A **data management plan** is a formal document you develop at the start of your research project which outlines all aspects of your data, e.g., what data will be created and how, what are the plans for sharing and preservation, noting any restrictions that may need to be applied.

The University of Edinburgh encourages all researchers (including postgraduate students) to include in their research proposals a research data management plan or protocol that explicitly addresses data capture, management, integrity, confidentiality, retention, sharing and publication.

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**Things you need to know about Data Management Plans**

- Developing a data management plan may seem daunting. However, it is a vital step in your research process that you cannot afford to skip.
- It helps you ensure your research data are accurate, complete, reliable, and secure both during and after you complete your research.
- Funding bodies increasingly require that grant applications include data management plans.
- Every project is unique so there is no one data management plan that fits all projects.
- Data management plans are live documents. They must be continuously maintained and kept up-to-date throughout the course of your research.

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**Data management planning tool**

**DMPonline** ([https://dmponline.dcc.ac.uk/](https://dmponline.dcc.ac.uk/)) is a flexible web-based tool to assist users to create personalised plans according to their context or research funder. You can create plans with DMPonline to meet funder requirements at the grant application stage, or to support data management throughout your research project. In addition to the questions included in the DCC's Checklist for a Data Management Plan, DMPonline also contains useful guidance on how to prepare a data management plan and carry it through to execution.
Features of DMPonline

- Templates based on different requirements.
- Tailored guidance (disciplinary, funder etc.)
  - Edinburgh University guidance is provided for those applying to: AHRC, BBSRC, CRUK, ESRC, MRC, NSF, NERC, STFC, Wellcome Trust.
  - Edinburgh University templates are available for researchers and PGRs not applying for any of the above.
  - Specific guidance is given for those working at the Roslin Institute.
- Customised exports to a variety of format.
- Ability to share DMPs with others.

Useful links


How we support you?

We provide customised tailored assistance for data management planning for researchers submitting research proposals.

If you need help please email IS Helpline at: IS.Helpline@ed.ac.uk with “Help with Data Management Plans” in your subject line.

If you require this document in an alternative format, please contact Cuna Ekmekcioglu by phone on (0131)6515261 or email at cuna.ekmekcioglu@ed.ac.uk