## Doctorand: Doctorand (in English)

### About your research

Name and email address

Thesis director/s

Working title for the thesis

Describe your research

*Guidance*:

*Approximately 50 words*

Duration of your research

*Guidance*:

Start date: *DD-MM-YYYY*

End date: *DD-MM-YYYY*

Linked project

*Guidance*:

*Is this a thesis related to a project? Which one?*

Funding

*Guidance*:

*Have you received funding to complete your dissertation? Whose?*

### About this data management plan

Creation date

*Guidance*:

*DD-MM-YYYY*

Last update

*Guidance*:

*DD-MM-YYYY*

Version and date

*Guidance*:

*Make a new version every time there are significant changes (new datasets, significant changes in your research, or other factors)*

Sensitive/personal data

* I’m not working with personal data
* I will work with personal data [see point 2]

*Guidance*:

*If you work with* [personal or sensitive data](https://apdcat.gencat.cat/en/documentacio/preguntes-frequents/glossari/index.html)*, you have a legal obligation to process it according to applicable regulations. Personal data is any information that allows a person to be identified (name, address, location, etc.).*

### 1. Data collection

1.1 Will you use existing data during your research? If not, indicate the origin of the data you are going to use

* No
* Your own data or data from the research group in which you participate
* Academic collaborators
* Commercial collaborators
* Publicly available databases/files
* Commercial data providers
* Others (indicate which ones):

1.2 Data description

*Guidance*:

*Describe the data that you are going to create or the third-party data that you are going to reuse and specify:*

* *if you are going to use protocols or standards used in your research area*
* *the tools, instruments, equipment, hardware, or software you are going to use*

*If you reuse data from third parties, make sure to have the appropriate permissions and to be aware of the terms and conditions of the data.*

1.3 Data type and formats

*Guidance*:

*Keep in mind:*

*- the type of data: for example, if you are going to work with measurements, simulations, observations, text (text, MS Word), images, audio-visuals or samples, statistics (spreadsheets), with computational models, with data from a qualitative survey (questionnaires), recordings (audio, video), software (code), etc.*

*- the* [longevity of the file formats](https://dans.knaw.nl/en/file-formats/)*: preferably use open standards so that the data can be read by multiple programs, facilitating preservation, and sharing with other users.*

1.4 Specify the data volume

* < 10 GB
* 10-30 GB
* 30-50 GB
* 50 GB-250 GB
* 250 GB-500 GB
* 500 GB-2 TB
* 2 TB

### 2. Data storage and security

2.1 Specify any restrictions (commercial, ethical or confidentiality) that may affect your data

* Contractual obligations
* Legal obligations: protection of personal data (LOPDGDD, RGPD...) [see 4.1]
* Legal obligations: copyright, intellectual property [see 4.1]
* Ethical restrictions [see 4.1]
* Commercial aspects (p. ex. patentability)
* Formal security standards
* No obligations
* Other, specify:

*Guidance*:

*Briefly explain the restrictions.*

*For more information:*[LOPDGDD](https://www.boe.es/eli/es/lo/2018/12/05/3)*,* [RGPD](https://www.boe.es/doue/2016/119/L00001-00088.pdf)

2.2 Major data security risks

*Guidance*:

*Identify the main risks, such as: accidental deletion of data, loss, or theft of data. Describe the consequences of potential data loss*

2.3 Measures to be taken to reduce the risk of data loss

* Access restrictions
* Encryption
* Data processing
* Pseudonymization
* Anonymization
* Regular backups
* Other, specify:

*Guidance*:

*Also specify the procedures you will use to guarantee the privacy of personal data.*

2.4 Where will you store your data?

* In the network of your department or research group
* In the university network
* Physical storage (e.g., USB, external hard drive)
* Cloud service (e.g., Dropbox)
* Other, specify:

*Guidance*:

*Briefly explain the storage and copying conditions*

### 3. Data documentation

3.1 Name and structure of the files and the folders

*Guidance*:

*Describe how your data files and folders will be organized and named*

3.2 Version control

* No version control (e.g., original files are overwritten)
* Software with version control, indicate it:
* Software with change tracking option
* Version number and date in the file or folder name
* Making a copy of the script in which the data is processed
* Other, specify:

*Guidance*:

*Describe how you will control the versions. Also, specify what you will do if you delete data*

3.3 Which metadata standards do you intend to use?

* I will not use any standard (specify the metadata needed to understand the data)
* Generic metadata schema (e.g., Dublin Core)
* Windows automatic metadata schema (e.g., from Word, Excel)
* Specialized thematic metadata schema, indicate:
* Another metadata schema, indicate:

*Guidance*:

*Specify how they will be created (in a "readme" file, in a spreadsheet, embedded in the data) and what documentation you will produce to make the data understandable to others.*

*For more information, see “*[Disciplinary metadata standards](http://www.dcc.ac.uk/resources/metadata-standards)*” of DCC or “*[Metadata standards](http://en.wikipedia.org/wiki/Metadata_standards)*” at Wikipedia.*

### 4. Access, share and reuse the data

4.1 Do you have any restrictions on data sharing as regards the existing regulation ([General Data Protection Regulations](https://www.boe.es/doue/2016/119/L00001-00088.pdf)) or others (ethics, commercial, security, intellectual property, or copyright)?

*Guidance*:

*Specify which ones.*

*For more information about existing regulation, see*[General Data Protection Regulation](https://www.boe.es/doue/2016/119/L00001-00088.pdf)

4.2 Who are the potential users of your data and how are they going to find them?

*Guidance*:

*Briefly describe who might be interested in your research and how you will distribute it (e.g. data repositories, website, conference publications, etc.)*

4.3 Specify the licenses that you will apply to the data to enable maximum reuse

*Guidance*:

*The use of Creative Commons licenses is recommended (CC - BY o CC Zero) or GNU*

### 5. Deposit and conservation of the data

5.1 What criteria will you use when selecting the data for long-term preservation?

* Type of data (raw, processed) and ease of generation
* Relevance of content to others
* Ease of reuse of the format by others
* Data linked to a publication
* Investigation verification
* Time available
* Available financial resources
* Others, specify:

5.2 How long do you intend to preserve the data?

*Guidance*:

*Various international standards recommend a minimum of 10 years.*

5.3 In which repository will you store your data?

* Institutional repository
* Thematic repository (international), specify:
* Multidisciplinary repository (e.g., Zenodo, Figshare, Dryad)
* Others, specify:

*Guidance*:

*Consider* [specific requirements](https://recercat.cat/handle/2072/377586) *in terms of format, metadata, size, cost, etc., that the repository may have to deposit data*