# GENERIC DATA MANAGEMENT plan (based upon the DCC Template)

| **Database field** | **Instructions/ Notes** |
| --- | --- |
| Administrative detail |  |
| DMP unique number | Automatically generated |
| Project Name | Text field (500 characters) |
| Principal Investigator / Researcher | Text field *Instruction*: Surname, Initials |
| ORCID | Number field |
| NRF Registration Number (?) |  |
| Data Collection |  |
| What data will you collect or create? | *Instruction:* Provide format, size, etc  |
| How will the data be collected or created? | *Instruction:* What instrument(s) will be used and the location for data collection |
| Documentation and metadata |  |
| What documentation and metadata will accompany the data? |  |
| Ethics and Legal Compliance |  |
| How will you manage any ethical issues? |  |
| How will you manage copyright and Intellectual Property Rights (IPR) issues? |  |
| Storage and Backup |  |
| How will the data be stored and backed up during the research? |  |
| Where will the data be stored upon completion of the project? |  |
| Selection and preservation |  |
| Which data are of long-term value and should be retained, shared, and/or preserved? |  |
| What is the long-term preservation plan for the dataset? |  |
| Data Sharing |  |
| How will you share the data? |  |
| Are any restrictions on data sharing required? |  |
| Responsibilities and Resources |  |
| What resources will you require to deliver your plan? |  |
| Who will be responsible for data management? |  |