

Flinders University

**Research Data  
Management  
Planning Tool  
User guide**

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## Introduction

This guide is designed to assist you in constructing a Research Data Management Plan (DMP), using the Flinders University Data Management Planning Tool in ServiceOne. Your DMP is a document that describes the data you expect to collect or create during the course of your research project. It will help your research project team (either an individual researcher or team of researchers) to manage, store, and use your data, as well as planning for data sharing and ultimately retention and destruction of data at the conclusion of your research project.

For some areas in the DMP, you may have already documented in a research or grant proposal or ethics application, but a data management plan brings these elements together formally to assist you to organise and work with your data.

The DMP is designed to be thought provoking and it may not be possible to answer every question in the first instance. To help with this, there is only a minimal number of mandatory questions allowing you to save your plan without completing every question.


Your DMP can be edited as many times as you want and should be seen as a *living* document that you can change and adapt as your research project progresses. All Flinders staff and HDR students are able to access the DMP tool.

Best practice is to complete a Data Management Plan as early as possible in the life of your research project, but no time is too late. A DMP can be completed by an individual researcher or be authored collectively in the case of a collaborative research project. Each Flinders author named on the DMP will be able to login, view and edit the DMP.

Your DMP can be exported at any time in either PDF or Word formats. Exporting as a Word document allows you to customise or rearrange your DMP if required for external use (such as submitting to a funding body). The DMP does not need to be submitted or 'signed off' within the University.

## Getting help

Technical assistance on using the DMP tool is available from the [Data Management Plans \(DMP\)](#) section of the [ServiceOne: Orientation, Induction and Training](#) FLO topic.

 Different sections of the DMP tool are supported by different areas in the University. In each section look for this symbol to find who is best placed to assist you and a link to contact them via ServiceOne.

## Index of terms

* (asterisk)	Indicates a mandatory question
DMP	Research Data Management Plan
DMP tool	Research Data Management Planning tool
Inactive	A DMP that is no longer supporting an active research project
ROADS	<a href="#">Repository of Open Access DataSets</a> (Flinders University's open data repository)

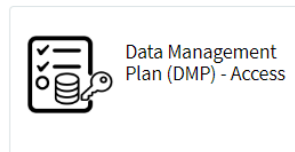
## Access

### First time access

Note: If you have been named on another Flinders DMP, your system access will have been provisioned already; skip ahead to Accessing the DMP tool.

All Flinders staff members and HDR students are able to have access to the DMP tool.

If you have not previously accessed the Data Management Planning tool (DMP tool), your access will need to be provisioned. From the ServiceOne catalogue, select [Data Management Plan \(DMP\) – Access](#), and click the Submit button (no further input is required).



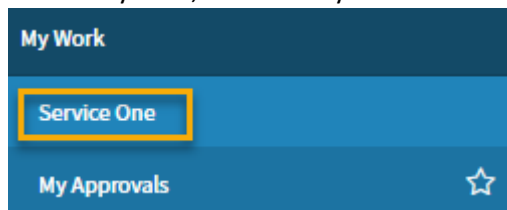
Your access will be provisioned automatically on submission. **Log out and back into ServiceOne. You will only need to do this once.**

**i** Additional help & guidance in this section is available on the [ServiceOne Orientation FLO site](#)

### Accessing the DMP tool

Once your access in Service One has been provisioned (either through the [DMP Access request](#) or by being named on another DMP), you will be able to start using the DMP tool. Login to [ServiceOne](#) (via your Okta dashboard). You will be presented with the platform view of Service One.

To return to the customer portal at any time, click on 'My Work' and the 'Service One' menu.

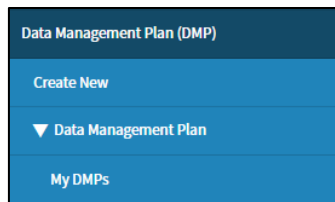



To return to the DMP, click on 'Switch to Platform.'



From the platform view, you can locate the Data Management Plan (DMP) menu on the left, which allows you to:

- Create a new DMP
- View existing DMPs you have been named on (My DMPs)



 Additional help & guidance in this section is available on the [ServiceOne Orientation FLO site](#)

## Using the DMP tool

### Starting a new DMP

To start a new DMP, login to [Service One](#) and locate the Data Management Plan menu on the left side and select 'Create new'. Work through each section as outlined on the following pages of the guide. You can save after the mandatory fields have been completed.

### Overview


Preview of the Overview section in the DMP tool:

The screenshot shows the 'Overview' section of the DMP tool. It contains several input fields and dropdown menus:

- Project name:** A text input field with a red asterisk indicating it is mandatory.
- Project summary:** A larger text input field.
- College / Portfolio:** A dropdown menu with "-- None --" selected.
- Lead Institution:** A dropdown menu with "-- None --" selected.
- Primary owner:** A text input field with a search icon.
- External contributors:** A text input field.
- Flinders contributors:** A section with a padlock icon and a plus icon.
- Project start date:** A date input field with a calendar icon.
- Project end date:** A date input field with a calendar icon.

Guidance for each field in the Overview section:

*Project name	Name of your project. If your project is grant funded (or this DMP is supporting a grant application), please <b>use the same project name as your Award in ResearchNow</b> .
Project summary	Add a description of your project.
*College/Portfolio	Select the College or Portfolio of the primary owner of the DMP.
*Lead institution	Enter the institution that is leading the research project (does not need to be the institution where the data is stored). Can select from Flinders or Other. If selecting other, you will be prompted to enter the Lead institution.
*Primary owner	Look up and enter the primary owner of the DMP ( <b>not the owner of the research data</b> ). All DMPs must have a Flinders nominated person (staff or HDR student) to own the DMP. The primary owner is the person responsible for the DMP, and can be the person initiating the DMP, or another researcher from your project. The primary owner can be changed at any time.
Flinders contributors	Other Flinders contributors can be added to the DMP. Click on the padlock to expand the section, then start typing a Flinders researcher's name into the 'select target record' field. Select the correct name from the list. Naming a Flinders staff member as a contributor will allow them to both read and edit the DMP. They will receive an email to advising them they have been added to the DMP.
External contributors	Name any non-Flinders people who will be collaborating on your research project. They will not be able to access or edit the DMP.
Project start date	Insert the date the project is anticipated to start.
Project end date	Insert the anticipated end date of the project (which can be changed later).

 For further help & guidance with this section, submit a [Library Research Query](#) via Service One

## Data Collection


Preview of the Data Collection section in the DMP tool:

Guidance for each field in the Data Collection section:

Type of data	Click on padlock icon to open list of available options. Multiple selections are possible. If Other is chosen, please specify what type.
* Who owns the data collected?	This refers to the owner of the intellectual property in the data. Select from University, Student, Sponsor or Other. If selecting Sponsor or Other, you will be prompted to specify the owner of the data. General guidance: For employed researchers, the University will own the research data; HDR students will own any research data associated with their project/s (unless assigned to the University or another party). For commissioned research, ownership of research data should be addressed in your contract. Further guidance can be found in the <a href="#">Intellectual Property Policy</a> .
Are you using existing data?	Can select Yes or No. If yes, please describe the data and list what licence/conditions are applicable to this data. If using data that you have not created/collected, it is important to first establish how that data is permitted to be reused. For example, can you publish the data? Unless data has clear reuse permitted (for example, under a <a href="#">Creative Commons licence</a> ), you should consult with the data owner as soon as practicable. This will provide certainty of what can be done with the data to prevent any inadvertent misappropriation. Any conditions allowing or restricting your use should be noted here, or note where to find these (for example, in a legal agreement).



What methodologies will you use to create/collect your data?	Describe the proposed method of collecting data. If you have a project proposal, you may be able to reuse elements here.
How will you structure and name your folders and files?	Consider how you will organise your data, with regard to naming conventions and folder structure. This has importance both while you are collecting and using your data as well as sharing (will others know how files related to each other?) and archiving (will you know where files are and what they represent?). A Bulk rename utility is available via the University Software centre and can assist with quickly renaming files using a consistent naming convention.
How will you version your data?	Consider if your research project will generate data that will be repeated and how this will be versioned. Alternatively, if you will be transforming your data will you need to keep a 'master version' as well as keeping track of subsequent generations and recording what transformations have been undertaken? Will you have results that need to point to a specific generation of data and need to be kept for verification and validation?
What quality assurance processes will you adopt?	Issues to consider here include the consistency and quality of data collection. Do you need to keep calibration files or documenting settings from instruments to validate your data? Will your research processes provide for repeat samples or measurements, or peer-review of data? Does your research discipline make use of <a href="#">controlled vocabularies</a> or <a href="#">International or Australian standards</a> you need to adhere to? If you are transcribing data, how will you validate the correct entry and transcription?
Is additional specialist expertise (or training for existing staff) required?	Consider both the volume and complexity of the research data you will be generating and working with. Will your project need to provide for additional support or training to assist members of the project group make the most of the data you generate?

 For further help & guidance with this section, submit a [Library Research Query](#) via Service One

## Privacy

Preview of the Privacy section in the DMP tool:

Data Collection *	Privacy	Storage *	Sharing *	Retention	Disposal	History / Audit trail
Does your data need to protect the identity of participants?	<input type="text" value="-- None --"/>					▼
Will data sharing be included in your ethics application?	<input type="text" value="Yes"/>					▼
Please specify data sharing in ethics application	<input type="text"/>					
Will you gain consent for data preservation and sharing?	<input type="text" value="-- None --"/>					▼
Does your data contain any sensitive information?	<input type="text" value="-- None --"/>					▼
Is the data confidential?	<input type="text" value="-- None --"/>					▼
<input type="button" value="Save"/>						

Guidance for each field in the Privacy section:

Does your data need to protect the identity of participants?	Can select Yes or No. If selecting yes, please add further details. Consider what personal data you actually need to collect, and what measures you can take to protect the identity of participants. Can you effectively use your data in a deidentified way?
Will data sharing be included in your ethics application?	Can select Yes or No. If selecting yes, please add further details. At the beginning of your project consider what data you want (or will be required) to share. How can you address open data and data sharing considerations in an ethical way?
Will you gain consent for data preservation and sharing?	Can select Yes or No. If selecting yes, please add further details. If working with human research participants, specifically addressing data preservation and sharing in consent will make the process much easier.
Does your data contain any sensitive information?	Can select Yes or No. If selecting yes, please add further details. Apart from human participants, are there other sensitive data issues that need consideration? Issues to consider here include defence export controls, contractual agreements, cultural sensitivities, or other data issues.
Is the data confidential?	Can select Yes or No. If selecting yes, please add further details. Consider the Confidentiality Ratings on the <a href="#">Information Classification page</a> to assess what classification your data will take and how this will impact on your research project and the handling of your data.

 For further help & guidance with this section, submit an [Ethics Query](#) via ServiceOne

## Storage


Preview of the Storage section in the DMP tool:

Data Collection *	Privacy	Storage *	Sharing *	Retention	Disposal	History / Audit trail
* Which Flinders University storage solution will you be using?		-- None --				
Format of data, and approximate size and number of files		<input type="text"/>				
Will you need to include charges for additional storage services?		-- None --				
How will your data be backed up?		<input type="text"/>				
What are the risks to data security?		<input type="text"/>				
How will you control access to keep the data secure?		<input type="text"/>				
If creating/collecting data in the field, how will you ensure its safe transfer?		<input type="text"/>				
Do you require additional software or equipment?		-- None --				
<input type="button" value="Save"/>						

Guidance for each field in the Storage section:

Which Flinders University storage solution will you be using?	<p>Select from: Flinders R Drive, Flinders OneDrive, or Other.</p> <p>If selecting Other please complete details of the storage solution you will use.</p> <p>Consult the <a href="#">Research data storage services</a> page to compare University approved storage platforms and their features.</p> <p>It is strongly recommended that you consult with IDS Research Support team if using a solution other than R Drive who can advise on risk mitigation for non-standard solutions.</p>
Format of data and approximate size and number of files	<p>Consider the format, size and number of files. This will inform your storage and data requirements. Will you require a large storage quota, will you have a lot of files where your file naming conventions and structure will be important to enable you to appropriately find and use your data?</p> <p>When requesting R Drive storage space (see ServiceOne <a href="#">Create or modify data storage</a>), please be conservative with your storage request. An initial storage quota can be increased on request.</p> <p>Be mindful of any file format standards that your discipline uses.</p>
Will you need to include charges for additional storage services?	<p>If your project is anticipated to have a very large volume of data, can this be accommodated within existing University storage platforms?</p> <p>Consult the <a href="#">Research data storage services</a> page to compare storage platforms and their features, including storage capacity limits.</p>
How will your data be backed up?	<p>If you are using the Flinders R Drive, backup will be per the IDS schedule. OneDrive utilises version control to allow file restoration. If specific If you are using other storage options, indicate how you will back up your data.</p>
What are the risks to data security?	<p>Note any specific security considerations to your data which may include confidential information, trade secrets, commercial in confidence data, or defence related data. Note what precautions you will take to protect your research data.</p>

How will you control access to keep the data secure?	Consider who is gaining access to your research data and how this will be arranged. Do you need to arrange sponsored FANs for outside collaborators? Do you need to share information with internal people, but for only a limited amount of time, or do some project participants only need read access not read and write?
If creating or collecting data in the field, how will you ensure its safe transfer?	<p>This refers to safe transfer or transportation of research data.</p> <p>Aspects to consider include:</p> <ul style="list-style-type: none"> <li>• If you are physically out of the office/lab and transporting physical specimens, or have data obtained remotely that needs transporting back to the campus.</li> <li>• If you are operating away from the Flinders (or other secure network), for example, in a country that does not allow connection to the Flinders network or in a remote area away from traditional network connectivity points.</li> <li>• Encryption requirements. If you need assistance in how to encrypt data for transfer please contact IDS <a href="#">Research Support</a> for guidance.</li> </ul>
Do you require any additional software of equipment?	What software or equipment will you need access to that is in addition to what is provisioned? Consider how your project will incorporate any additional costs.

 For further help & guidance with this section, request to [Create or modify data storage](#) via ServiceOne


## Sharing

Preview of the Sharing section in the DMP tool:

Guidance for each field in the Sharing section:

Will you be making your data available to others?	Select from: Yes, openly available; Yes, on request; No; or Other. If No or Other, please indicate why you have made this selection. While sharing of research data is strongly encouraged, there are some cases where sharing research data is not appropriate for contractual reasons, cultural sensitivities, national security, commercialisation potential, and to protect the data and identity of participants.
Are there any restrictions on data sharing required?	Where research data cannot be freely shared, it may be possible to share data on a more restricted basis, for example, consider a statement such as <i>data may be shared with other bona fide researchers on application to the chief investigator</i> . If any specific agreement or conditions (such as a confidentiality agreement) will be imposed, please indicate what these are. Consider any contractual or ethics conditions that may impact here.
What actions will you take to overcome data sharing restrictions?	If research data cannot be shared in its current form, can appropriate changes be made to the data (for example redacting or deidentifying) to enable sharing? Careful consideration should be made to ensure the data can still be interpreted and be useful after transformation. Consider any contractual or ethics conditions that may impact here.
Does your chosen format enable sharing and long-term access to the data?	Consider the file formats that are being used. Avoid propriety file formats where possible (e.g. csv over xls; txt over doc). Preference should also be made for machine readable formats (e.g. xml and json). Where specialist file formats are used, be careful to note the software or hardware which may be needed to read them.
How will the data be licensed for reuse?	Researchers are encouraged to consider making their data reusable to others by applying a Creative Commons licence, which provides upfront permission for others to reuse the data. You can view a description of each of these <a href="#">open licences</a> in order to make an appropriate selection. For

	research data, a Creative Commons Attribution (CC-BY) licence provides the greatest flexibility for other researchers in widely using and building upon the data. In all instances, other parties using the data will be required to cite the original creators.
When will your data be made available?	Select from: On collection, At time of publication, At project close, Other. If selecting Other, please note when data sharing is expected to occur. Consider the timing of various parts of your research project. Many publishers expect research data to be made available by time of publication. Also consider any media promotion, commercialisation or patent applications that may affect timing.
What are the foreseeable research uses for the data?	Are there known future uses of this research data?
What quantity of data (approximately) will you be making available?	Select from: 0-25Gb, or 25Gb+ 25Gb is the storage quota in <a href="#">ROADS</a> for Open Datasets. If your data is slightly over this quota, please <a href="#">contact the Library</a> and request additional quota. If the data you are intending to make available via <a href="#">ROADS</a> is significantly greater than this, you will need to seek an alternative repository. Additional repositories can be located via <a href="#">Re3data</a> (Registry of Research Data Repositories). For extremely large datasets, <a href="#">Figshare plus</a> is available (charges apply).
Will you use Repository of Open Access DataSets (ROADS) to make data available?	<a href="#">ROADS</a> , the Flinders University platform for making final data open access, is available to all academic staff and HDR students. There is no cost to the researcher for this and all users have 25Gb quota. However, where a discipline specific repository exists, it may be preferable to use this as it will be a known place for data sharing in your area of research. Additional repositories can be located via <a href="#">Re3data</a> (Registry of Research Data Repositories).
How will potential users find out about your data?	Essential elements to consider are discoverability and provision of a persistent identifier. If you are using <a href="#">ROADS</a> , your data will be allocated a DOI, and be indexed in <a href="#">Research Data Australia</a> and <a href="#">Google Dataset search</a> . It is important to cite your open research data in your publications so other researchers can directly link to your data and your publication.

 For further help & guidance with this section, submit a [Library Research Query](#) via Service One


## Retention

Preview of the Retention section in the DMP tool:

Data Collection*	Privacy	Storage*	Sharing*	Retention	Disposal	History / Audit trail
What data will be retained?						
What conditions apply to retaining this data?						
What is the minimum period of time your data must be retained for?						
-- None --						
<b>Save</b>						

Guidance for each field in the Retention section:

What data will be retained?	Consider what data you will be retaining after the conclusion of this research project. The next tab will look at data disposal. Not all research data needs to be or should be retained. Factors to consider here are how central the data is to substantiate your research findings or conclusions; if your data is required to be retained (for example, contractual obligations) and the usefulness of the data to future research (either your own research or other researchers). If in doubt, retain the data.
What conditions apply to retaining this data?	Mention any specific conditions that should apply to data that is to be retained.
What is the minimum period of time your data must be retained for?	The minimum retention period for your data is determined by the State Records Act, you can look up the applicable period for your type of data in Appendix 1 of the University's Management of <a href="#">Research Data and Primary Materials Policy</a> . You will need to determine the if the minimum mandatory period is either: 5; 7; 10; 15; 30 years, permanent or Other. If selecting Other, please specify the time period for data retention and justify why. This time period will apply from the end of project date set in the overview. Remember your DMP is a living document, and you can update this field or the project end date at any time.

 For further help & guidance with this section, submit a [Library Research Query](#) via Service One


## Disposal

Preview of the Disposal section in the DMP tool:

Data Collection*	Privacy	Storage*	Sharing*	Retention	Disposal	History / Audit trail
What data will be destroyed?						
Are there any specific grant conditions to destroy or retain data?						
At what stage will the data be destroyed?						
<input type="button" value="Save"/>						

Guidance for each field in the Disposal section:

What data will be destroyed?	Consider what data you do not need to retain at the conclusion of this research project. The factors to consider are the same as the retention tab, but with an aim to specifically identify data that will not be retained. If in doubt, retain the data.
Are there any specific grant conditions to destroy or retain data?	Are there any obligations to destroy data (including transferring it somewhere else), such as commercial in confidence data?
At what stage will the data be destroyed?	Identify when (either a date or relative to your project (eg. a project end)) you will be destroying the data identified above. You may want to indicate how your data will be destroyed to satisfy any obligations.


 For further help & guidance with this section, submit a [Library Research Query](#) via Service One



## History / Audit Trail

This section notes all changes to your DMP and who made them. While it is not possible to restore to an earlier version, you can quantify all changes made.

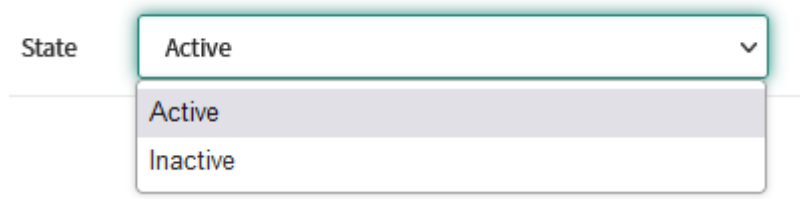
Comments and notes can be added and will be recorded in the audit trail.

 For further help with history and audit trail, submit a [Library Research Query](#) via Service One


## Managing your DMP

### Inactivating / Changing status

While a research project is active there should be an active DMP relating to that project. Once a research project is completed the DMP can be set to Inactive. Where a DMP is no longer required (as it has been replaced by a new DMP, or the project was never initiated), the status may be set to Inactive. An Inactive DMP may be reactivated at any time.



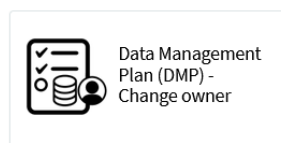
A screenshot of a web form showing a dropdown menu for the 'State' field. The current selection is 'Active'. The dropdown menu is open, showing two options: 'Active' and 'Inactive'.


 For further help with changing status, submit a [Library Research Query](#) via Service One

### Changing DMP primary owner

The primary owner of a DMP may be changed at any time, by the current owner or any person named as a 'Flinders Contributor'.

Where a DMP has become 'orphaned' due to all Flinders staff members having left the University, a [DMP – change owner](#) request can be made via ServiceOne to nominate a new owner.



 For further help with changing owner, submit a [Library Research Query](#) via Service One

### Duplicating a DMP

Where a DMP needs to be copied, for example a subsequent project, or submitting to a different funding source with different requirements, duplicating an existing DMP may offer time savings compared to re-entering data. The duplicated DMP can then be edited to suit the new project as appropriate.


See section 4 of the Create, save or duplicate a DMP [quick reference guide](#). A short [video](#) is also available.

 For further help with duplicating a DMP, submit a [Service One Support request](#)

### Linking DMPs together

DMPs can be related together, for example if they relate to the same dataset or same funding.

See section 5 of the Create, save or duplicate a DMP [quick reference guide](#). A short [video](#) is also available.

 For further help with linking DMPs, submit a [Library Research Query](#) via Service One

### Exporting your DMP

A [quick reference guide](#) and [video](#) on Exporting a DMP to Word or PDF is available via ServiceOne FLO topic.

 For further help with exporting a DMP, submit a [Service One Support request](#)

### Deleting a DMP

Once a DMP has been saved, it cannot be deleted but it can instead be inactivated. See [Inactivating / Changing status](#) for more information.