Politecnico di Torino

Data Management Plan template for PhD students

**Instructions and guidance for the use of this template**

1. This template can be used to write the DMP for your PhD project. The plan should generally be no longer than **4-5 sides of A4** unless you are collecting many different types of data. You do not need to include extensive information on study methods in your DMP**: remember that the focus of this document are data!** This includes also including software, algorithms, codes, patents, workflows, samples, etc.
2. For the definition of **‘data’**, please refer to the “Politecnico di Torino Policy on research data management: “*All information, in any format, created or used according to protocols or methodologies defined in the context of a specific research activity. By way of example only, research data are understood to be the results (positive or negative) of all experiments relevant to the research itself, observations, experiences, published and/or unpublished sources, bibliographic references, software and codes, texts, objects, present or past, collected or created in digital and/or paper format. The research data may be expressed in the form of a symbol, number, text, image, audio, video, etc., and may be raw or processed*”.
3. Be concise and specific, be clear and use short sentences. It’s not a dissertation.
4. If, at an initial phase of your project, you do not possess yet all the necessary information regarding data management, you can simply write that a certain argument will be included in a further version of the DMP. If possible, it is advised that you specify when.
5. Discuss with your supervisor for guidance and supervision.

**Support for Data Management Plan development and drafting.**

In the [web pages of the Politecnico di Torino University Libraries](https://www.polito.it/impatto-sociale/biblioteche-di-ateneo) you can find guidance and all the services that the Politecnico di Torino offers for the development of your DMP. In particular, in the [DMP and FAIR Data section](https://www.polito.it/impatto-sociale/biblioteche-di-ateneo/dmp-e-fair-data) there are information on how to write your DMP and on some online tools that can be useful. Moreover, you will find all the relevant contacts for individual consultation on privacy/ethics/IP questions, for storage and processing facilities at PoliTO and for a generic support in the drafting of your DMP.

If you have any question, please write to: [mauro.paschetta@polito.it](mailto:mauro.paschetta@polito.it)

You should delete this page and all the guidance provided within the template boxes (green text) before submitting the DMP to your supervisor for review.

1. **General information**

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| **PhD name** |  |
| **Email** |  |
| **Department** |  |
| **Project title** |  |
| **Supervisor(s)** | *Give the names and affiliations for all your supervisors* |
| **Version** |  |
| **Date of last update** |  |
| **Changes from previous version** |  |

1. **Project information**

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| 2.1 Project description |
| *Provide a summary of the project aims and main research methods being used. Describe the purposes for which data are being collected/generated.* |
| 2.2 Organisations |
| *What organisations in addition to Politecnico di Torino are directly involved in your research, either as funders, or as research partners or collaborators, and what is their role?*  *Enter ‘NOT APPLICABLE’ if Politecnico di Torino is the only organisation involved.* |

1. **Compliance**

***When you submit your DMP you are confirming that you have read and understood all of the legislative, policy and contractual requirements that apply to your project. This section is intended to clarify and be aware of any clauses on intellectual property, industrial sponsorship agreement, privacy or ethical issues that can affect ownership and sharing of any dataset produced or reused during your project.***

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| 3.1 University policy requirements | |
| *Provide a summary of the main Politecnico di Torino policies requirements regarding the management of your research data.*  *- What is suggesting you the Politecnico di Torino regarding the management of your research data?*  *- What obligations do you have towards the Politecnico di Torino?*  *For your convenience, below the links to all the relevant Politecnico’s policies for the research data management.*  [Policy di Ateneo per la gestione dei dati della ricerca](https://www.polito.it/sites/default/files/2024-02/PolicyDatiRicerca%202024.pdf)  [Regolamento di Ateneo per l’Integrità nella Ricerca](https://www.polito.it/sites/default/files/2022-12/Regolamento_integrita%CC%80_ricerca_POLITO%20DR%20779-2022.pdf)  [Regolamento d’Ateneo relativo alla proprietà industriale e intellettuale](https://www.polito.it/sites/default/files/2022-10/20170710_Reg%20%20PII_vigente.pdf) (only if IP issues are expected)  [Regolamento del Comitato etico per la ricerca del Politecnico di Torino](https://www.polito.it/sites/default/files/2022-10/Regolamento_Comitato_Etico_Ricerca_POLITO.pdf) (only if ethical issues are expected) | |
| 3.2 Legal requirements (national or international level) | |
| *Provide a summary of any legislative requirements regarding the management of your research data and list legislation that is specifically relevant to your research. If not, enter ‘NOT APPLICABLE’ in this section.*  *- Do you have any legal constraints in handling your data?*  *- What are these laws? (one example for all: GDPR for interviews, patients data, etc.)* | |
| 3.3 Contractual requirements | |
| *Provide a summary of any contractual requirements regarding the management of your research data. If your funder has a data policy, you should include the URL to the policy in this section.*  *If you don't have any, enter ‘NOT APPLICABLE’ in this section.* | |
| **Name of funder** | **Data policy URL** |
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1. **Data collection**

***In this section you will provide a general description of the data you will re-use and/or generate. You can also use the table at the end of this section to list all the different datasets that you are going to generate or reuse.***

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| 4.1 Types of data |
| *Briefly summarise the types of data that your study will handle (this includes secondary data you are using, new data you are generating and any analysis or software code and* *including algorithms, codes, patents, workflows, samples, etc.).* |
| 4.2 Format and scale of the data |
| *Provide the file formats and expected dataset dimension that you expect to generate and use in your project (e.g. Excel (.xlsx), Word (.doc)) and ensure that you have considered saving files in a* [*suitable format*](https://www.ukdataservice.ac.uk/manage-data/format) *for long-term preservation and re-use.* |
| 4.3 Data collection instruments and methods |
| *Give a summary of the main methods and instruments used in your doctoral project(s). Include information on whether you will use data that you have identified from other sources and include citations to these sources, including their terms of use and licences.* |
| 4.4 Development of original software |
| *If applicable, give a brief description of any scripts, libraries, plug-ins, software tools or applications you plan to develop, the programming language you will use and how you will handle the dependencies in your code. Provide information on whether the software is for use only for the project or whether the purpose is to create a software product with successive version releases.* |

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| Dataset Description | Re-used/ Created | Data type | Data Analysis Program | Format | Size | Owner | Privacy level | Storage |
| (e.g. lab analysis, gene sequence, interviews,) |  | (e.g. numerical, text, images, drawings, video, surveys, measurement, software, etc.) | (e.g. Excel, Python, Matlab, R) | (.csv, .xls, .doc, .jpg, .tiff,) | (e.g. 20 – 50 Mb, 1 Giga) |  | (e.g. Sensitive, confidential, public, etc.) | (e.g. External/internal server, HD, PC, cloud service, etc.) |
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1. **Ethics and Data protection (if applicable)**

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| 5.1 Ethics and Data Protection (you can refer to policies and contracts declared in section “3. Compliance”) |
| *Declare if you will collect any personal/confidential data during your research and how you will gain consent for data preservation and sharing. Explain how you will protect the identity of participants if required, (e.g. by anonymisation or pseudonimization) and how confidential data will be handled to ensure it is stored and transferred securely.*  *Declare if your research will raise any ethical issue (use of human or cells or tissues, use of animals, dual use, environmental risks, etc.) and, in case, describe how you will handle these issues. Remember also to request the consent of the* [*Ethic Committee*](https://www.polito.it/ricerca/principi-e-policy/integrita-ed-etica-nella-ricerca/comitato-etico) *of the Politecnico di Torino and of the* [*DPO*](https://www.polito.it/privacy)*, if necessary.* |

1. **Intellectual Property (if applicable)**

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| 6.1 Intellectual Property Rights (you can refer to policies and contracts declared in section “3. Compliance”) |
| *In this section you must declare who will own any dataset that you will create and if there are any restrictions on the re-use of third-party data.*  *State if data sharing will be delayed or restricted, e.g. until IP protection is secured.* |

1. **Working with Data (active phase of the project)**

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| 7.1 Short- and medium-term data storage arrangements |
| *Provide information on where you will store the data during your project (short-medium term storage) and how you will ensure that your data will be stored safely and that they will be backed up. If you are gathering or processing personal or sensitive data ensure that you include a statement on how the data will be stored securely.* |
| 7.2 Control of access to data and sharing with collaborators |
| *Give a summary of how access to the data will be controlled, and who will have access to the data. If you are transferring data to another institution describe how you will transfer your data securely.* |
| 7.3 File organisation and version control |
| *Describe how you will organise your files into folders, any file and folder naming conventions that you will use and how you will keep track of different versions of files.* |
| 7.4 Documentation and Metadata |
| *Describe the documentation that you will keep so that your data are understandable and reusable to yourself and others and how this documentation will be written (for example within the files or as a ‘readme’ file). Indicate if there are any metadata standards in your scientific community that you can use to create standard representations of the data and enable machine readability.* |

1. **Archiving Data (at the end of the project)**

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| 8.1 Selection and sharing of Data to be retained and deleted at the end of the project |
| *You will need to retain some of your data (for example those underpinning publications) after the end of your project, but not all of your data. Describe which data you will keep and which will be deleted and what will be the format(s) of the final dataset. Describe what are the foreseeable future uses of the data*  *If you are collecting personal data describe how you will delete or destroy the data securely. Ensure that you are fulfilling your legal and contractual requirements on data preservation.* |
| 8.2 Data preservation and sharing strategy |
| *Declare what repository or repositories you will use to preserve and share your data, if there will be any restrictions on access to the data and how the data will be licensed for re-use. If you have particular needs for archiving your data, you can contact the Politecnico di Torino IT service (*[*enrico.venuto@polito.it*](mailto:enrico.venuto@polito.it)*).*  *For an extensive overview of data repositories across all disciplines, see the Registry of Research Data Repositories (*[*re3data.org*](https://www.re3data.org/)*).* [*Zenodo*](https://zenodo.org/) *is one of the most reliable and complete generic repositories for data (and not only).* |
| 8.3 Maintenance of original software (if applicable) |
| *Provide information on whether you will archive a binary executable, installer or package file alongside your data. Will you contribute your code to a language-specific network? Will you share your code through a source code repository service such as GitHub, GitLab, BitBucket or Launchpad?* *Provide information about whether you will continue to develop your code after the end of the project and who will have rights to edit the code.* |

1. **Implementation**

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| 9.1 Review of the Data Management Plan and responsibilities |
| *Your Data Management Plan is a living document that should be kept up to date during your project. Provide information about who will keep the plan up to date, and how regularly it will be reviewed.* |
| 9.2 Special resources required for the project |
| *If you will need anything beyond what the University regularly provides, make a note of it here. This could be additional storage space, specialist software, or time at a research facility.* |
| 9.3 Further training needs |
| *If you have identified any additional training needs whilst writing this Data Management Plan list the training that you need to attend or any further information you will need.* |