DMP BASICS CHECKLIST

This checklist aims to help you get started thinking about data management planning basics.

For additional help, please explore resources at UAlbany's Data Services page at **https://library.albany.edu/services/data** or email us at **scholcomm@albany.edu**.

1. WHAT TYPE OF DATA WILL BE PRODUCED?

- How will the data be collected?
- What would happen if it got lost or became unusable later?
- How much data will your project produce, and at what growth rate? How often will it change?
- Are there tools or software needed to create/process/visualize the data?
- What is your storage and backup strategy?

2. WHAT STANDARDS WILL BE USED FOR DOCUMENTATION AND METADATA?

- How will you document data collection methods?
- Have you used good project and data documentation?
- What directory and file naming convention will you use?
- What project and data identifiers will be assigned?
- Is there a community standard for data sharing/integration?

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3. WHAT STEPS WILL BE TAKEN TO PROTECT PRIVACY, SECURITY, CONFIDENTIALITY, INTELLECTUAL PROPERTY OR OTHER RIGHTS?

- Who controls copyright (e.g., PI, student, lab, University, funder)?
- Are there any special privacy or security requirements (e.g., personal data, high-security data)?
- Are there any embargo periods to respect?

4. IF YOU ALLOW OTHERS TO REUSE YOUR DATA, HOW WILL THE DATA BE ACCESSED AND SHARED?

- Are your data subject to any sharing requirements (e.g., funder data sharing policy)?
- Who will use your data now? Who will use it later?
- When will you publish your data and where?
- Are there tools/software needed to work with the data?

5. HOW WILL THE DATA BE ARCHIVED FOR PRESERVATION AND LONG-TERM ACCESS?

- How long should it be retained (e.g., 3-5 years, 10-20 years, permanently)?
- What file formats have you used? Are they stable and long lived?
- What repository best serves your data (subject or institutional)?
- Who will maintain the data long term?

NEED HELP?
CONTACT UALBANY LIBRARIES DATA SERVICES
SCHOLCOMM@ALBANY.EDU