the project, mentioning for example conventions, version control, and folder structures. Consistent, well-ordered research data will be easier to find, understand, and re-use. • Consider what other documentation is needed to enable re-use. This may include information on the methodology used to collect the data, analytical and procedural information, definitions of variables, units of measurement, and so on. • Consider how this information will be captured and where it will be recorded for example in a database with links to each item, a 'readme' text file, file headers, code books, or lab notebooks.
2b **What data quality control measures will be used?**	• Explain how the consistency and quality of data collection will be controlled and documented. This may include processes such as calibration, repeated samples or measurements, standardised data capture, data entry validation, peer review of data, or representation with controlled vocabularies.

UTILI COME SPUNTO PER LE PRIME VOLTE, PER CAPIRE QUALI DOMANDE FARSI

Jan. 27, 2021

DMP – Rubric for evaluation

3 STORAGE AND BACKUP DURING THE RESEARCH PROCESS			
Guidance for Researchers		**Sufficiently Addressed The DMP…**	**Insufficiently Addressed The DMP…**
3a **How will data and metadata be stored and backed up during the research?**	• Describe where the data will be stored and backed up during research activities and how often the backup will be performed. It is recommended to store data in least at two separate locations. • Give preference to the use of robust, managed storage with automatic backup, such as provided by IT support services of the home institution. Storing data on laptops, stand-alone hard drives, or external storage devices such as USB sticks is not recommended.	• Clearly (even if briefly) describes: › The location where the data and backups will be stored during the research activities. › How often backups will be performed. › The use of robust, managed storage with automatic backup (for example storage provided by the home institution). or • Explains why institutional storage will not be used (and for what part of the data) and describes the (additional) locations, storage media, and procedures that will be used for storing and backing up data during the project.	• Provides no information or very vague reference to how data will be stored and backed up during the project.

1 D			
Guidance for Researchers		**Sufficiently Addressed The DMP…**	**Insufficiently Addressed The DMP…**
1a **How will new data be collected or produced and/or how will existing data be re-used?**	• Explain which methodologies or software will be used if new data are collected or produced. • State any constraints on re-use of existing data if there are any. • Explain how data provenance will be documented. • Briefly state the reasons if the re-use of any existing data sources has been considered but discarded.	• Gives clear details of where the existing data come from and how new data will be collected or produced. It clearly explains methods and software used. • Explains, if existing data are re-used, how these data will be accessed and any constraints on their re-use.	• Provides little or no details on where the data come from and what data will be collected or re-used. • Does not, if applicable, provide sufficient rationale for generating new data.

DMP questions

CESSDA guide

Adapt your Data Management Plan

A list of Data Management Questions based on the Expert Tour Guide on Data Management

PLAN

Overview

Title of the project

Date of this plan

Description of the project
- What is the nature of the project?
- What is the research question?
- What is the project time line?

Origin of Data
- What kind of data will be used during the project?
- If you are reusing existing data: What is the scope, volume and format? How are different data sources integrated?
- If you are collecting new data can you clarify why this is necessary?

Principal researchers
- Who are the main researchers involved?
- What are their contact details?

Collaborating researchers (if applicable)
- What are their contact details and their roles in the project?

Funder (if applicable)
- If funding is granted, what is the reference number of the funding granted?

Data producer
- Which organisation has the administrative responsibility for the data?

Project data contact
- Who can be contacted about the project after it has finished?

Data owner(s)
- Which organisation(s) own(s) the data?
- If several organisations are involved, which organisation owns what data?

Roles
- Who is responsible for updating the DMP and making sure that it's followed?
- Do project participants have any specific roles?
- What is the project time line?

Costs
- Are there costs you need to consider to buy specific software or hardware?
- Are there costs you need to consider for storage and backup?
- Are potential expenses for (preparing the data for) archiving covered?

UTILI COME SPUNTO PER LE PRIME VOLTE, PER CAPIRE QUALI DOMANDE FARSI

ORGANISE & DOCUMENT

Organising and documenting your data

Data collection
- How will the data be collected?
- Is specific software or hardware or staff required?
- Who will be responsible for the data collection?
- During which period will the data be collected?
- Where will the data be collected?

Data organisation
- How will you organise your data?
- Will the data be organised in simple files or more complex databases?
- How will the data quality during the project be ensured?
- If data consists of many different file types (e.g. videos, text, photos), is it possible to structure the data in a logical way?

Data type and size
- What type(s) of data will be collected?
- What is the scope, quantity and format of the material?
- After the project: What is the total amount of data collected (in MB/GB)?

File format
- In what format will your data be?
- Does the format change from the original to the processed/final data?
- Will your (final) data be available in an open format?

Folder structure and names
- How will you structure and name your folders?

File structure and names
- How will you structure and name your files?

Documentation
- What documentation will be created during the different phases of the project?
- How will the documentation be structured?

Metadata
- What metadata will be provided with the collected/ generated/ reused data?
- How will metadata for each object be created?
- Is there any program that can be used to document the data?
- Can metadata be added directly into the files or will the metadata be produced in another program or document?

Metadata standard (if applicable)
- What metadata standard(s) will you use?

DMP questions

Processing your data

Versioning
- What is your strategy concerning versioning your data files (and scripts) during the project?
- Will you create and/or follow a convention for versioning your data?
- Who will be responsible for securing that a "Masterfile" will be maintained, documented and versioned according to the project guidelines?
- How can different versions of a data file be distinguished?

Interoperability
- Will you make use of established software and hardware? If not, how does the software and hardware you use relate to other research?

If applicable:

- Will you make use of established terminologies/ontologies (i.e. structured controlled vocabularies) in the project? If not, how do your terminologies relate to established ones?
- Which coding is used (if any)? Will you build on established coding schemes? If not, how does your coding relate to other research?

Storing your data

Storage
- How and where will the data be stored during the project?
- For how long will the data be stored?

Backup
- How, where and at what intervals will the data be backed-up?
- How will data be recovered in the case of a data loss incident?

Security
- How will sensitive data be protected? (if applicable)
- How will data access be managed?

cessda
Consortium of European Social Sciences Data Archives

Protecting your data

Ethical review (if applicable)
- Does your project require approval by a local ethics committee?

Informed consent (if applicable)
- Do you require informed consent for your project?
- If so, how will permission be obtained?
- How are consent files organised and stored?

(sensitive) Personal data /confidential information (if applicable)
- How will access to (sensitive) personal data during the project be controlled?
- How will collaborators be granted access to the data in a secure way?
- If the research project is going to have data that includes confidential information or information that requires informed consent, is there a requirement to notify a privacy officer?
- Is there any confidential information within the material that requires special treatment and/or limits the access to it during/after the project?
- How will the material be protected during/after the project?
- How will permissions and restrictions be enforced?

Intellectual property rights (IPR)/Copyrights
- Are there IPR or copyright issues to consider?
- Will permission be needed to collect/reuse the data?
- Will these rights be transferred to another organisation for data distribution and archiving?

Agreements (if applicable)
- What are the agreements with other stakeholders?

Restrictions (if applicable)
- ...y other restrictions that need to be considered?

UTILI COME SPUNTO PER LE PRIME VOLTE, PER CAPIRE QUALI DOMANDE FARSI

Basic Information.

- State the purpose of the data collection/generation.
- Explain the relation to the objectives of the project
- Consider what data will be collected or created as part of the study (RAW data).
- Consider what data will be produced by processing the RAW data (Secondary, processed data).
- Specify if existing data is being re-used (if any)
- Specify the origin of the data
- Specify the types and formats you plan to use for the data generated/collected (raw, processed, published).
- Consider what data will be published as the result of your study (Published data).

Volume and Life Cycle of the Data.

If you are using FAIRDOM, we will look after data that will be retained and potentially exchanged by your projects. It will help with local storage for temporarily-held local data prior to processing.

For RAW data, please consider the following:

- How much RAW data you think will be produced (Estimates, per month, year, full project duration)?
- Will all of the RAW data be kept for the duration of the study or will the RAW data be deleted once it is processed?
- For large scale RAW data (images, sequence) have you planned the local storage capacity necessary for processing?
- Do you require help to organise a suitable local management system for RAW data?
- Do you have policies that govern the management and usage of RAW data?
- How long will RAW data be kept? Will there be a long-term archive?

FAIRDOM About Platform

Data Management Checklist

https://fair-dom.org/knowledgehub/data-management-checklist/

UTILI COME SPUNTO PER LE PRIME VOLTE, PER CAPIRE QUALI DOMANDE FARSI

For Secondary and Published data, please consider the following:

- What data processing is foreseen in the project?
- How much processed data will be produced, and stored (can you make estimates per month, year, full project)?
- How much of this data will be published? (Estimates per month, year, full project)?
- Does your institution, or the project funders, have policies governing the access and usage of processed data?

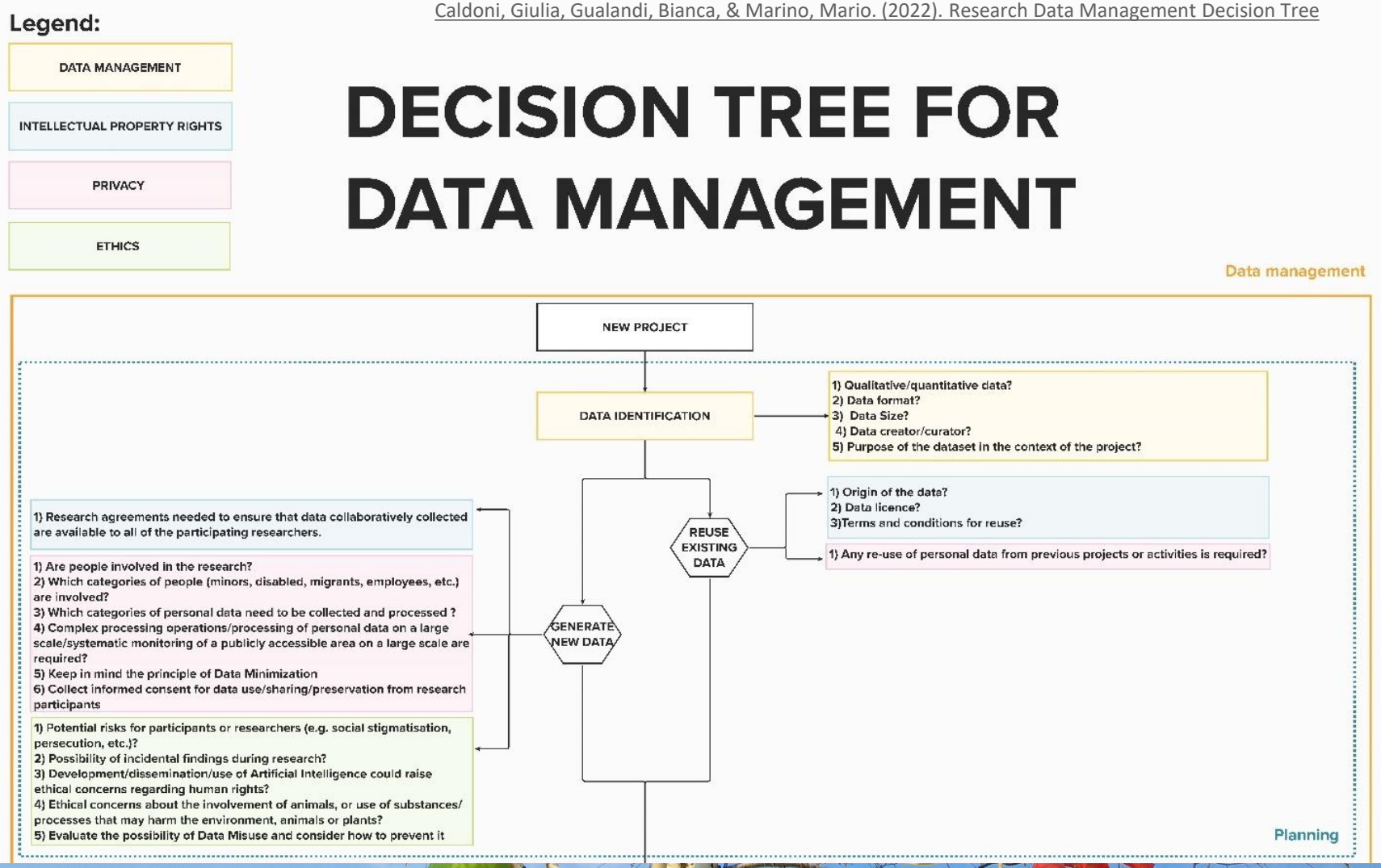
Additional for personally sensitive data (e.g medical data)

- When looking at the data flow through the project, define what data is:
  - aggregated (typically safe to share, if names cannot be recovered)
  - anonymized (name cannot be recovered from the data)
  - pseudonymized (name can be recovered by some)
  - non-anonymized (name linked to data)
- Determine which organisational boundaries have to be traversed by which data.
- Make sure with your "local" data protection officer and ethics commission that the data can be shared with your partners along the flow described with the anonymisation levels as described. Why local? Some laws change across surprising boundaries. E.g. in Germany Universities and other public organisations are subject to another data protection law than enterprises. Why seek advice? In some cases you may be required to be able to recover the name-data-relation, e.g. to enable study participants to "leave" a study.

Data decision tree

STRUMENTO UTILISSIMO PER UN PRIMO PAPPROCCIO AL DATA MANAGEMENT [PLAN]

Caldoni, Giulia, Gualandi, Bianca, & Marino, Mario. (2022). Research Data Management Decision Tree



DMP

Report ALLEA p. 12

RECOMMENDATIONS

» If applicable, determine if the body funding your research has particular requirements for a DMP, or offers a template for framing your plan. If there is no required template, choose an existing appropriate one (e.g. via DMPOnline).

» Devise a DMP prior to collecting data. Define and plan for your data: all research projects deal with data. If your project includes the analysis of text corpora, for example, then the corpora themselves are data, and you should make sure they are clearly described, documented, and managed according to the FAIR principles so your research is reusable by others.

» Plan documentation of metadata: In order for your data to be comprehensible in the future and/or reusable by others, they will need descriptive metadata created according to a common schema to understand the context/purpose of the research. The richer the metadata, the more intelligible and useful the dataset (see section on Metadata).

» Use standardised terminology to increase interoperability. Consider employing vocabularies or ontologies that follow FAIR principles to increase interoperability and findability (e.g. see FAIRsharing.org).

» Consider the right questions to be answered in your DMP that can account for discipline-specific requirements. The DMP templates suggested by funders are quite high level and provide generic guidance for file naming or versioning conventions, database structuring, and can be a good start. Tools like the dmponline.dcc.ac.uk provide discipline specific examples that can be of further reference.

» DMP as living documents: Update your data management plan regularly in order to take into account any potential relevant changes such as using new data types and/or models, technology, new institutional data management policies, reassessing legal aspects or licences for legal compliance etc.

DMP in Horizon Europe

IN HORIZON EUROPE
- NELLA PROPOSTA 1 PAGINA SULLA GESTIONE DEI DATI
- DMP COME DELIVERABLE M6

V.1 Feb. 2021

Horizon Europe (HORIZON)
Euratom Research and Training Programme (EURATOM)

General Model Grant Agreement
EIC Accelerator Contract

(HE MGA — Multi & Mono)

V.2 April 2021

Horizon Europe Programme

Standard Application Form (RIA, IA)

Application form (Part A)
Project proposal – Technical description (Part B)

Version 2.0
22 April 2021

⚠ *Proposals selected for funding under Horizon Europe will need to develop a detailed data management plan (DMP) for making their data/research outputs findable, accessible, interoperable and reusable (FAIR) as a deliverable by month 6 and revised towards the end of a project's lifetime.*

⚠ *For guidance on open science practices and research data management, please refer to the relevant section of the HE Programme Guide on the Funding & Tenders Portal.*

Open science: research data management

The beneficiaries must manage the digital research data generated in the action ('data') responsibly, in line with the FAIR principles and by taking all of the following actions:

- establish a data management plan ('DMP') (and regularly update it)
- as soon as possible and within the deadlines set out in the DMP, deposit the data in a trusted repository; if required in the call conditions, this repository must be federated in the EOSC in compliance with EOSC requirements

DMP in Horizon Europe

Data Summary

- Will you re-use any existing data and what will you re-use it for?
- What types and formats of data will the project generate or re-use?
- What is the purpose of the data generation or re-use and its relation to the objectives of the project?
- What is the expected size of the data that you intend to generate or re-use?
- What is the origin/provenance of the data, either generated or re-used?
- To whom might your data be useful ('data utility'), outside your project?

FAIR data

- 2.1. Making data findable, including provisions for metadata: Will data be identified by a persistent identifier?
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- 2.2. Making data accessible - Repository: Have you explored appropriate arrangements with the identified repository where your data will be deposited?
- 2.2. Making data accessible - Repository: Does the repository ensure that the data is assigned an identifier? Will the repository resolve the identifier to a digital object?
- 2.2. Making data accessible - Data:
  Will all data be made openly available? If certain datasets cannot be shared (or need to be shared under restricted access conditions), explain why, clearly separating legal and contractual reasons from intentional restrictions. Note that in multi-beneficiary projects it is also possible for specific beneficiaries to keep their data closed if opening their data goes against their legitimate interests or other constraints as per the Grant Agreement.
- 2.2. Making data accessible - Data:
  If an embargo is applied to give time to publish or seek protection of the intellectual property (e.g. patents), specify why and how long this will apply, bearing in mind that research data should be made available as soon as possible.
- 2.2. Making data accessible - Data:
  Will the data be accessible through a free and standardized access protocol?
- 2.2. Making data accessible - Data:
  If there are restrictions on use, how will access be provided to the data, both during and after the end of the project?
- 2.2. Making data accessible - Data:
  How will the identity of the person accessing the data be ascertained?
- 2.2. Making data accessible - Data:
  Is there a need for a data access committee (e.g. to evaluate/approve access requests to personal/sensitive data)?
- 2.2. Making data accessible - Metadata:
  Will metadata be made openly available and licenced under a public domain dedication CC0, as per the Grant Agreement? If not, please clarify why. Will metadata contain information to enable the user to access the data?

TROVATE GIÀ IL TEMPLATE IN DMPONLINE

DMP online

TESTO LIBERO. DOVETE SAPERE COSA SCRIVERE PER NON DIMENTICARE NULLA

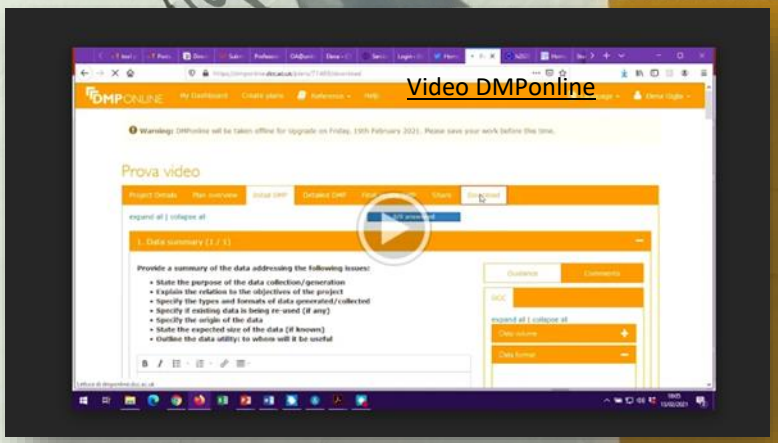
Data stewardship wizard

COMPILAZIONE GUIDATA. APPARENTEMENTE PIÙ COMPLESSO MA ALLA FINE GENERA IL DMP AUTOMATICAMENTE

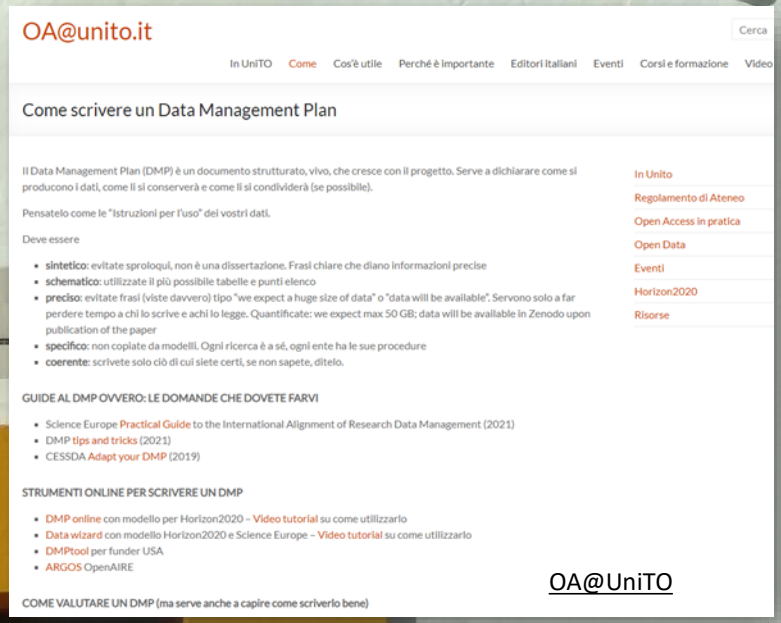
Argos

COMPILAZIONE GUIDATA. APPARENTEMENTE PIÙ COMPLESSO MA ALLA FINE GENERA IL DMP AUTOMATICAMENTE

DMP online e Data Wizard video



Video DMPonline



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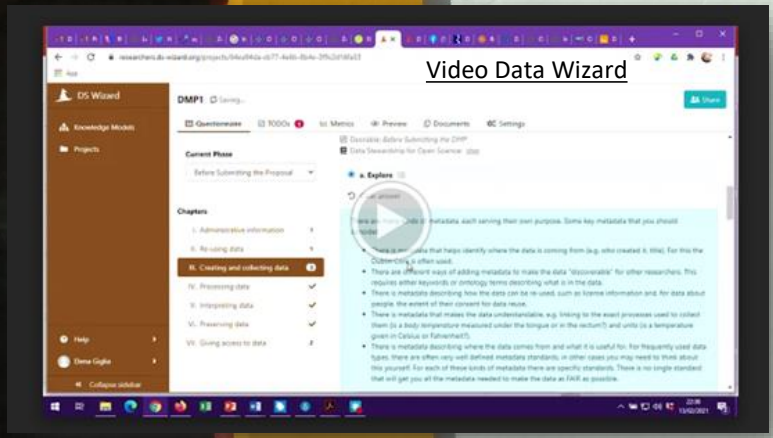


Video Data Wizard

DMP online

PERSONALIZZABILE

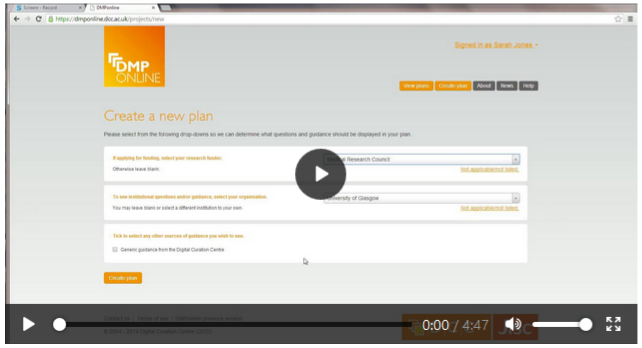
DMP ONLINE

Home | About | Future plans | Help | Change language

Welcome.

DMPonline helps you to create, review, and share data management plans that meet institutional and funder requirements. It has been jointly developed by the Digital Curation Centre (DCC) and the University of California Curation Center (UC3).

Screencast on how to use DMPonline



Sign in

Veteran tapes

Project Details | Plan overview | Write Plan | Share | Download

expand all | collapse all

13/13 answered

Data Collection (2 / 2)

What data will you collect or create?

The "Veteran tape " project will collect and generate different types of datasets:

Type of data	Volume	Format	Storage format
Video recordings	600 x 1Gb	.mkv	.mkv
Transcriptions	600 x 1500Kb	MS Word	.txt
Structured interview text	1 x 500Kb	MS word	.txt

For the video recordings the selected format is .mkv; the same .mkv format will be used for the long-term preservation .

Transcriptions will be written in MS Word and then stored as .txt files.

We checked the format compatibility against EASY File format https://dans.knaw.nl/en/deposit/information-about-depositing-data/before-depositing/file-formats

As the total volume of data is greater than 50Gb, DANS requires a fee for the storage. We are currently in touch with EASY to determine the costs of archiving.

Save

Guidance | Comments (1)

DCC | DCC guidance

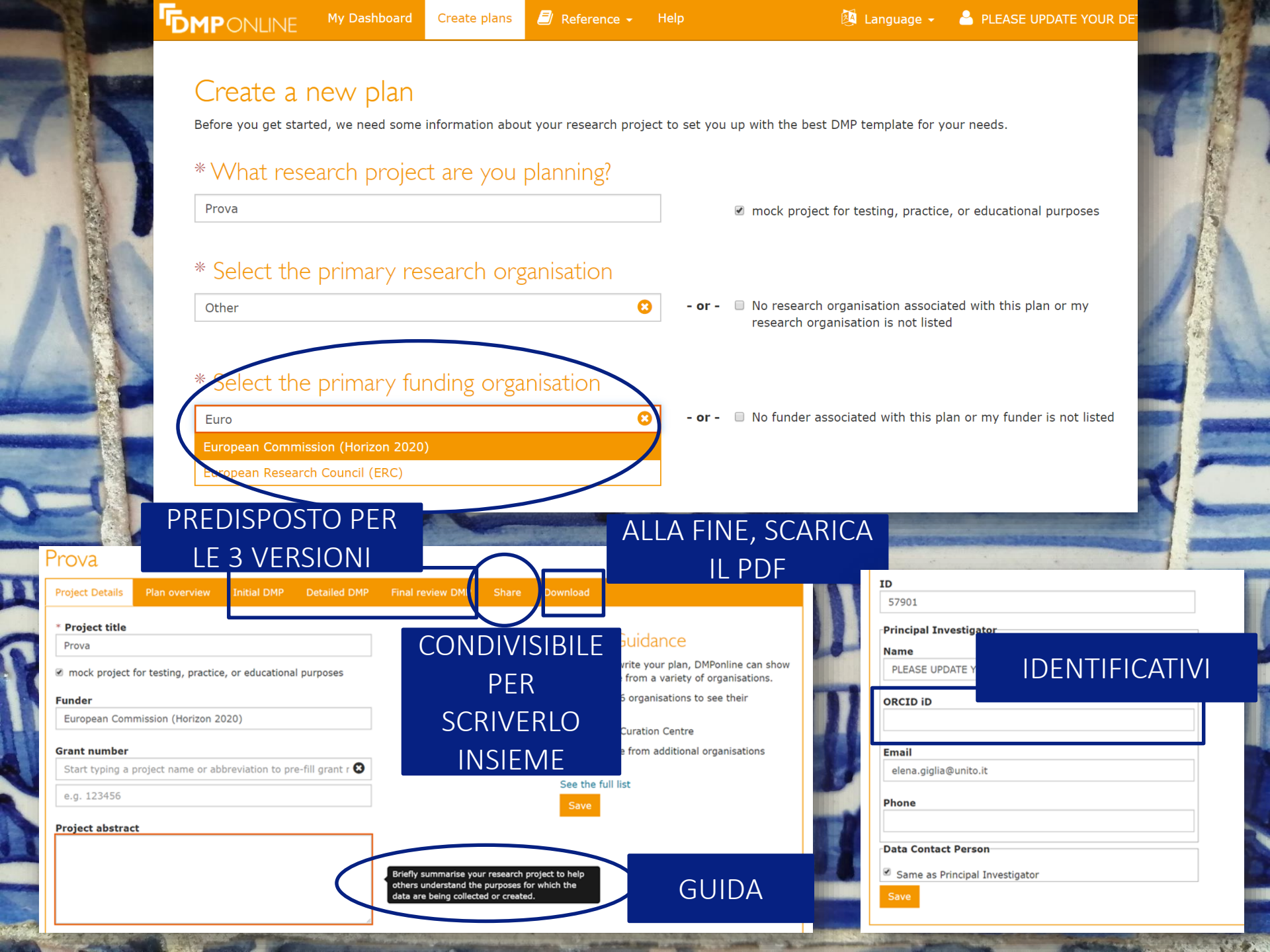
Guidance
Questions to consider:

- What type, format and volume of data?
- Do your chosen formats and software enable sharing and long-term access to the data?
- Are there any existing data that you can reuse?

Guidance:

Give a brief description of the data, including any existing data or third-party sources that will be used, in each case noting its content, type and coverage. Outline and justify your choice of format and consider the implications of data format and data volumes in terms of storage, backup and access.

GRATUITO
BASTA REGISTRARSI; POI SI ACCEDE E SI TROVANO TUTTI I PROPRI DMP NEL DESKTOP


DMP ONLINE
My Dashboard
Create plans
Reference
Help
Language
PLEASE UPDATE YOUR DE
Create a new plan
Before you get started, we need some information about your research project to set you up with the best DMP template for your needs.
* What research project are you planning?
Prova
mock project for testing, practice, or educational purposes
* Select the primary research organisation
Other
- or -
No research organisation associated with this plan or my research organisation is not listed
* Select the primary funding organisation
Euro
European Commission (Horizon 2020)
European Research Council (ERC)
- or -
No funder associated with this plan or my funder is not listed
PREDISPOSTO PER LE 3 VERSIONI
ALLA FINE, SCARICA IL PDF
Prova
Project Details
Plan overview
Initial DMP
Detailed DMP
Final review DM
Share
Download
Project title
Prova
mock project for testing, practice, or educational purposes
Funder
European Commission (Horizon 2020)
Grant number
Start typing a project name or abbreviation to pre-fill grant r
e.g. 123456
Project abstract
CONDIVISIBILE PER SCRIVERLO INSIEME
Guidance
rite your plan, DMPonline can show from a variety of organisations.
organisations to see their
Curation Centre
from additional organisations
See the full list
Save
Briefly summarise your research project to help others understand the purposes for which the data are being collected or created.
GUIDA
ID
57901
Principal Investigator
Name
PLEASE UPDATE Y
ORCID iD
Email
elena.giglia@unito.it
Phone
Data Contact Person
Same as Principal Investigator
Save
IDENTIFICATIVI


Project Details
Plan overview
Initial DMP
Detailed DMP
Final review DMP
Share
Download
Set plan visibility
Public or organisational visibility is intended for finished plans. You must answer at least 50% of the questions to enable these options. Note: test plans are set to private visibility by default.
Private: visible to me, specified collaborators and administrators at my organisation
Organisation: anyone at my organisation can view
Public: anyone can view
PRIVATO O PUBBLICO?
Manage collaborators
Invite specific people to read, edit, or administer your plan. Invitees will receive an email notification that they have access to this plan.
Email address
Permissions
elena.giglia@unito.it
Owner
Invite collaborators
* Email
* Permissions
Co-owner
Editor
Read only
SI POSSONO INVITARE COLLABORATORI CON LIVELLI DI PERMESSO DIVERSI

Project Details | Contributors | Plan overview

Horizon Europe Template

Write plan

Template version 0, published on 04 August 2021

Instructions

Data Summary

- Will you re-use any existing data and what will you re-use it for?
- What types and formats of data will the project generate or re-use?
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FAIR data

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  discovery and th

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- 2.2. Making data accessible - Data:

  Will the data be accessible through a free and standardized access protocol?

- 2.4. Increase data re-use:
  How will you provide documentation needed to validate data analysis and facilitate data re-use (e.g. readme files with information on methodology, codebooks, data cleaning, analyses, variable definitions, units of measurement, etc.)?

- 2.4. Increase data re-use:
  Will your data be made freely available in the public domain to permit the widest re-use possible? Will your data be licensed using standard reuse licenses, in line with the obligations set out in the Grant Agreement?

- 2.4. Increase data re-use:
  Will the data produced in the project be useable by third parties, in particular after the end of the project?

- 2.4. Increase data re-use:
  Will the provenance of the data be thoroughly documented using the appropriate standards?

- 2.4. Increase data re-use:
  Describe all relevant data quality assurance processes.

- 2.4. Increase data re-use:
  Further to the FAIR principles, DMPs should also address research outputs other than data, and should carefully consider aspects related to the allocation of resources, data security and ethical aspects.

ther research outputs

- In addition to the management of data, beneficiaries should also consider and plan for the management of other research outputs that may be generated or re-used throughout their projects. Such outputs can be either digital (e.g. software, workflows, protocols, models, etc.) or physical (e.g. new materials, antibodies, reagents, samples, etc.).

- Beneficiaries should consider which of the questions pertaining to FAIR data above, can apply to the management of other research outputs, and should strive to provide sufficient detail on how their research outputs will be managed and shared, or made available for re-use, in line with the FAIR principles.

Data Summary

- Will you re-use any existing data and what will you re-use it for?
- What types and formats of data will the project generate or re-use?
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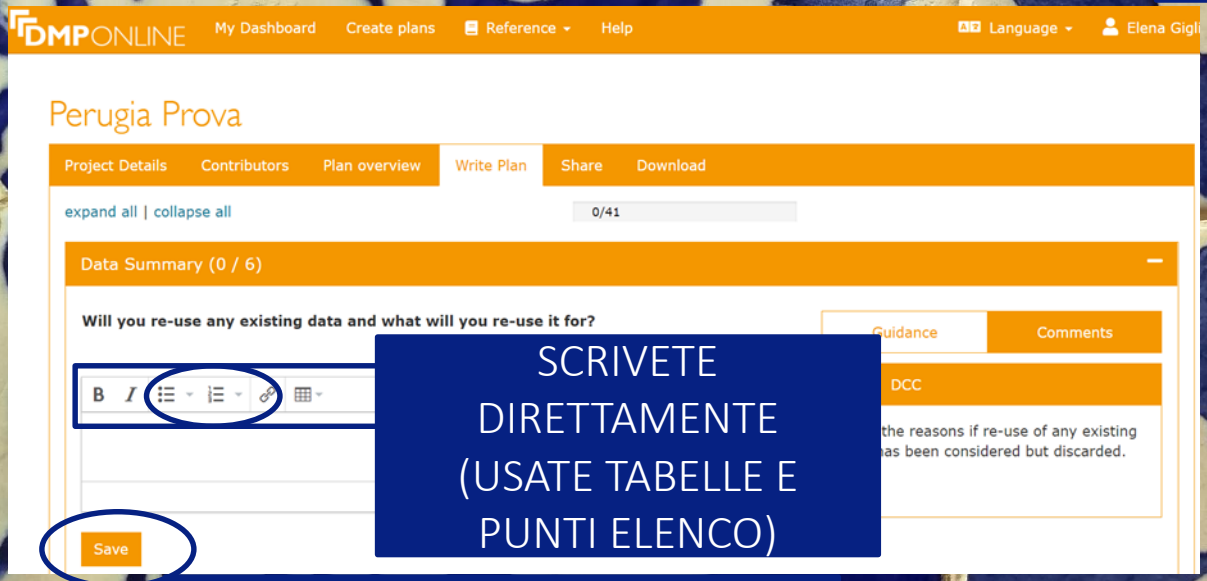
- To whom might your data be useful ('data utility'), outside your project?

…E NON «A HUGE AMOUNT OF DATA»

COSTI

Data volume

- Note what volume of data you will create in MB/GB/TB.
- Indicate the proportions of raw data, processed data, and other secondary outputs (e.g., reports).
- Consider the implications of data volumes in terms of storage, access and preservation. Do you need to include additional costs?
- Consider whether the scale of the data will pose challenges when sharing or transferring data between sites; if so, how will you address these challenges?



SCRIVETE DIRETTAMENTE (USATE TABELLE E PUNTI ELENCO)

IN OGNI PASSAGGIO POTETE SALVARE E CONTINUARE DOPO

TABELLA PER DATI DI FORMATO DIVERSO

Data format

- Clearly note what format(s) your data will be in, e.g., plain text (.txt), comma-separated values (.csv), geo-referenced TIFF (.tif, .tfw).
- Explain why you have chosen certain formats. Decisions may be based on staff expertise, a preference for open formats, the standards accepted by data centres or widespread usage within a given community.
- Using standardised, interchangeable or open formats ensures the long-term usability of data; these are recommended for sharing and archiving.
- See UK Data Service guidance on recommended formats or DataONE Best Practices for file formats.

USATE FORMATI STANDARD (CON ELENCO)

PREVIEW DI TUTTE LE DOMANDE

FAIR data

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FAIR data (0 / 25)

2.1. Making data findable, including provisions for metadata: Will data be identified by a persistent identifier?

Guidance

DCC

Metadata & documentation

GUIDE SPECIFICHE

Save

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Guidance

DCC

Metadata & documentation

- What metadata will be provided to help others identify and discover the data?
- Researchers are strongly encouraged to use community metadata standards where these are in place. The Research Data Alliance offers a Directory of Metadata Standards. Data repositories may also provide guidance about appropriate metadata standards.
- Consider what other documentation is needed to enable reuse. This may include information on the methodology used to collect the data, analytical and procedural information, definitions of variables, units of measurement, any assumptions made, the format and file type of the data and software used to collect and/or process the data.
- Consider how you will capture this information and where it will be recorded, e.g., in a database with links to each item, in a 'readme' text file, in file

2.2. Making data accessible - Data:
Will all data be made openly available? If certain datasets cannot be shared (or need to be shared under restricted access conditions), explain why, clearly separating legal and contractual reasons from intentional restrictions. Note that in multi-beneficiary projects it is also possible for specific beneficiaries to keep their data closed if opening their data goes against their legitimate interests or other constraints as per the Grant Agreement.

Save

AS OPEN AS POSSBILE AS CLOSED AS NECESSARY

Guidance | Comments

DCC

Data sharing

- How will you share the data e.g. deposit in a data repository, use a secure data service, handle data requests directly or use another mechanism? The methods used will depend on a number of factors such as the type, size, complexity and sensitivity of the data

COMMENTI

RICORDATEVI CHE AVETE FIRMATO UN GRANT AGREEMENT…

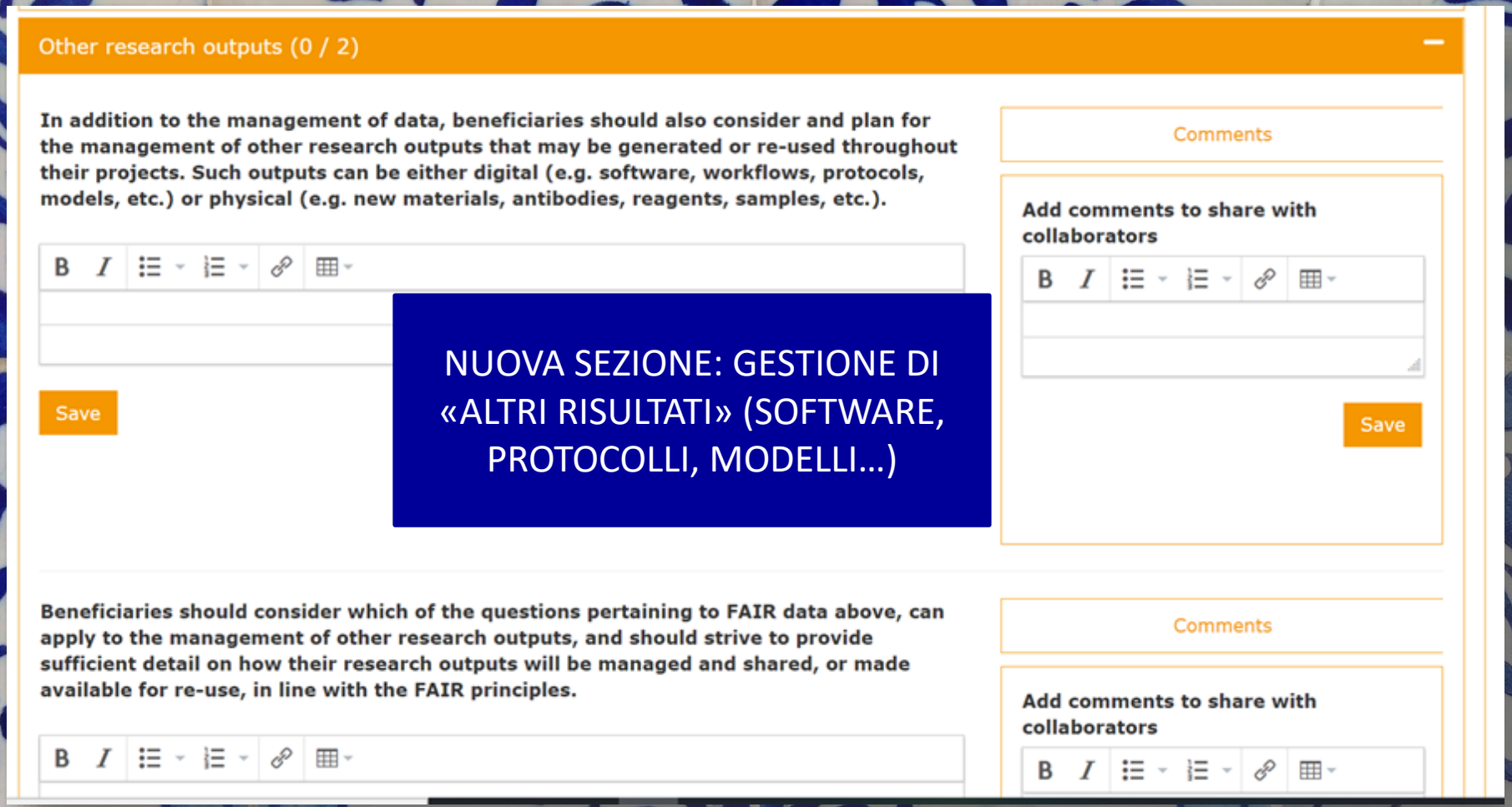
Open science: research data management

The beneficiaries must manage the digital research data generated in the action ('data') responsibly, in line with the FAIR principles and by taking all of the following actions:

- establish adata management plan ('DMP') (and regularly update it)
- as soon as possible and within the deadlines set out in the DMP, deposit the data in a trusted repository; if required in the call conditions,this repository must be federated in the EOSC in compliance with EOSC requirements

- as soon as possible and withinthe deadlines set out in the DMP, ensure open access — via the repository — to the deposited data, under the latest available version of the Creative Commons Attribution International Public License (CC BY) or Creative Commons Public Domain Dedication (CC0) or a licence with equivalent rights, following the principle 'as open as possible as closed as necessary', unless providing open access would in particular:
  - be against the beneficiary's legitimate interests, including regarding commercial exploitation,or
  - be contrary to any other constraints, in particular the EU competitive interests or the beneficiary's obligations under this Agreement; if open access is not provided (to some or all data), this must be justified in the DMP

152


Other research outputs (0 / 2)
In addition to the management of data, beneficiaries should also consider and plan for the management of other research outputs that may be generated or re-used throughout their projects. Such outputs can be either digital (e.g. software, workflows, protocols, models, etc.) or physical (e.g. new materials, antibodies, reagents, samples, etc.).
Comments
Add comments to share with collaborators
Save
Save
NUOVA SEZIONE: GESTIONE DI «ALTRI RISULTATI» (SOFTWARE, PROTOCOLLI, MODELLI…)
Beneficiaries should consider which of the questions pertaining to FAIR data above, can apply to the management of other research outputs, and should strive to provide sufficient detail on how their research outputs will be managed and shared, or made available for re-use, in line with the FAIR principles.
Comments
Add comments to share with collaborators

Allocation of resources (0 / 4)

What will the costs be for making data or other research outputs FAIR in your project (e.g. direct and indirect costs related to storage, archiving, re-use, security, etc.) ?

How will these be covered? Note that costs related to research data/output management are eligible as part of the Horizon Europe grant (if compliant with the Grant Agreement conditions)

COSTI SONO RIMBORSABILI (GRANT 6.2.C.3)

General > Article 6.2.C.3 Other goods, works and services

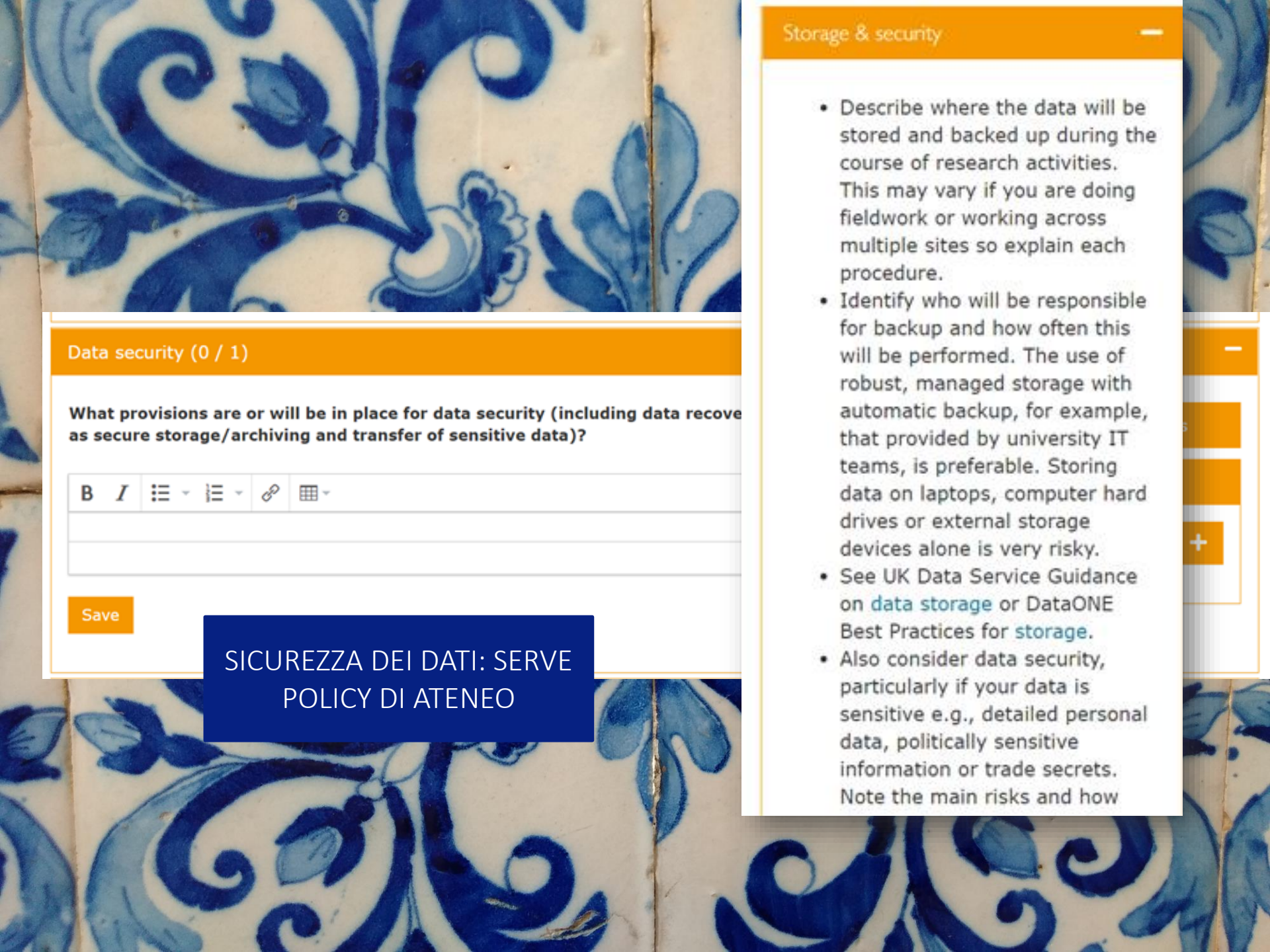
Costs related to research output management *(HE)* – Costs for research output management *(e.g. management of research data)* are eligible if the eligibility conditions are fulfilled, including open access to peer-reviewed publications (but see the additional eligibility condition referenced immediately below), research data and other outputs.

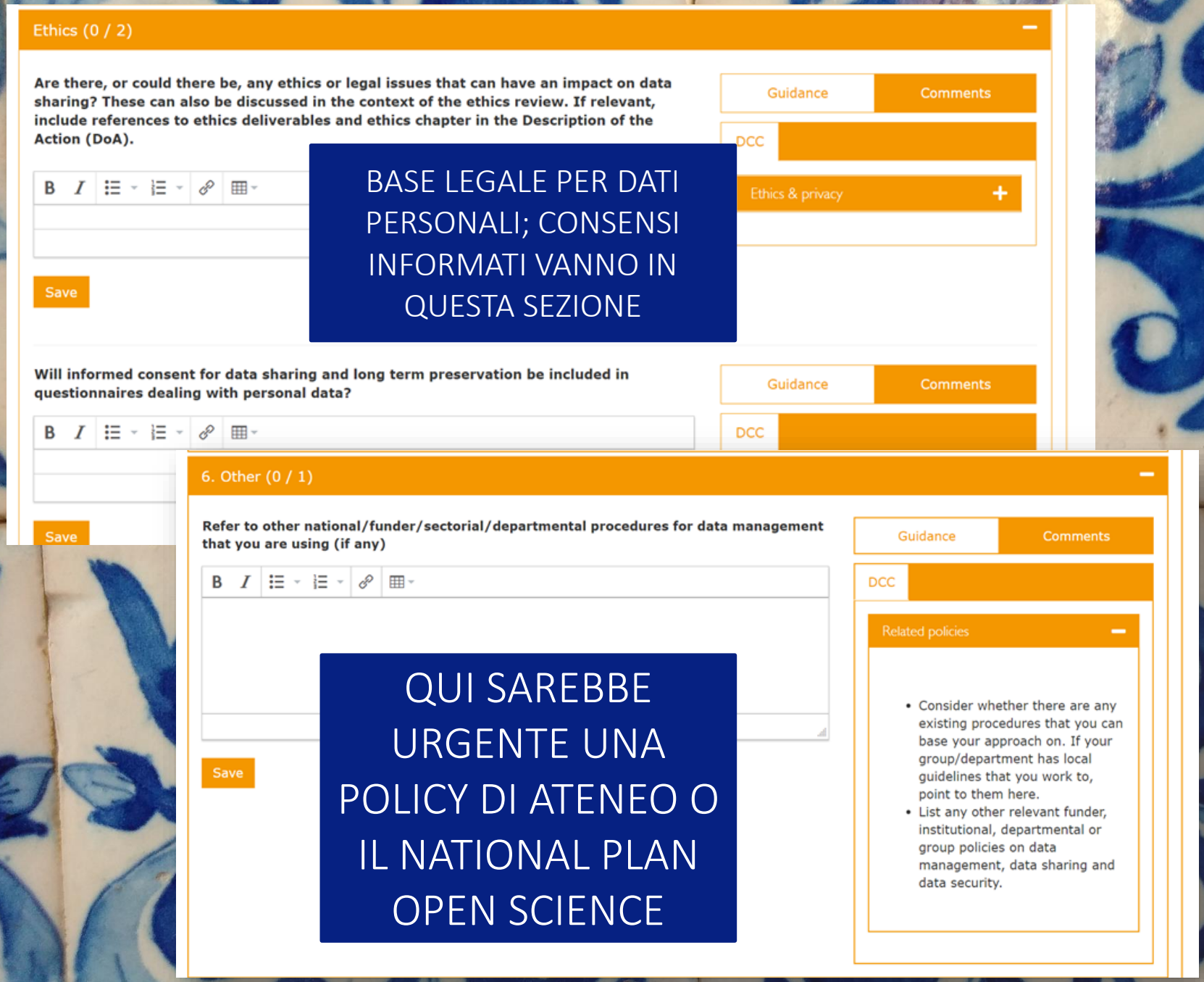
CHI RISPONDE DELLA GESTIONE DEI DATI?

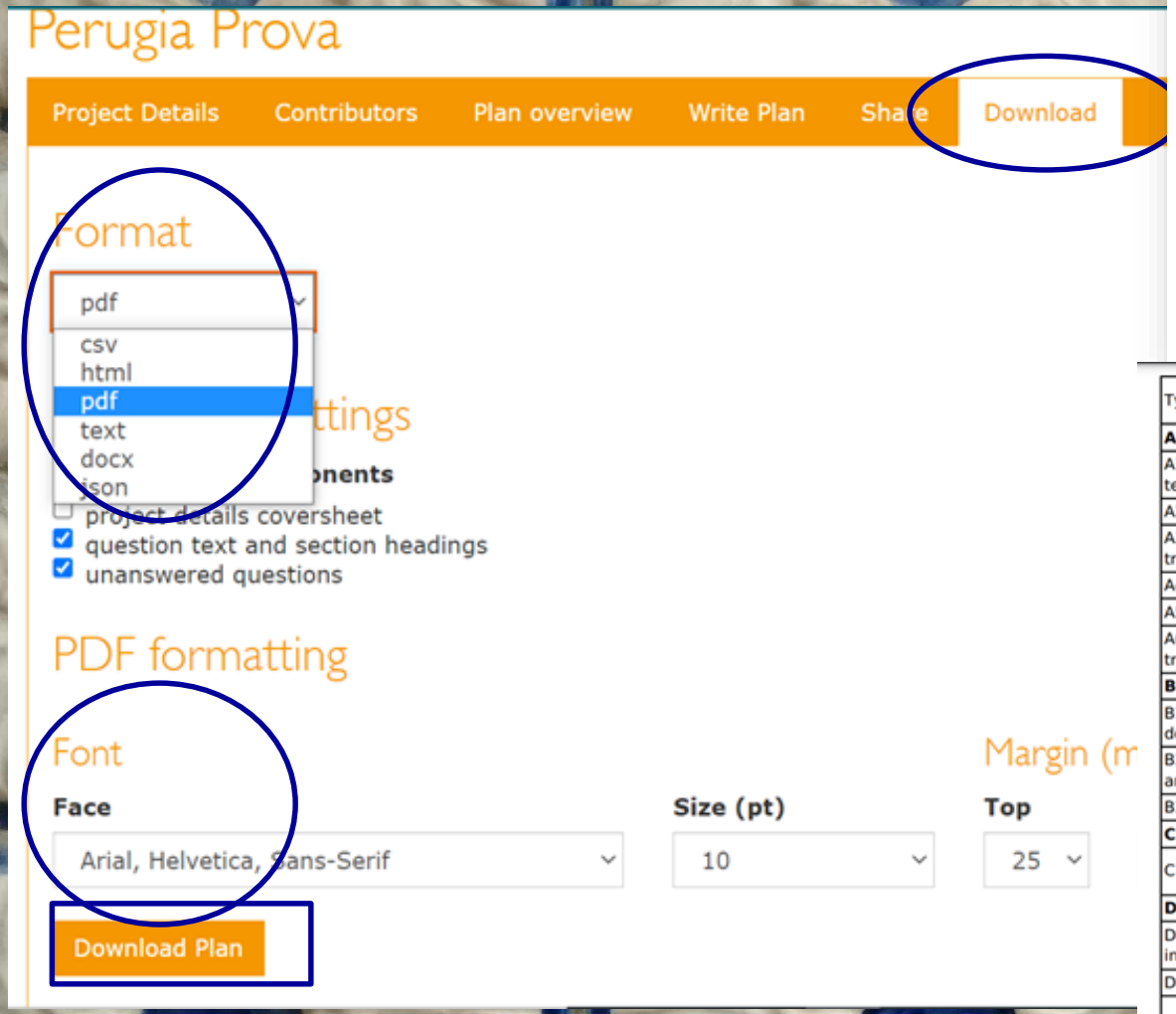
Who will be responsible for data management in your project?

Roles & responsibilities

- Outline the roles and responsibilities for all activities, e.g., data capture, metadata production, data quality, storage and backup, data archiving & data sharing. Individuals should be named where possible.
- For collaborative projects you should explain the coordination of data management responsibilities across partners.
- See UK Data Service guidance on data management roles and responsibilities or DataONE Best Practices: Define roles and assign responsibilities for data management.


Storage & security
Describe where the data will be stored and backed up during the course of research activities. This may vary if you are doing fieldwork or working across multiple sites so explain each procedure.
Identify who will be responsible for backup and how often this will be performed. The use of robust, managed storage with automatic backup, for example, that provided by university IT teams, is preferable. Storing data on laptops, computer hard drives or external storage devices alone is very risky.
See UK Data Service Guidance on data storage or DataONE Best Practices for storage.
Also consider data security, particularly if your data is sensitive e.g., detailed personal data, politically sensitive information or trade secrets. Note the main risks and how
Data security (0 / 1)
What provisions are or will be in place for data security (including data recove
as secure storage/archiving and transfer of sensitive data)?
Save
SICUREZZA DEI DATI: SERVE POLICY DI ATENEO


Ethics (0 / 2)
Are there, or could there be, any ethics or legal issues that can have an impact on data sharing? These can also be discussed in the context of the ethics review. If relevant, include references to ethics deliverables and ethics chapter in the Description of the Action (DoA).
Guidance
Comments
DCC
Ethics & privacy
Save
BASE LEGALE PER DATI PERSONALI; CONSENSI INFORMATI VANNO IN QUESTA SEZIONE
Will informed consent for data sharing and long term preservation be included in questionnaires dealing with personal data?
Guidance
Comments
DCC
Save
6. Other (0 / 1)
Refer to other national/funder/sectorial/departmental procedures for data management that you are using (if any)
Guidance
Comments
DCC
Related policies
Consider whether there are any existing procedures that you can base your approach on. If your group/department has local guidelines that you work to, point to them here.
List any other relevant funder, institutional, departmental or group policies on data management, data sharing and data security.
Save
QUI SAREBBE URGENTE UNA POLICY DI ATENEO O IL NATIONAL PLAN OPEN SCIENCE



1. Data summary

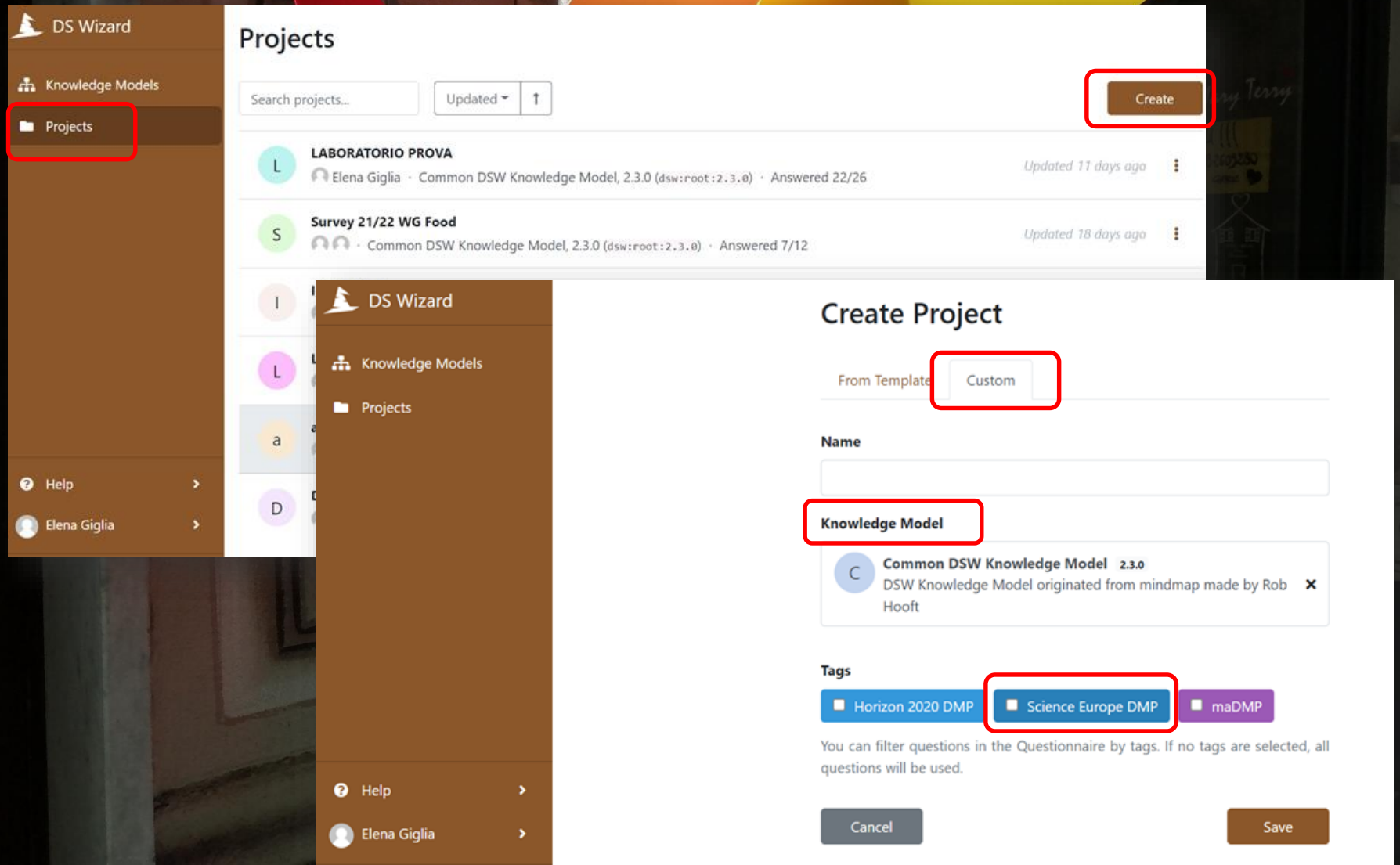
Provide a summary of the data addressing the following issues:

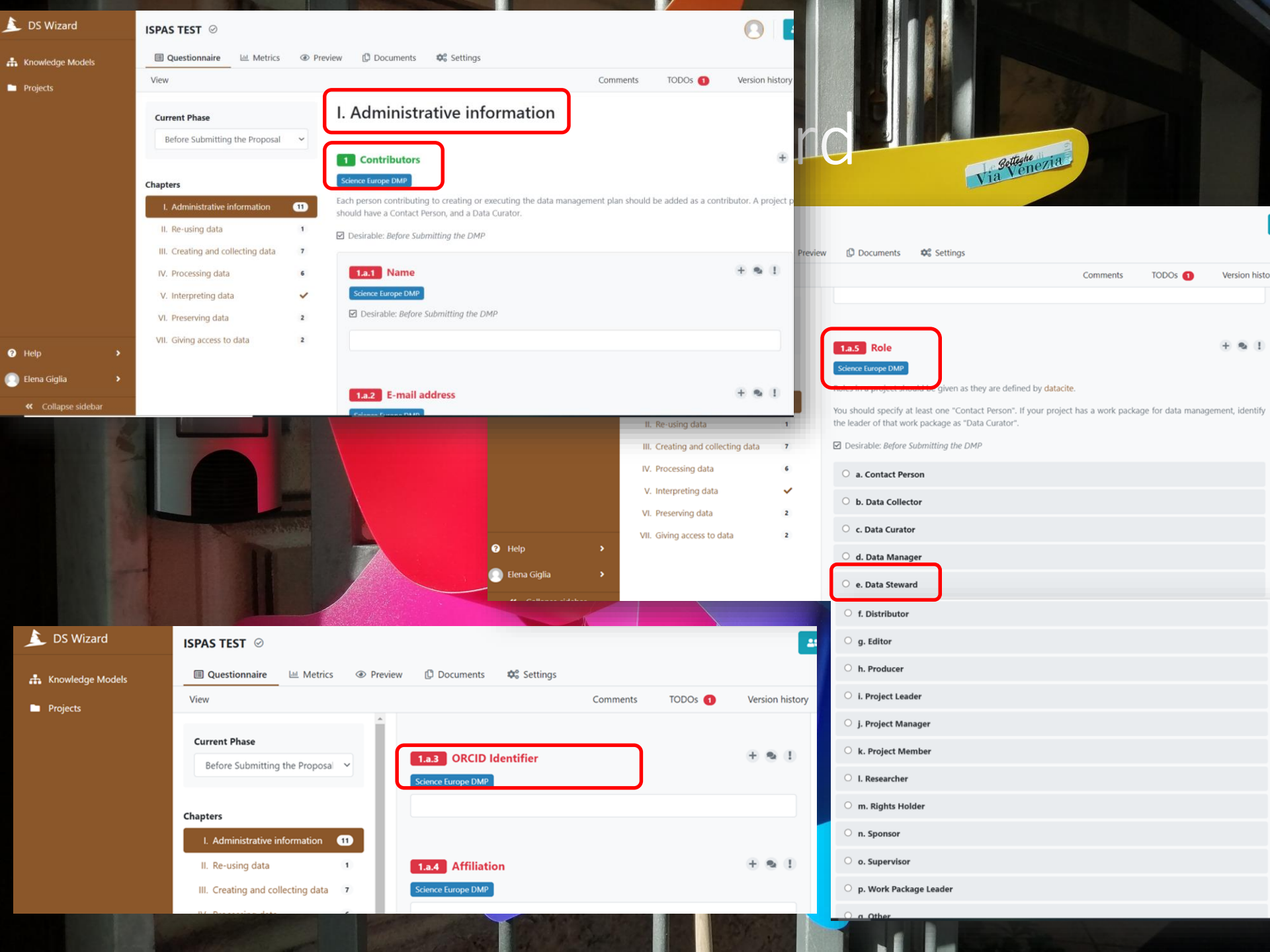
- **State the purpose of the data collection/generation**
- **Explain the relation to the objectives of the project**
- **Specify the types and formats of data generated/collected**
- **Specify if existing data is being re-used (if any)**
- **Specify the origin of the data**
- **State the expected size of the data (if known)**
- **Outline the data utility: to whom will it be useful**

Purpose: _____
Relation _____
Data will be created as the research is original.
Reuse: videos watched on YouTube, chats coming from social platforms
Origin: interviews and observations; content analysis

Type of data	Format (ongoing)	Format (preservation)	Expected Size	Consent collected	Reuse Rights
A Textual	.doc	.txt	10 M		
A1 [Interview template					
A2 [Consent form					
A3 [Interview transcriptions				x	
A4 [Code book	.txt				
A5 [Report					
A6 [Video transcriptions					CC BY
B Tabular data	.xsls	.csv	50 M		
B1 [Participants description					
B2 [Thematic analysis					
B3 [Content analysis					
C Audio			10 G		
C1 [Recording	.mp3	still to be decided		x	
D Video			100 G		
D1 [Recorded interviews	.mp4			x	
D2 [Downloaded					CC BY

Data stewardship wizard

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I. Administrative information
1 Contributors
Science Europe DMP
Each person contributing to creating or executing the data management plan should be added as a contributor. A project p
should have a Contact Person, and a Data Curator.
Desirable: Before Submitting the DMP
1.a.1 Name
Science Europe DMP
Desirable: Before Submitting the DMP
1.a.2 E-mail address
1.a.5 Role
Science Europe DMP
You should specify at least one "Contact Person". If your project has a work package for data management, identify
the leader of that work package as "Data Curator".
Desirable: Before Submitting the DMP
a. Contact Person
b. Data Collector
c. Data Curator
d. Data Manager
e. Data Steward
f. Distributor
g. Editor
h. Producer
i. Project Leader
j. Project Manager
k. Project Member
l. Researcher
m. Rights Holder
n. Sponsor
o. Supervisor
p. Work Package Leader
1.a.3 ORCID Identifier
Science Europe DMP
1.a.4 Affiliation
Science Europe DMP

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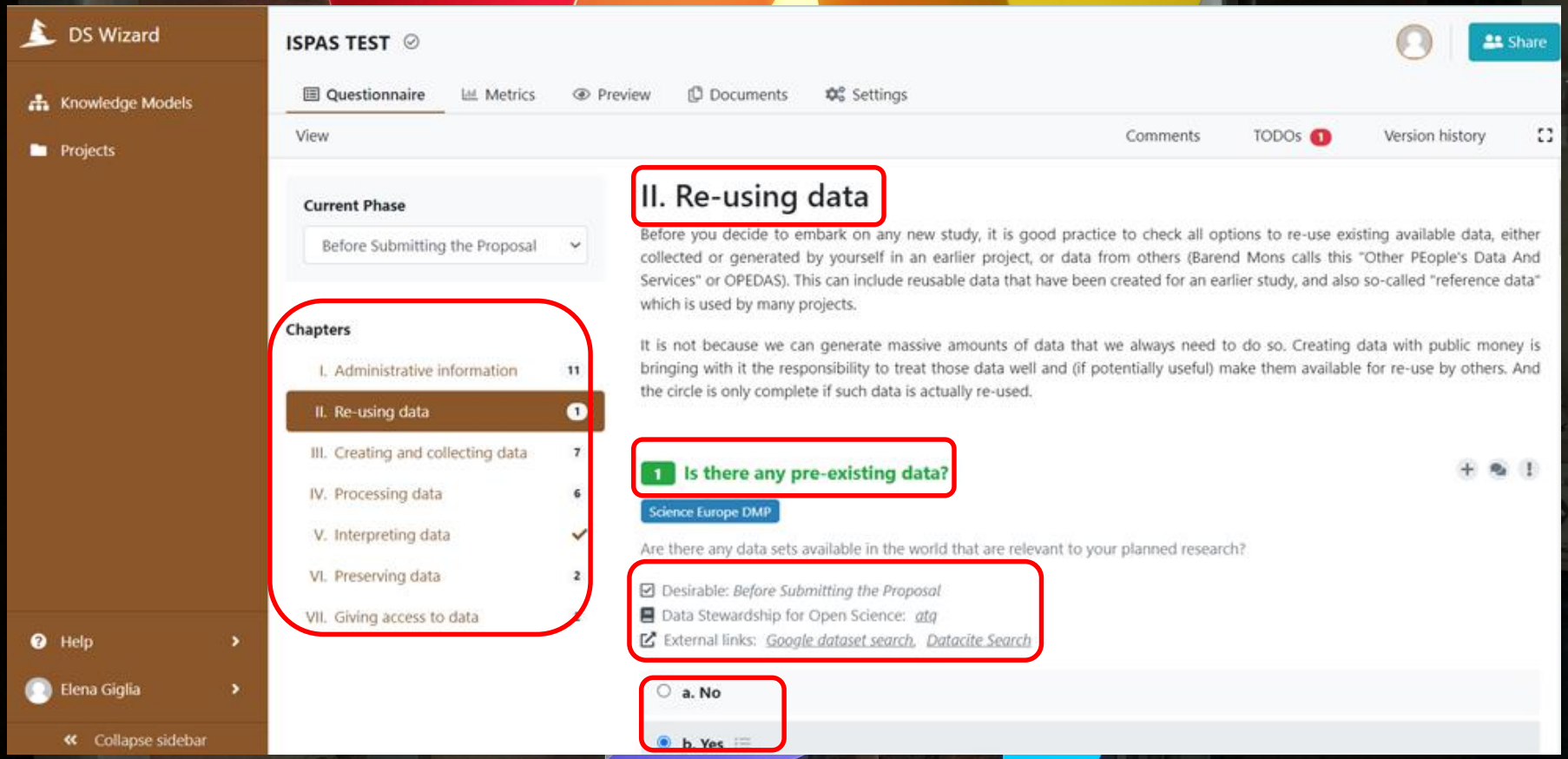

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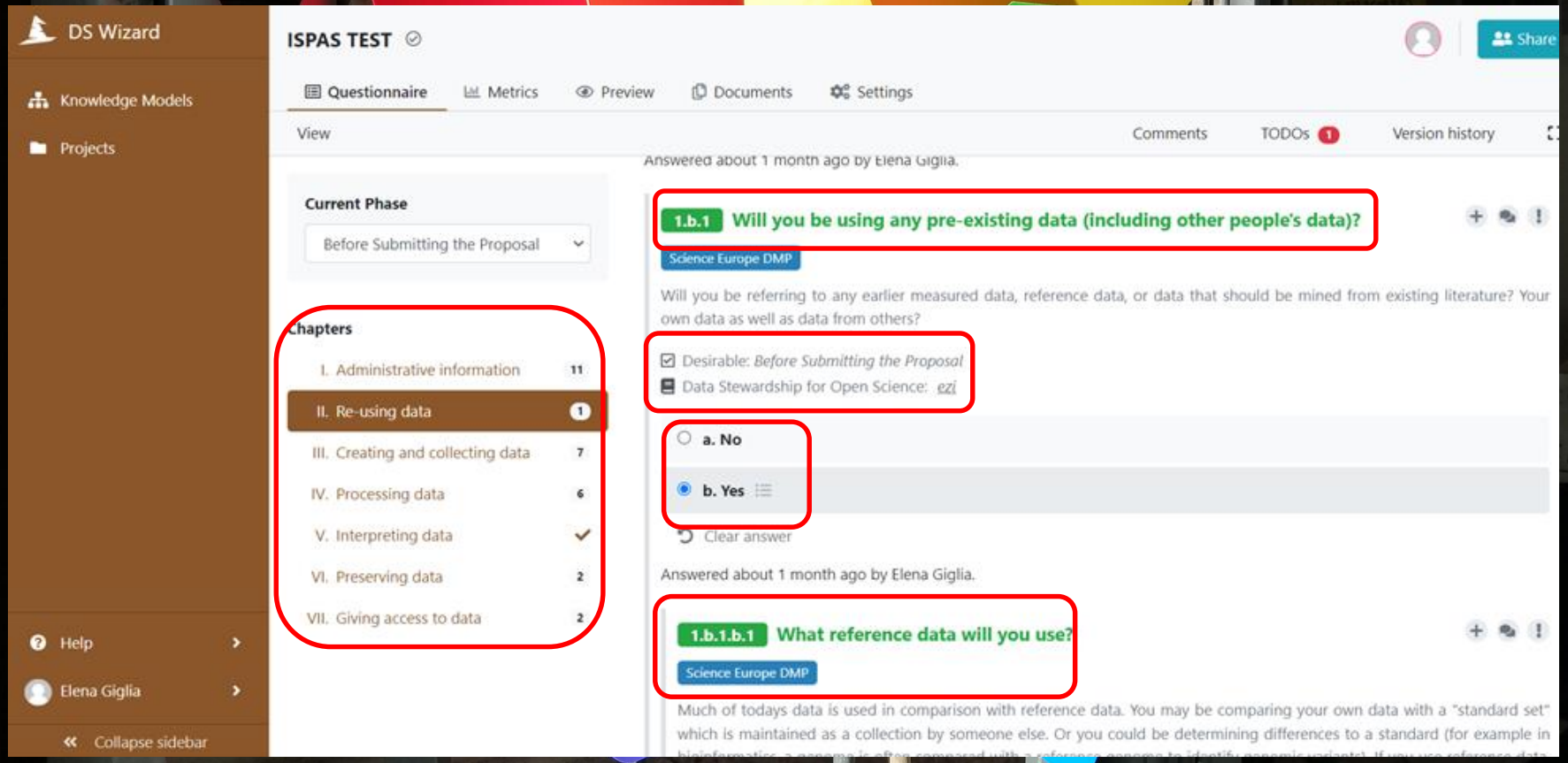

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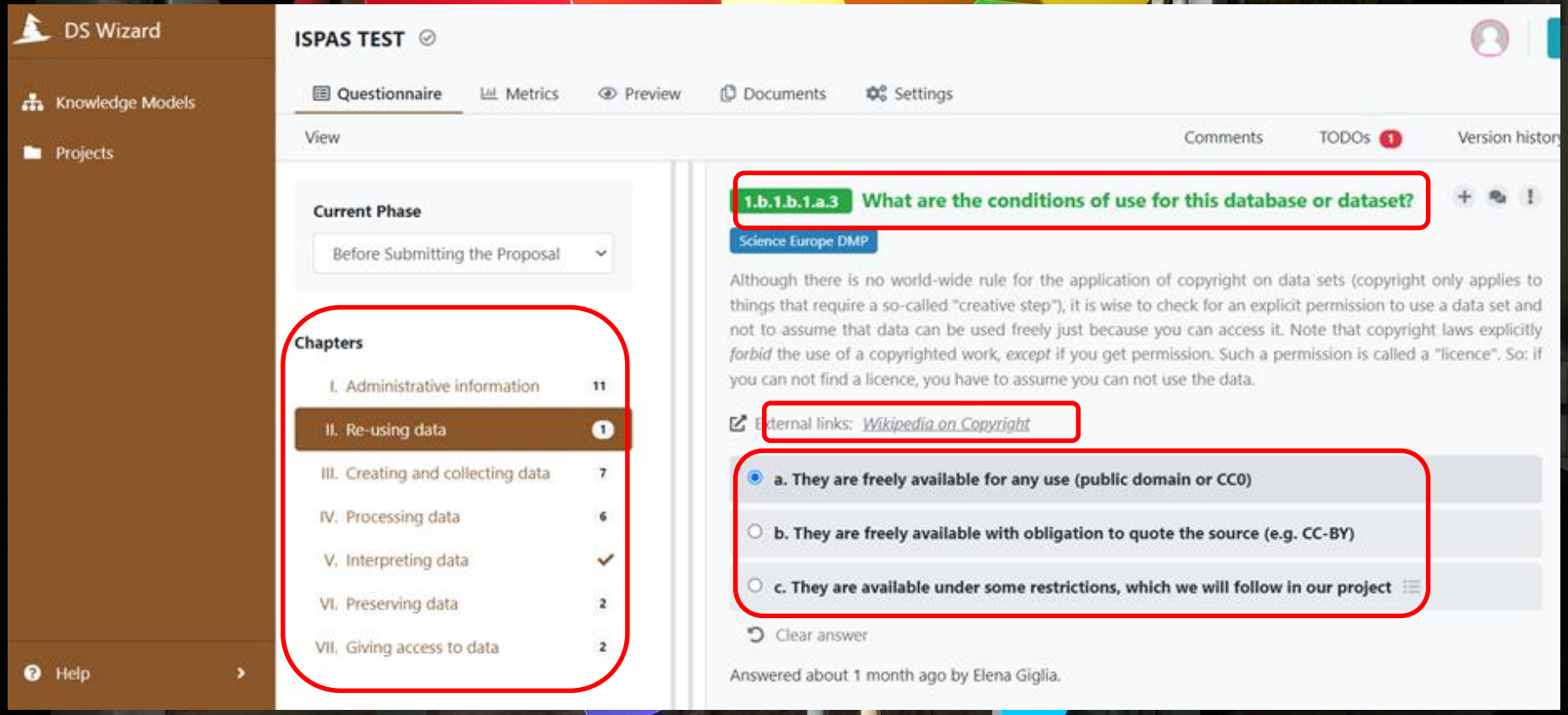

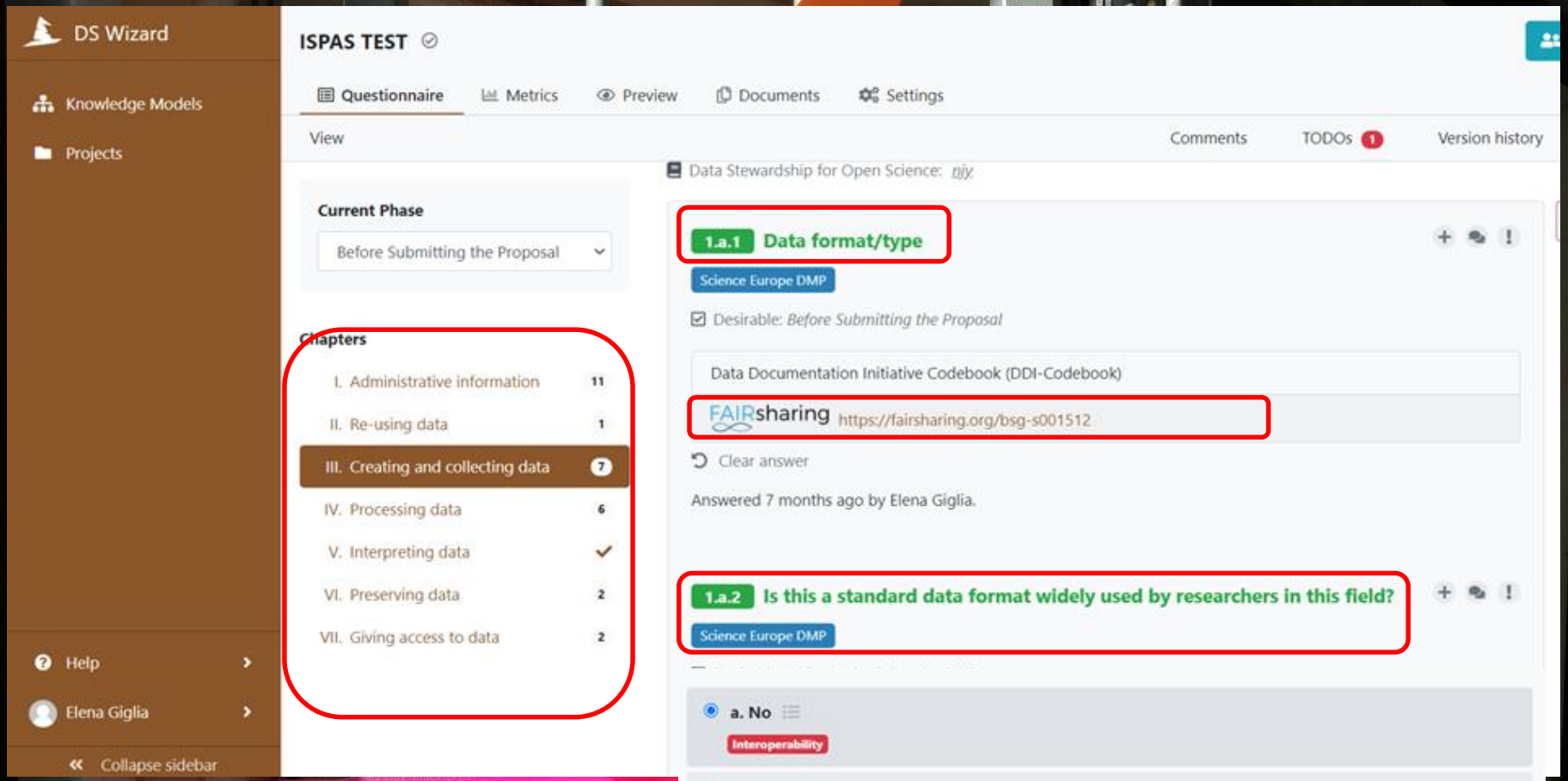
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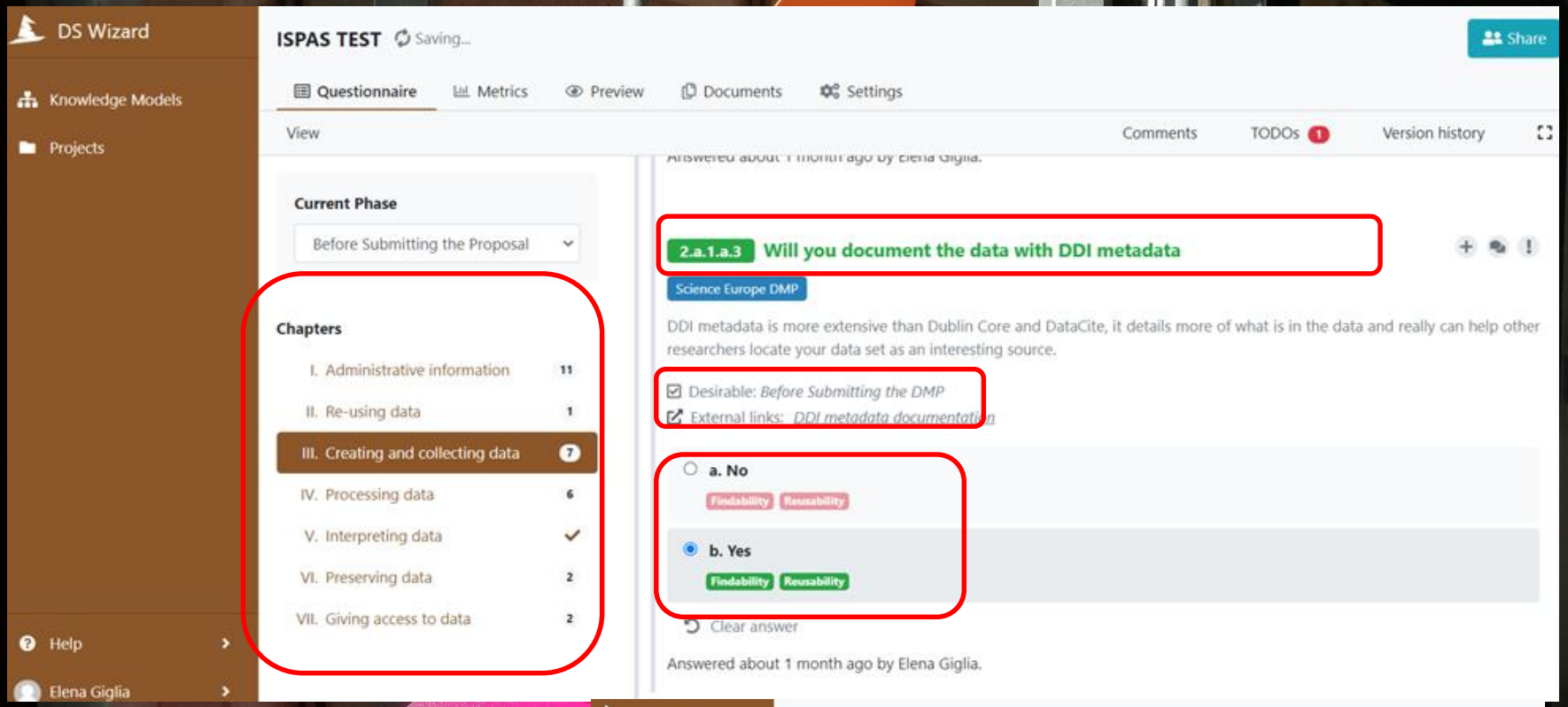
1.a.1 Data format/type
Science Europe DMP
Desirable: Before Submitting the Proposal
Data Documentation Initiative Codebook (DDI-Codebook)
FAIRsharing https://fairsharing.org/bsg-s001512
Clear answer
Answered 7 months ago by Elena Giglia.
1.a.2 Is this a standard data format widely used by researchers in this field?
Science Europe DMP
a. No
Interoperability
b. Yes
Interoperability
Clear answer
Answered in less than 5 seconds by Elena Giglia.
1.a.2.a.1 Why are you using a non-standard format?
Science Europe DMP
a. There is no standardized format for this data type
b. It is optimized for processing speed and/or volume
c. Another reason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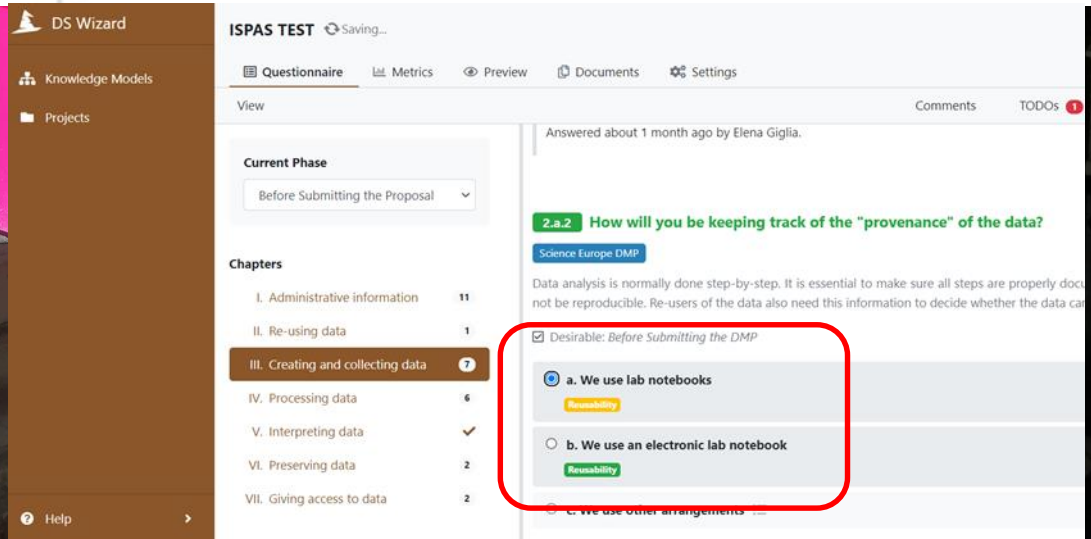
2.a.1.a.3 Will you document the data with DDI metadata
Science Europe DMP
DDI metadata is more extensive than Dublin Core and DataCite, it details more of what is in the data and really can help other researchers locate your data set as an interesting source.
Desirable: Before Submitting the DMP
External links: DDI metadata documentation
a. No
Findability Reusability
b. Yes
Findability Reusability
Clear answer
Answered about 1 month ago by Elena Giglia.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Answered about 1 month ago by Elena Giglia.
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2.a.2 How will you be keeping track of the "provenance" of the data?
Science Europe DMP
Desirable: Before Submitting the DMP
a. We use lab notebooks
Reusability
b. We use an electronic lab notebook
Reusability

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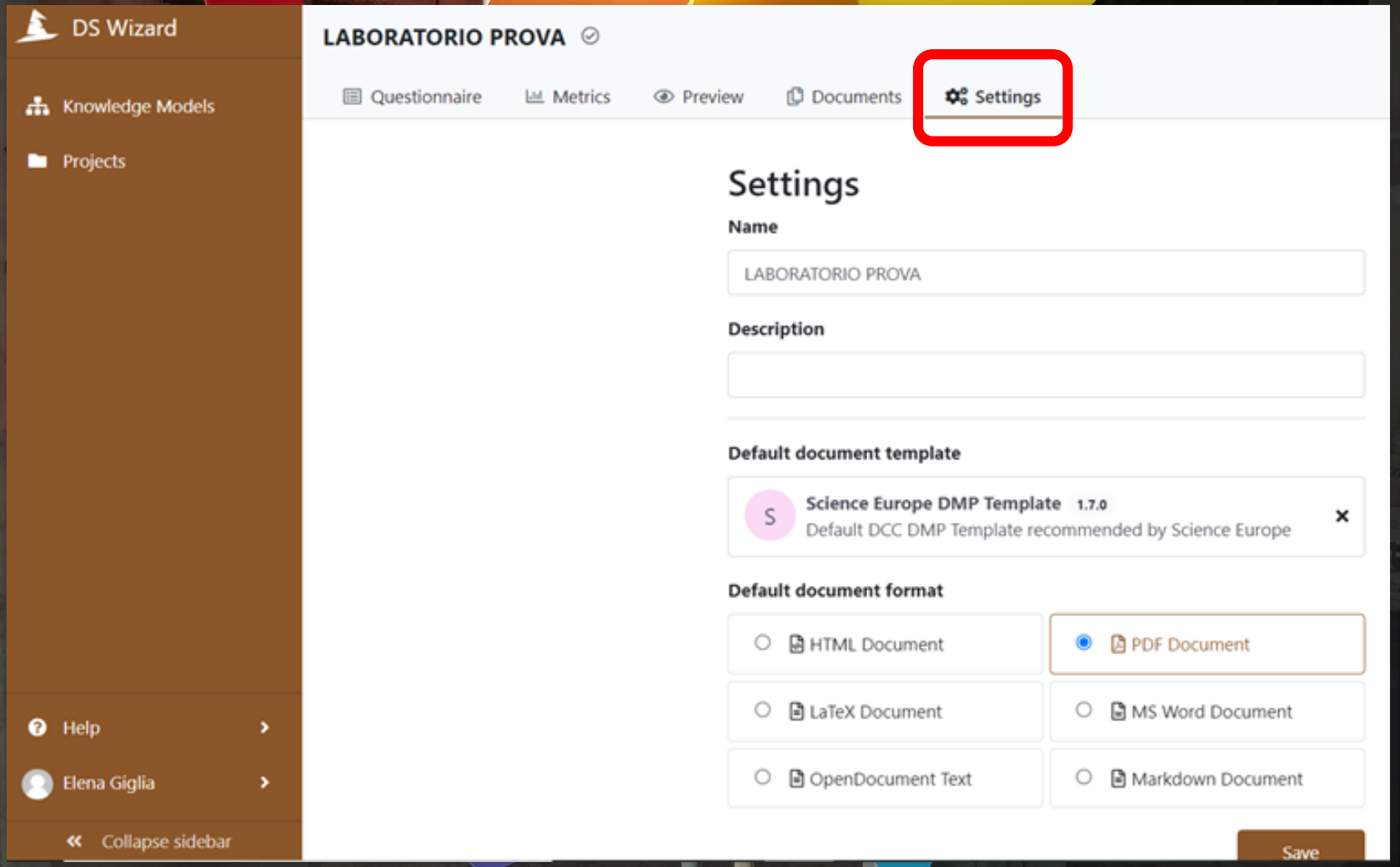

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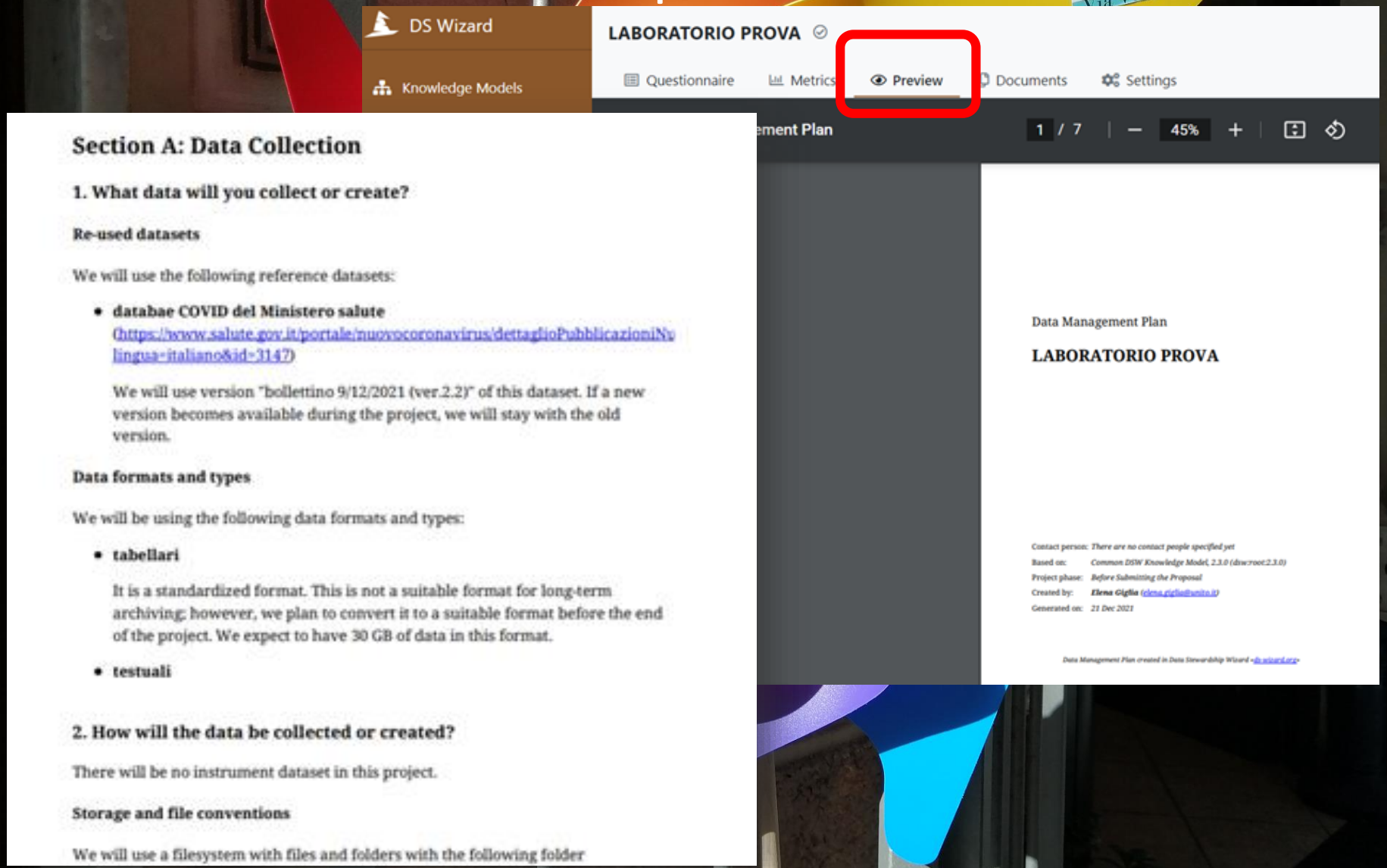

BUON LAVORO!