

Text modules for data management plans

Introduction

These text modules serve as suggestions for formulations in your data management plan (DMP). Due to the various common DMP templates, they are based on common DMP topics and, in their order, on the data life cycle and the various stages that research projects usually go through. The formulations can be transferred to your favourite DMP tool (e.g. RDMO-BB, link: rdmo.fdm-bb.de) or document and individually adapted or supplemented if they appear suitable for the DMP template and the intended research project. An English version of this document also exists: text modules for data management plans (status 2025)

Please contact forschung@th-wildau.de if you require further support and advice when creating your DMP.

Key data for DMP

- Project title
- Funding code
- Principal Investigator
- Researchers involved
- Participating organisations
- Sponsor
- Funding guideline

Text modules¹

Planning

Text modules	Notes
Within the project [project name], a data management plan/data management plans (DMP) will be developed to control and documentation of the Research Data Management (FDM)	RDMO-BB (rdmo.fdm-bb.de) can be used as a tool for creating and collaboratively editing a DMP.

¹Table structure based on: University Library of the Goethe University Frankfurt am Main. Text modules for research data management. https://www.ub.uni-frankfurt.de/forschungsdaten/textbausteine_fdm_20230616.pdf (08.04.2025)

used. For the creation and The [name of tool/software] is used to edit the DMP(s).	
In order to sensitise all persons involved in [project name] to the RDM and a a common scope of action, a project-related RDM policy is designed. This is binding for all persons involved.	<p>If a project-related FDM policy is created.</p> <p>Tip: FD-Policy-Generator - tool for generating text modules for research data policies, provided by the TU Berlin University Library with funding from the DFG: https://fdpolicygen.tu-berlin.de/</p> <p>Recommended reading: Schmiederer, S. et al (2022). Publication and research data policy of FDNext. Zenodo. https://doi.org/10.5281/zenodo.6491002</p> <p>Tool: FD-Policy Generator of the TU Berlin</p>
[Department XY] [The RDM team] [The data steward] of the [university] supports [project name] with regard to research data management.	<p>If (already) possible, please name and describe the form(s) of support in a subsequent sentence, e.g. planning of the RDM, counselling, training, further training on the respective topics (e.g. publication) and for the respective target groups (e.g. doctoral students), support in the creation of a project-related policy. etc.</p>
<p>The persons involved in [project name] base their handling of research data on the following guidelines and recommendations:</p> <p>[Research data guideline of the university]</p> <p>[Guideline for GwP of the university]</p> <p>[further relevant guidelines if applicable].</p>	<p>If necessary, guidelines from project partners or discipline-specific guidelines may also be relevant to the research project and thus to the DMP.</p>
<p>In the [scientific discipline] there are subject-specific recommendations regarding the handling of research data. These are [Recommendation & if applicable. Description].</p>	<p>For example Subject-specific recommendations on the scope of DFG research data, for example on the subjects "Materials Science" or "Materials engineering" or "Economics".</p>

See: <https://www.dfg.de/de/grundlagen-topics/basics-and-principles-of-funding/research-data/recommendations>

Storage

Text modules	Remarks
<p>The expected total data volume is [specify data volume]. The research data will be backed up during the project duration as follows: [describe storage] The backup strategy provides for [location], storage media frequency and regularity of [describe backups].</p> <p>Further security measures include [if applicable further security measures describe].</p>	

Collecting & analysing the data

Text modules	Notes
<p>In the course of realising the research project, data will be reused. These are [citation and description of data to be reused]. Research data in the form of [format of research data, e.g. images, code] are generated by [method used]. The research data is available in the formats [File formats].</p>	<p>It is always desirable to use open or non-proprietary file formats wherever possible or to convert existing data into suitable formats if necessary. Such conversions should also be recorded in the DMP!</p>
<p>In the course of realising the research project, research data in the form of [format of research data, e.g. images, code] are generated by [description of method(s) used]. The research data is available in the formats [file formats].</p>	<p>Example formats: .csv, .xlsx, .jpg, SPSS, .pdf, .txt. Desirable is always always if possible open open or non-proprietary file formats or, if necessary, convert existing data into suitable formats. convert. Also one such Please record the conversion in the DMP!</p>
<p>The research data generated in the project will be appropriately documented and described [describe measures], comprehensively enriched with metadata and with Standard data linked.</p>	

For [project name], the following are provided by [university and/or project partner] centrally operated technical infrastructures or services [Description of infrastructures, services, Services].	For example, services provided by the HRZ, library or other central facilities.
To ensure the quality of the research data collected the following (control) measures have been taken [description of measures].	

Ethics and data protection

Text modules	Notes
The research data does not contain any personal data. Therefore, no measures with regard to of the Data protection required.	Contact: datenschutz@th-wildau.de
The research data contain personal data. Informed declarations of consent of the persons concerned are available. The data is in consultation with the data protection officer of the Technical University of Applied Sciences Wildau anonymised.	Contact: datenschutz@th-wildau.de
The in the project created in the project are ethical harmless.	
There are ethical concerns regarding the [reason for ethical concerns] for the research data generated in the project. For these reasons, the following procedure was followed:	Outline how the ethical concerns are dealt with. dealt with was and what effects this on the further procedure with regard to of the research data. Name any persons (e.g. FDM personnel), departments (e.g. occupational safety department) or committees (e.g. Ethics Committee)

Publication

Text modules	Remarks
<p>The research data will be published under the licence [licence] [after completion of the project/at time X/ongoing during the project]. Publication will take place in the [name research data repository and, if applicable, describe and link in one sentence].</p>	<p>Licensing provided that the research data are protected by copyright, i.e. there is a corresponding intellectual achievement or level of creation.</p> <p>Recommended reading: for Creative Commons licences: Tim Boxhammer, Ina Kaulen (2021): Granting rights of use with Creative Commons licences. Hamburg State and University Library. DOI: 10.5281/zenodo.5614807</p>
<p>The research data are in consultation with [the data protection officer] [anonymised/pseudonymised] and under the licence [licence] [after completion of the project/at time X/ongoing during the project]. The publication takes place in the [Research data repository name and, if necessary, describe in one sentence and link].</p>	<p>If personal data is included.</p>
<p>The created software [title] will be made available to the community after completion of the project and will be versioned and updated accordingly. Licensed via [Licence].</p>	<p>If software has been has been created, that is to be published.</p>

Archiving

Text modules	Remarks
The [institution] / [service] guarantees long-term archiving for a period of [number] years for the purpose of traceability / citation of the research data.	Research data is usually stored for ten years in line with good scientific practice.
For the active management of the data generated within the research project, a Material costs of [amount] euros are planned. This is made up of the following items: [breakdown of projected Material cost share].	Recommended reading: Costs and efforts of research data management. (2020). Building blocks of research data management, 1, 1-7. https://doi.org/10.17192/bfdm.2020.1.8246

Subsequent utilisation

Text modules	Remark
The [higher education institution(s) and any partners] are committed to a cultural change in research and teaching towards more openness, transparency and participation. This is also practised within the project [project name] and RDM is practised in accordance with the FAIR principles. The research data should therefore be available, technically accessible, interoperable and reusable. This is realised by [naming the measures that contribute to FAIRness].	Measures directly related to the FAIR principles and, above all, re-use can include, for example, the comprehensive description of research data using metadata, the use of open file formats, the choice of free licences and the deposit of research data in suitable repositories.
The research data [name specific file or type of data if applicable] are particularly suitable for subsequent use in [context subsequent use]. as [reason for increased re-utilisation potential].	
The research data [name specific file or type of data if applicable] cannot be made available (in full/unrestricted) for re-use by third parties due to [reason restricting provision for re-use]. Therefore, the research data will not be published/with restricted access/only partially. The data will be [location Archiving] archived.	For example, contractual, ethical, data protection or patent law reasons that currently make it impossible or only possible to a limited extent to provide data to third parties.
The data can be utilised using conventional open source software.	

The following applies to the use of the data
Software required: [Name and description
of required software].

Responsibility

Text modules	Remark
The main person responsible for the research data management of the project is [name and function of the main person responsible].	
Responsible for the implementation and updating of this data management plan is [name and function of responsible DMP].	

Resources

Text modules	Remark
The resources budgeted for research data management can be found in the project plan.	Recommended reading: Costs and efforts of research data management. (2020). Building blocks of research data management, 1, 1-7. https://doi.org/10.17192/bfdm.2020.1.8246