# *liv*MatS Data Management Plan Template — Kiesel group (Institute of Psychology)

This template for a data management plan (DMP) implements the *livMatS RDM policy for an exemplary project in the institute of psychology*.

* *Italic entries provide suggestions and are to be adopted per-project.*

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|  | General Information |
|  | Administrative information such as name of applicant, project number, funding programme, and version of DMPThis DMP implements the *liv*MatS research data management (RDM) policy [1]. |
| 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? | * Data will be collected online or in the lab with self-programmed software packages (e.g. CAMEL and Valence) as well as with tools for surveys (e.g., UniPark, Sosci Survey, LimeSurvey)
* *State here which* ***programs****/****tools*** *(lab.js, UniPark, Sosci Survey, etc.) you plan to use for data collection*
* *In case of secondary data usage, state where your data will come from (e.g., link)*
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| ..1b | What data (e.g. the kind, formats, and volumes), will be collected or produced? | * Most datasets are saved as a **comma separated values** **(CSV)** document
* If not feasible the file extension and the program with which the data can be opened/analysed is described in the **README** file..
* *State the* ***kind*** *of data you plan to collect (e.g., questionnaire, frequencies, RTs, etc.)*
* *State the* ***volume*** *of the data you plan to collect (i.e., number of participants and number of trials, if applicable)*
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| 2 | Documentation and data quality |
| 2a | What metadata and documentation (e.g. the methodology of data collection and way of organizing data) will accompany the data? | * For each **primary dataset** (see 3a) a meta-file describing all variables in the dataset is required
* For **processing**- and **analysis**-**scripts** a meta-file describing their purposes is required (one meta-file for all scripts is sufficient)
* *If you upload materials of (online) experiments (e.g., scripts, stimuli etc.) it is recommended to create a meta-file describing all materials*
* A meta-file – called **README** file – that describes the whole folder-structure in the project of the open science repository is required. This README file can also be used for additional purposes (see, e.g., 5a)
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| 2b | What data quality control measures will be used? | * Data and their documentation are briefly reviewed by another group member / collaboration partner and approved before publication.
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| 3 | Storage and backup during the research process |
| 3a | How will data and metadata be stored and backed up during the research? | * Collaborators are required to share a project within an open science respository (e.g. osf, PsychData, ZPID, datorium.gesis, etc.) for a manuscript/paper. It is required to store all the necessary files for reproducibility of your results [2, 3]
	+ **primary** **datasets** – i.e., anonymised raw data (see 3b for anonymisation) transformed into a digital format (see [3] for more information on primary data) – for this manuscript/paper,
	+ **scripts** to **process** and/or **analyse** these datasets and
	+ **meta**-data (see 2a).
* Each experiment / data collection has a separate subfolder with all its files (primary data, processing/analysis script/instructions and meta-data).
* Derived data (aka processed data) need **not** be saved since it can be derived from the processing/analysis script(s) and the primary data.
* *State here which repository you plan to use, e.g. osf as an open science repository. More information on osf tools can be found in [https://help.osf.io/](https://help.osf.io/%22%20%5Co%20%22https%3A//help.osf.io/)*
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| 3b | How will data security and protection of sensitive data be taken care of during the research? | * Data is anonymised (i.e., Person-ID from Panel Provider and IP-addresses are removed from the data; Person-related data, like birthday etc., is not collected)
* *If* ***not anonymised****, consider Point 5 in [3] and if in doubt how to handle your data consult your PI and or the ethical review committee of the university hospital*
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| 4 | Legal and ethical requirements, codes of conduct |
| 4a | If personal data are processed, how will compliance with legislation on personal data and security be ensured? | * In case personal data needs to be collected, we adhere to current data security standards.
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| 4b | How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable? | * We commit to open science.
* *Consult your PI and the livMatS IP manager if in doubt*
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| 4c | What ethical issues and codes of conduct are there, and how will they be taken into account? | * We follow the ethical principles of the Declaration of Helsinki and follow the ethical standards of the DGPs and APA (e.g., participants have to fill in an informed consent and data are only stored anonymously)
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| 5 | Data sharing and long-term preservation |
| 5a | How and when will data be shared? Are there possible restrictions to data sharing or embargo reasons? | * All necessary files for reproducibility (see 1a) are stored publicly on an open science repository (and locally)
* Restrictions might be third party data you used in your manuscript/paper (interested researchers should be forwarded to the original owner(s) of these dataset/s; This can be stated in the README file).
* Another restriction is the storage and access of non-anonymised data (see 3b)
* ***Embargo****: if you have good reasons for an embargo (holding back your data), write here and in a README file in the open science repository the* ***reasons*** *and* ***how long exactly*** *the data will be kept in private mode. A reason might be that you already have new research questions you can answer with this data. The embargo time should be reasonable (some months or maximally a year). Write also in the README file that the data is available upon request for a reproduction of your analyses once your results are published. See [3] for more details on handling an embargo.*
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| 5b | How will data for preservation be selected, and where will data be preserved in the long term (e.g. data repository or archive)? | * All necessary files (see 3a) need to be stored in an open science repository and on a local server (e.g., network drive S of working group).
* See 3a for the choice of an open science repository for data storage
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| 5c | What methods or software tools are needed to access and use data? | * If possible all data are stored as CSV
* *If not feasible note the* ***file extension*** *and the* ***program*** *with which the data can be opened/analysed (e.g. SPSS for SAV Files).*
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| 5d | How will the application of a unique and persistent identifier (such as a Digital Object Identifier (DOI)) to each data set be ensured? | * Each dataset published in an open science repository is required to have a DOI. *E.g., an osf project or component thereof (e.g., a dataset) can be given a digital object identifier (DOI) as soon as the project or the component thereof is made publicly available (see [https://help.osf.io/article/220-create-dois](https://help.osf.io/article/220-create-dois%22%20%5Co%20%22https%3A//help.osf.io/article/220-create-dois) or [https://help.osf.io/article/218-sharing-data](https://help.osf.io/article/218-sharing-data%22%20%5Co%20%22https%3A//help.osf.io/article/218-sharing-data)).*
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| 6 | Data management responsibilities and resources |
| 6a | Who (e.g. role, position, and institution) will be responsible for data management (i.e. the data steward)? | * The data creator (researcher) is responsible for data quality, dataset creation, documentation via assigning meaningful meta-data, and dataset deposition on an open science repository and the local network drive S, a Kiesel group-specific share on the institute of psychology file server.
* The lab manager of the Kiesel group and the *liv*MatS data steward support the researcher with advice, for example, regarding documentation.
* The PI is responsible for implementing, reviewing and revising this DMP. The *liv*MatS data steward may help with this task.
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| 6b | What resources (e.g. financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)? | * The *liv*MatS data steward advises researchers on all data management-related topics such as data creation, documentation, storage, curation, publication.
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# References:

1. [https://www.livmats.uni-freiburg.de/rdm](https://www.livmats.uni-freiburg.de/rdm%22%20%5Co%20%22https%3A//www.livmats.uni-freiburg.de/en/members/research-data-management)
2. Henry, T. R. (2021). Data Management for Researchers: 8 Principles of Good Data Management.
3. Schönbrodt, F., Gollwitzer, M., & Abele-Brehm, A. (2017). Data management in psychological science: Specification of the DFG guidelines.