**New England Collaborative Data Management Curriculum**

**A Joint Initiative of the University of Massachusetts Medical School**

**& the National Network of Libraries of Medicine, New England Region**

Simplified Data Management Plan

1. Types of Data
2. What types of data will you be creating or capturing? (experimental measures, observational or qualitative, model simulation, existing)
3. How will you capture, create, and/or process the data? (Identify instruments, software, imaging, etc. used)
4. Contextual Details (Metadata) Needed to Make Data Meaningful to Others
5. What file formats and naming conventions will you be using?
6. Storage, Backup and Security
7. Where and on what media will you store the data?
8. What is your backup plan for the data?
9. How will you manage data security?
10. Provisions for Protection/Privacy
11. How are you addressing any ethical or privacy issues? (IRB, anonymization of data)?
12. Who will own the copyright or intellectual property rights to the data?
13. Policies for re-use
14. What restrictions need to be placed on re-use of your data?
15. Policies for access and sharing
16. What is the process for gaining access to your data?
17. Plan for archiving and preservation of access

 a. What is your long-term plan for preservation and maintenance of the data?


This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 United States License](http://creativecommons.org/licenses/by-nc-sa/3.0/us/).

You are free to re-use part or all of this work elsewhere, with or without modification. In order to comply with the attribution requirements of the Creative Commons license (CC-BY), we request that you cite:

* **Editor**: Lamar Soutter Library, University of Massachusetts Medical School
* **the title of the work**: New England Collaborative Data Management Curriculum
* **the URL where the original work can be found**: <http://library.umassmed.edu/necdmc>

Revised June 12, 2015