DATA MANAGEMENT PLANNING CHECKLIST

COLUMBIA UNIVERSITY
RESEARCH DATA MANAGEMENT

1. What are the types of data that may be produced as part of this project?
   - ☐ How will data be collected? e.g., instrumentation, observation, survey, etc.
   - ☐ Is it possible to regenerate the data? What are the implications for your research if the data are lost or became unusable later?
   - ☐ What types of data will be produced, how much, and at what rate? Are the data types or the creation rate of data expected to change over time?
   - ☐ What are the tools or software you will be using to create/process/analyze/visualize the data?
   - ☐ What are your access, storage, and backup strategies?

2. What standards will you be using for data collection, documentation, description, and metadata?
   - ☐ How do you document data collection procedures?
   - ☐ How will you ensure good project and data documentation? Who is responsible for implementing this data management plan?
   - ☐ What directory and file naming conventions will you be using?
   - ☐ What project and data identifiers will be assigned?
   - ☐ Will you use disciplinary or community standards for data formatting, description, interoperability, or sharing for any of the data you collect?

3. What steps will you take to protect your or your participant's security, privacy/confidentiality, intellectual property, or other rights? (Check current university policies for requirements.)
   - ☐ Who controls the data (e.g., PI, student, lab, University, funder), and at what level?
   - ☐ Any special privacy or security requirements (e.g., personal data, high-security data)?
   - ☐ Do you have any embargo periods to uphold?

4. If you allow others to reuse your data, how will the data be accessed and shared?
   - ☐ What are the data sharing requirements your work is subject to (e.g., funder, journal)?
   - ☐ Who is your possible audience? Who may use the data now, or later?
   - ☐ When will you publish the data and where?
   - ☐ What tools/software are required to access your data?

5. How will the data be archived for preservation and long-term access?
   - ☐ How long should the data be retained (e.g., 3-5 years, 10-20 years, permanently)?
   - ☐ What file formats will you be using, or converting to? Are they sustainably accessible?
   - ☐ Who will maintain my data for the long-term?
   - ☐ Which data archives are your data appropriate for (subject-based? institutional)?

RESOURCES:

Research data management: http://scholcomm.columbia.edu/data-management/
     Amy Nurnberger, Research Data Manager I CU-RDM@columbia.edu I @DataAtCU
Columbia University Institutional Repository - Academic Commons: http://academiccommons.columbia.edu/
Research at Columbia Policies: http://evpr.columbia.edu/content/selected-policies
Copyright: http://copyright.columbia.edu/copyright/
Subject librarians: http://library.columbia.edu/about/policies/collection-development/liaisons.html

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[1] Based on work done at the University of Minnesota Libraries by Lisa Johnston and Meghan Lafferty