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| **0. Project title, author, version and date** |
| *Project:* |
| *Author:* | *Version:* | *Date:* |
| **1. Defining your research**  |
| **1.1 Type of study** *Up to three lines of text that summarise the type of study (or studies) for which the materials are being collected.** 1. **Assessment of existing materials**

*An explanation of the existing material sources that will be used by the research project, with references. Or an analysis of the gaps identified between the currently available and required materials for the research.* **1.3 Type(s) of digital files your research will generate***Types of research digital materials (e.g. drafts of articles, annotated images, fieldwork notes, videos, nivvo files)* **1.4 Format and scale of the materials***Will these materials include any larger files or unusual formats? (e.g. images of sources)***1.5 Type(s) of non-digital materials, if any, will you need to manage as part of your research***Outline any non-digital materials**to be created.*  |
| **2. Looking after your research** |
| **2.1 Where will you securely store your research, both physical and digital?***Briefly describe how materials will be stored and backed-up (including the any non-digital materials) (*[*https://www.ncl.ac.uk/library/academics-and-researchers/research/rdm/working/*](https://www.ncl.ac.uk/library/academics-and-researchers/research/rdm/working/)*)* **2.2 How will you structure and name your digital folders/files?** *Outline the approach to managing your research materials including non-digital materials (*[*https://www.ncl.ac.uk/library/academics-and-researchers/research/rdm/working/organise/*](https://www.ncl.ac.uk/library/academics-and-researchers/research/rdm/working/organise/)*)*   |
| **3. Archiving your research**  |
| **3.1 Suitability for archiving***What digital or physical material supporting your research conclusions should be archived beyond the end of the project?* **3.2 Material preservation strategy and standards***How long will the items be archived and potentially shared for? Will any items be preserved but not shared? If yes, what is the plan for this long-term archiving?***3.3 Where possible, how will you make material available for future reuse?***For example, through archiving into a research data repository (*[*https://data.ncl.ac.uk/*](https://data.ncl.ac.uk/)*). Will the repository create a persistent identifier (e.g. DOI) to be included in research outputs?* |
| **4. Responsibilities and Resources** |
| **4.1 Who is responsible for making sure this plan is followed?***For example, you and your supervisor.* **4.2 What actions, if any, have you identified from the rest of the plan?** *Are there any resources (e.g. storage/ training) that you will require to fulfil the plan?* |
| **5. Relevant institutional, departmental or study policies on data management and data security** |
| **Policy** | **URL or Reference** |
| Data Management Policy & Procedures | <https://www.ncl.ac.uk/media/wwwnclacuk/research/files/ResearchDataManagementPolicy.pdf>  |
| Information Security | [*https://services.ncl.ac.uk/itservice/policies/InformationSecurityPolicy-v2\_1.pdf*](https://services.ncl.ac.uk/itservice/policies/InformationSecurityPolicy-v2_1.pdf) |