

## Data Management Plan (DMP)

There is a set of guidance notes for help in completing this DMP. See companion document

### Applicable Sections Within the DMP

Mark with a Yes/No which sections of the DMP are currently applicable/not applicable to your project. This will highlight where decisions and actions are required. Then complete the applicable sections. Note: some sections are applicable to any project and these have already been marked with Yes.

DMP Section		Applicable
1.	Introduction and Context	
1.1	Project Information	Yes
1.2	DMP Information	
1.2.1	Requirements for a DMP ( <i>imposed by an internal / external body</i> )	No
1.2.2	Allocation of Research Data Management Roles and Responsibilities	Yes
1.2.3	DMP Version Tracking	Yes
2.	Ethical and Legal Issues	
2.1	Ethical and Legal Risk Factors	Yes
2.2	Ethical Issues Related to Research Involving Human Participants	Yes
2.3	Data Protection Act ( <i>personal details of individuals</i> )	Yes
2.4	Freedom of Information Act ( <i>access to information produced by public sector organisations</i> )	Yes
2.5	Other Legal Issues	No
2.6	Intellectual Property Rights	Yes
2.7	Other agreements	No
3.	Data Reuse and Sharing	
3.1	Data Reuse ( <i>use by researchers in the project team for a different project</i> )	No
3.2	Data Sharing ( <i>use by other people not involved in the project</i> )	No
4.	Data Collection and Analysis	
4.1	Using Existing Data	No
4.2	Creating and Capturing New Data	Yes
4.3	Data Analysis	Yes

/cont. on next page

4.4	Contextual information <i>(overview of the research context, design, methods, results)</i>	Yes
4.5	Metadata	Yes
5.	Short-Term Data Storage <i>(for the duration of the project)</i>	
5.1	Data Storage	Yes
5.2	Data Security	Yes
5.3	Data Retention and Destruction	Yes
5.4	Data Preservation	Yes
6.	Dissemination <i>(of outputs and publications: data is covered in Section 3)</i>	Yes
7.	Long-Term Data Storage <i>(after project completion)</i>	
7.1	Data Retention and Destruction	Yes
7.2	Data Storage	Yes
8.	Resources for RDM <i>(additional resources required for implementing RDM activities)</i>	Yes

**Unless specified otherwise, mark relevant boxes with an X or ✓**

## 1. Introduction and Context

### 1.1 Project Information

Is this section applicable to your project?	<b>Yes:</b>	<input checked="" type="checkbox"/>
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Type of project	<b>Staff:</b> <input checked="" type="checkbox"/>	<b>PhD student:</b>	<b>MSc student:</b>
Name of researcher(s) <i>note who is the Principal Investigator (PI,) if applicable</i>	Prof Julie McLeod (PI) Sue Childs Elizabeth Lomas		
Title of project	DATUM in Action: Supporting Researchers to Plan and Manage their Research Data		
Name of organisation(s) funding project	JISC		
Partner organisations			
Official duration of project	<b>From:</b> Oct 2011	<b>To:</b> Mar 2012	<b>Period (months/years):</b> 6 months
Actual start date of project activities	01/10/2011		
Brief outline of project's aims and objectives	To support research staff on an EU project to plan and implement research data management (RDM).		
Location of project documents that provide the above type of information	Shared drive (SEIS) \\shared\\research\$\\IMI Research Group\\DATUM in Action\\Bid		

### 1.2 Data Management Plan (DMP) Information

#### 1.2.1 Requirements for DMP

*Note: Requirements imposed by an internal / external body*

Is this section applicable to your project?	<b>Yes:</b>	<input type="checkbox"/>	<b>No:</b>	<input checked="" type="checkbox"/>
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Are there funding body requirements to produce a DMP? <i>If yes, give location of requirement documents/information</i>	<b>Yes:</b>	<input type="checkbox"/>	<b>No:</b>	<input checked="" type="checkbox"/>
Are there University requirements to produce a DMP? <i>If yes, give location of requirement documents/information</i>	<b>Yes:</b>	<input type="checkbox"/>	<b>No:</b>	<input checked="" type="checkbox"/>

Are there requirements from any other body to produce a DMP?	<b>Yes:</b>		<b>No:</b>	X
If yes, specify name of organisation(s) and location of requirement documents/information				
<b>Name of organisation:</b>		<b>Location of requirement documents/information:</b>		

### 1.2.2 Allocation of Research Data Management (RDM) Roles and Responsibilities

*Note: The PI (or sole researcher where applicable) is ultimately accountable for the RDM of the project. However, they can delegate RDM roles (and the responsibility for undertaking those roles/tasks) to other project team members.*

Is this section applicable to your project?	<b>Yes:</b>	X
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RDM Role and Responsibility (delete / add roles and responsibilities as required)	Project Team Member
Completing the DMP	Julie McLeod
Setting up the shared drive folder structure	Sue Childs
Agreeing RDM procedures/practices	Julie McLeod, Sue Childs

### 1.2.3 DMP Version Tracking

Is this section applicable to your project?	<b>Yes:</b>	X
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Version number	Purpose / Change	Author(s)	Date
v1.0	Draft for team discussion when starting project	Julie McLeod	01/03/2012
v2.0	Plan at project end	Julie McLeod	30/04/2012

Note: At certain stages in the project the then current DMP version may need to be officially signed off by the PI: see the end of the DMP template.

## 2. Ethical and Legal Issues

### 2.1 Ethical and Legal Risk Factors

Is this section applicable to your project?	<b>Yes:</b>	X
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Does your research involve the following activities?					
	<b>Yes:</b>		<b>No:</b>		<b>Actions if Yes</b>
Personal data of a living individual	X				Go to Section 2.3
Human participants (including: data and records; body parts, tissues and fluids)	X				Go to Section 2.2
Commercial sensitivities			X		Go to Sections 2.6 and 2.7
Data that comes under the Official Secrets Act			X		Go to Section 2.5
Animal subjects			X		Go to Section 2.5
Hazardous substances			X		Go to Section 2.5
Environmental issues			X		Go to Section 2.5
Other risk factor ( <i>specify</i> )			X		

### 2.2 Ethical Issues Related to Research Involving Human Participants

Is this section applicable to your project?	<b>Yes:</b>	X	<b>No:</b>	
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Note the <b>research data management</b> issues associated with the ethical considerations of the project that are applicable, and briefly describe how you will deal with them	<b>Issue applicable?</b> (Yes / No)	<b>Actions to address issue</b> (delete / add actions as required)	<b>Done</b>
Informed consent	Yes	Write project information sheet and store	Yes
		Design consent form template and store	Yes
		Obtain, check and store signed consent forms	Yes
Duty of confidentiality	Yes	Destroy audio records and unanonymised transcripts	Yes
		Anonymise data: Use participant codes in transcripts, meeting notes etc.	Yes

		Anonymise outputs		Yes
		Obtain the participants agreement to anonymised data/outputs		Yes
		Keep audit trail of different versions via name changes		Yes
		The MATSIQEL data is not part of the DATUM in Action project. Access to this data blocked to RDM team by access rights on shared drive		Yes
Duty of maintaining privacy <i>see Section 2.3</i>	Yes			
Consent for how data will be collected, used, processed, kept, disposed of	Yes	See project information sheet & consent form		Yes
Consent for data publication / re-use / sharing	No			
Is University ethics approval required?	<b>Yes:</b>	X	<b>No:</b>	
<i>If yes, has approval been given?</i>	<b>Yes:</b>	X	<b>Reference number:</b>	RE11-01-12560
<i>If yes, give the location of relevant documents</i>	Shared drive (SEIS) \\shared\\research\$\\IMI Research Group\\DATUM in Action\\Ethics University's online ethics tool			
Is NRES approval required?	<b>Yes:</b>		<b>No:</b>	X
<i>If yes, has approval been given?</i>	<b>Yes:</b>		<b>Reference number:</b>	
<i>If yes, give the location of relevant documents</i>				
Is another organisation's ethics approval required?	<b>Yes:</b>		<b>No:</b>	X
<i>If yes, specify the name of the organisation(s)</i>				
<i>If yes, has approval been given?</i>	<b>Yes:</b>		<b>Reference number:</b>	
<i>If yes, give the location of relevant documents</i>				

### 2.3 Data Protection Act (DPA)

*Note: Contact the University's Records and Information Manager for advice*

Is this section applicable to your project?	<b>Yes:</b>	X	<b>No:</b>	
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Are you collecting personal data, or <b>sensitive</b> personal data, under the terms of the DPA?	<b>Yes:</b>	X	<b>No:</b>	
<i>If Yes, note the <b>research data management</b> issues that are applicable and briefly describe how you will deal with them</i>	<b>Action to address issue</b> (delete / add actions as required)			<b>Done</b>
Individual's consent to process their personal data <i>see informed consent and other consents in Section 2.2</i>				
Anonymisation of data	See 2.2			Yes
Secure storage of personal data <i>see Section 5.2</i>				
Secure destruction of personal data <i>see Section 5.2</i>				

## 2.4 Freedom of Information Act (FoIA)

*Note: As an employee/student of a public sector organisation (i.e. a university) your data / documents could be subject to a FoIA request, though an exemption might be applicable in specific circumstances*

Is this section applicable to your project?	<b>Yes:</b>	X
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Briefly note how you would plan for such an eventuality
<b>Plan for eventuality</b> (delete / add actions as required)
On receipt of an FoI request, contact the University's Records and Information Manager immediately

## 2.5 Other Legal Issues

Is this section applicable to your project?	<b>Yes:</b>		<b>No:</b>	X
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Note the <b>research data management</b> issues associated with the legal considerations of the project (not covered in the other sections here) that are applicable, and briefly describe how you will deal with them	Issue applicable? (Yes / No)	Actions to address issue (delete / add actions as required)	Done
Official Secrets Act	No		

Animals (Scientific Procedures) Act	No		
Control of Substances Hazardous to Health Regulations	No		
Environmental Information Regulations	No		

## 2.6 Intellectual Property Rights (IPRs)

Is this section applicable to your project?	<b>Yes:</b>	X
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List the people/organisations who have IPRs to the data							
Name of organisation/person with IPRs	Name of dataset(s)	IPR <i>E.g. patent, trademark, design, copyright</i>	Do you have an agreement on how IPR is to be handled?				If yes, give the location of relevant documents
			Yes:		No:		
Julie McLeod, Sue Childs, Elizabeth Lomas	Project documents and outputs	Copyright, Creative Commons				X	
Participants: researchers on EU project	Own words in interviews/meetings	Copyright		X			Agreement to assign copyright to project researchers in signed consent forms (stored in Office Pandon Building 247)
RDMP and EU researchers	Joint journal articles	Copyright				X	

<b>Actions required:</b> <i>(delete / add actions as required)</i>	<b>Done</b>
Ask participants to assign the copyright of their words to the project researchers (within the consent form)	Yes

## 2.7 Other agreements

Is this section applicable to your project?	<b>Yes:</b>		<b>No:</b>	X
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List here other agreements that you have established about your research data		
<b>Name of organisation</b>	<b>Type of agreement</b>	<b>Location of documents</b>
<b>Actions required:</b> <i>(delete / add actions as required)</i>		<b>Done</b>

### 3. Data Reuse and Sharing

#### 3.1 Data Reuse

*Note: use by researchers in the project team for a **different** project*

Is this section applicable to your project?	Yes:		No:	X
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Do you plan to reuse the data?	Yes:		No:		Don't know yet:	
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<b>Actions required if you plan to reuse the data:</b> <i>(delete / add actions as required)</i>	<b>Done</b>
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#### 3.2. Data Sharing

*Note: use by other people **not** involved in the project, e.g. giving your data to an individual researcher; placing your data in the public domain through the Web, a publication or a repository.*

Is this section applicable to your project?	Yes:		No:	X
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Do you plan to share the data?	Yes:		No:	X	Don't know yet:	
Are there any requirements for you to share your data?	Yes:		No:	X		
<i>If yes, give location of requirement documents/information</i>						
List any <b>other</b> reasons why you want to share the data						
List any reasons why you will <b>NOT</b> share the data	Minimal data has been collected to inform the project outputs. All project outputs have been made available on the project website under a creative commons license.					

<b>Actions required if you are going to share the data:</b> <i>(delete / add actions as required)</i>	<b>Done</b>
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## 4. Data Collection and Analysis

*Note: data collection is a generic term used here to encompass (i) the use of existing data and (ii) the creation of new data and its capture in some medium and some system for use and storage.*

### 4.1 Using Existing Data

Is this section applicable to your project?	<b>Yes:</b>		<b>No:</b>	X
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Are you going to look for existing data in repositories, publications, etc.?	<b>Yes:</b>		<b>No:</b>	X
<i>If yes give name / location of data source(s)</i>				
Is there a requirement for you to look for existing data in repositories?	<b>Yes:</b>		<b>No:</b>	X
<i>If yes, give the location of the requirement documents/information</i>				
Are you using existing data supplied by other researchers/organisations?	<b>Yes:</b>		<b>No:</b>	X
<i>If yes give name / location of data source(s)</i>				
Are you reusing your own data / data of other research team members?	<b>Yes:</b>		<b>No:</b>	X
<i>If yes give name of dataset(s)</i>				
If you are using existing data, what conditions are there on its use? (give brief details)				
<b>Dataset:</b>	<b>Conditions of use:</b>			

### 4.2 Creating and Capturing New Data

Is this section applicable to your project?	<b>Yes:</b>	X	<b>No:</b>	
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List briefly the data creation and data capture methods you will use; what data processing will be required; what equipment, hardware and software you will need; and what file types you will be using.				
<b>Creation Method</b>	<b>Capture Method</b>	<b>Data Processing</b>	<b>Equipment, hardware, software</b>	<b>File types</b>
Focus groups/meeting discussions	Audio tape	Recording	Audio recorder	.wav
		Transcription	PC, Microsoft word	.docx
		Anonymisation	PC, Microsoft word	.docx
	Written notes	Writing	Paper notebook	N/A

		Scanning into electronic form	MF Photocopier	.pdf
Questionnaires	Electronic form	N/A	PC, Microsoft word	.docx
Reflective posts	Blog private to RDM and EU project staff only	N/A	Blog software via University	N/A

Note: This will also determine the metadata that you will be automatically creating through the hardware/software you are using, or need to create. See Section 4.5

<b>Actions required:</b> <i>(delete / add actions as required)</i>	<b>Done</b>
Set up reflective blog	Yes
Anonymisation procedure: removal of personal details and any other identifying information; agreeing anonymised version and project outputs with participants	Yes
Agreed that audio tapes and un-anonymised transcripts will be destroyed to keep personal details private	Yes
Maintain an audit trail between the different versions of the same data via file naming	Yes

### 4.3 Data Analysis

*Note: The analysis carried out on your data (whether you are using existing data or creating new data)*

Is this section applicable to your project?	<b>Yes:</b>	<input checked="" type="checkbox"/>
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List briefly the analysis methods you will use; what equipment, hardware and software you will need; and what file types you will be using.		
<b>Analysis Method</b>	<b>Equipment, hardware, software</b>	<b>File type</b>
All data. Qualitative analysis - identification of themes, relationships between themes	PC, Microsoft word	.docx

Note: This will also determine the metadata that you will be automatically creating through the hardware/software you are using, or need to create. See Section 4.5

<b>Actions required:</b> <i>(delete / add actions as required)</i>	<b>Done</b>
Keeping an audit trail of all the different versions of the data as it undergoes processing and analysis via file naming	Yes
Other <i>(specify)</i>	

### 4.4 Contextual Information

*Note: Project-level documentation providing an **overview** of the research context and design, data collection / preparation / analysis methods, results or findings. This makes your data meaningful to yourself, and to others.*

Is this section applicable to your project?	<b>Yes:</b>	X
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List briefly what contextual information will be needed to make your data meaningful, how you will produce/capture this information, and where it will be located		
Contextual information	How produce /capture	Location
Project proposal	Bid document submitted to JISC with sensitive information redacted by Julie McLeod	Shared drive (SEIS) \\shared\\research\$\\IMI Research Group\\DATUM in Action\\Bid
Project plan	Written document	Shared drive (SEIS) \\shared\\research\$\\IMI Research Group\\DATUM in Action\\Management
Project summary	Written document	Project website: <a href="http://www.northumbria.ac.uk/datum">http://www.northumbria.ac.uk/datum</a>
Data collection templates, e.g. requirements questionnaire	Written documents	Shared drive (SEIS) \\shared\\research\$\\IMI Research Group\\DATUM in Action\\Research
Public blog posts	Written posts	Project public blog: <a href="http://www.datumrdm.blogspot.co.uk/">http://www.datumrdm.blogspot.co.uk/</a>

Actions required: (delete / add actions as required)	Done
Redact original project proposal	Yes
Write and agree project plan	Yes
Write and publish project summary	Yes
Design data collection templates	Yes
Write public blog posts	Yes

#### 4.5 Metadata

*Note: Information about the data that gives it context and meaning.*

Is this section applicable to your project?	<b>Yes:</b>	X
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For each <b>type</b> of data / project document you produce, list what metadata you will need			
Data/document type	Metadata automatically created	Additional metadata needed	Creation/capture of additional

			<b>metadata</b>
Header and footer information	Set up project templates for (i) project documents, (ii) outputs		
File naming	Agree system		Set up file names for new files

<b>Actions required:</b> <i>(delete / add actions as required)</i>	<b>Done</b>
Create document templates	Yes
Agree file naming system	Yes

## 5. Short term Data Storage

Note: for the duration of the project)

### 5.1 Data Storage

Is this section applicable to your project?	<b>Yes:</b>	<input checked="" type="checkbox"/>
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Specify how much data / associated documents in <b>paper</b> form you anticipate you will collect (e.g. number of filing cabinet drawers)	One hanging file		
<i>Will you have enough physical resources to accommodate this?</i>	<b>Yes:</b>	<input checked="" type="checkbox"/>	<b>No:</b>
Specify how much data / associated documents in <b>electronic</b> form you anticipate you will collect (e.g. MB)	~500 MB		
<i>Will you have enough computing resources to accommodate this?</i>	<b>Yes:</b>	<input checked="" type="checkbox"/>	<b>No:</b>
If you don't have enough physical / computing resources how will you deal with this?	<b>Actions required:</b>		<b>Done</b>
Where will you store the data/documents?			
<b>Storage location</b>	<b>Data/documents</b>	<b>Person responsible</b>	
University offices: Pandon Building Room 245	Project documents in paper format	Julie McLeod	
Pandon Building Room 247	Consent forms in paper format, kept in locked filing cabinet	Sue Childs	
University shared drive for project:	All project documents and data	Julie McLeod, Sue Childs, Elizabeth Lomas	
Audio recorder	Data on a temporary basis	Sue Childs	

<b>Actions required:</b> (delete / add actions as required)	<b>Done</b>
Ensure all project team members can access the project shared drive	Yes

### 5.2 Data Security

Is this section applicable to your project?	<b>Yes:</b>	<input checked="" type="checkbox"/>
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How will you ensure the security of the data/documents?	
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Activity	Security actions required:	Done
During data collection	Audio recorder always kept within University premises. After meeting/focus group immediately copy the data onto the shared drive and then delete files on the audio recorder	Yes
Whilst stored	Stored on project shared drive. Id/password protected - access by RDM project team only. University has security and back up procedures in place.	Yes
	Paper consent forms stored in locked filing cabinet in locked office	Yes
During data access	Access only by id/password	
At data destruction	Paper documents will be shredded	
How will you ensure the security of <b>personal / sensitive</b> data?		
Activity	Security actions required:	Done
During data collection	As above	
Whilst stored	As above Data will be anonymised and raw files deleted	Yes
During data access	As above	
At data destruction	As above	

<b>Actions required:</b> <i>(delete / add actions as required)</i>	<b>Done</b>
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### 5.3 Data Retention and Destruction

Is this section applicable to your project?	<b>Yes:</b>	<input checked="" type="checkbox"/>
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Are there any <b>types</b> of data/documents you are required to destroy during the project (e.g. because of the DPA)?	<b>Yes:</b>	<input checked="" type="checkbox"/>	<b>No:</b>	<input type="checkbox"/>	
<i>If yes, briefly list what types of data/documents these are and when you will destroy them</i>					
<b>Types of data/documents</b>	<b>Destruction period</b>				
Audio records of focus groups/meetings	Destroyed after transcription				
Unanonymised transcripts	Destroyed after anonymisation				
Are there any <b>types</b> data/documents of a transitory nature that can be destroyed during the project	<b>Yes:</b>	<input type="checkbox"/>	<b>No:</b>	<input checked="" type="checkbox"/>	
<i>If yes, briefly list what types of data/documents these are and when you will destroy them</i>					



Types of data/documents	Destruction period
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Actions required: <i>(delete / add actions as required)</i>	Done
Delete audio records after transcription	Yes
Delete raw transcripts after anonymisation	Yes

#### 5.4 Data Preservation

*Note: with electronic data, hardware/software can be updated any time during a project and this might affect the accessibility of your stored data/documents*

Is this section applicable to your project?	Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
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Who will be responsible for identifying the need to preserve the data?	Julie McLeod (PI)
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Actions required: <i>(delete / add actions as required)</i>	Done
Outputs on project website and backup copies on shared drive: Julie McLeod (PI) responsible for monitoring changes in the Universities IT system and to migrate files to the new system when necessary	Ongoing

## 6. Dissemination

*Note: of outputs and publications: data is covered in Section 3*

Is this section applicable to your project?	<b>Yes:</b>	X
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Are there any requirements for how your outputs/publications are to be disseminated?	<b>Yes:</b>	X	<b>No:</b>	
<i>If yes, give location of requirement documents/information</i>				
<b>Output/Publication</b>	<b>Dissemination requirement</b>			
Ongoing information during the project	Posts on a public project blog <a href="http://www.datumrdm.blogspot.co.uk/">http://www.datumrdm.blogspot.co.uk/</a>			
All project outputs	Place on project website under a creative commons license <a href="http://www.northumbria.ac.uk/datum">http://www.northumbria.ac.uk/datum</a>			

## 7. Long -term Data Storage

*Note: i.e. after the end of your project.*

### 7.1 Data Retention and Destruction

Is this section applicable to your project?	<b>Yes:</b>	X	<b>No:</b>	
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*See also Sections 3.1 (data re-use) and 3.2 (data sharing)*

Are there any requirements for your data (and associated documents) to be kept long term, in addition to those noted in Section 3.2?	<b>Yes:</b>		<b>No:</b>	X		
<i>If yes, give location of requirement documents/information</i>						
Are there any other reasons for your data (and associated documents), or parts of your data, to be kept after the end of the project, in addition to decisions made in Sections 3.1 and 3.2?	<b>Yes:</b>	X	<b>No:</b>		<b>Not sure yet:</b>	
<b>Data to be retained:</b> briefly give reasons (associated with the relevant data/documents) and how long the data/documents will be kept.						
<b>Data/documents</b>	<b>Reason for retention</b>			<b>Retention period</b>		
Project outputs	Copies on project webpage Copies on shared drive as backup in case there is a problem with the web page or the files need to be updated for any reason			Project completion + 3 years; then review for archive value		
Consent forms Anonymised data Contextual information	For journal article writing			After journal articles published + 6 months; then destroy		
<b>Data to be destroyed:</b> briefly give reasons (associated with the relevant data/documents)						
<b>Data/documents</b>	<b>Reason for destruction</b>					
Previous versions of documents	Superseded by final versions					

<b>Actions required:</b> <i>(delete / add actions as required)</i>	<b>Done</b>
Appraise the data/documents to identify those that need to be retained and those that can be destroyed. (see also decisions made in Sections 3.1 and 3.2)	Yes
Document these data/document types and their retention/destruction periods: Done within DMP	Yes
Monitor /action review/destruction: Julie McLeod (PI) responsibility	Ongoing

## 7.2 Data Storage

Is this section applicable to your project?	<b>Yes:</b>	X	<b>No:</b>	
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Where will the retained data/documents be stored?		
<b>Data</b>	<b>Location</b>	<b>Responsible person/organisation</b>
Data and project documents	University shared drive for project	Julie McLeod(PI), Northumbria University
Outputs	Project website <a href="http://www.northumbria.ac.uk/datum">http://www.northumbria.ac.uk/datum</a>	Julie McLeod (PI), Northumbria University

<b>Actions required:</b> <i>(delete / add actions as required)</i>	<b>Done</b>
<b><i>For data/documents placed in a repository etc:</i></b>	
<b><i>For data/documents you are going to be responsible for:</i></b>	
Plan for how manage the data/documents for the duration of the retention period: storage is on University resources which ensures security; only RDM project staff have access to the shared drive, access to the project website is public and outputs are available via a creative commons license; preservation (see section 5.4). Julie McLeod (PI) will monitor the status of the DATUM in Action project on a monthly basis and undertake any actions (review/destruction/preservation) required	Plan: Yes Actions: Ongoing

## 8. Resources for RDM

*Note: Additional resources required for implementing RDM activities.*

Is this section applicable to your project?	<b>Yes:</b>	<input checked="" type="checkbox"/>	<b>No:</b>	<input type="checkbox"/>
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What additional resources do you need to manage your data and associated documents?		
<b>Resources required</b>	<b>Plan to obtain resources</b>	<b>Obtained</b>
Data storage (NAS) and backup drives to implement storage of MATSIQEL data	Funding in proposal	Yes

<b>Signing Off</b>
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Stage of Project	PI Signature	Date Signed
End of project	Julie McLeod	30/04/2012