

# TEMPLATE DATA MANAGEMENT PLAN FOR "LA CAIXA" FOUNDATION PROJECTS



This document is intended as support to researchers when creating their data management plans. Given that practices vary depending on the discipline and type of project, each beneficiary is responsible for adopting the model that best suits the characteristics and needs of their project. Nonetheless, beneficiaries are hereby informed that they must create the data management plan in accordance with this policy, which requires them to include the following information in the management application of grants to research, scholarships and innovation, in line with this template.

## 1. Data summary

Briefly and concisely describe:

- the data that will be generated or collected
- the formats and standards that will be used
- the value the data may have for other researchers
- what data cannot be shared and why.

## 2. Responsibilities

Indicate which people will be responsible for:

- monitoring the plan
- managing the data
- preservation and conservation.

Specify who will decide about access to the data and, in the case of intellectual property, who will own the rights.

## 3. FAIR data

Describe what action will be taken to make the data findable, accessible, interoperable and reusable.

### Findable data

- indicate which metadata will be used
- specify which identifier will be used for the data
- indicate what version control will be undertaken.

### Accessibility

- indicate who can access the data and when
- specify the availability of the data
- specify which methods or software are necessary to access the data
- indicate whether documentation on the necessary software is included and, if possible, include it
- specify where the data, metadata, documentation and code are deposited
- specify how access is granted in those cases where restrictions are necessary.





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### Interoperability

- describe how interoperability of the data through the use of controlled vocabularies will be facilitated.

### Reusability

- specify the degree of reuse permitted when the data are made available to other researchers and the wider public.
- specify when the data will be accessible for reuse. Given the case, specify why and how long the data will be embargoed.
- specify whether the data generated and/or collected in the project are reusable by third parties, above all on conclusion of the project. If data reuse is restricted, explain the reason.
- specify the periods during which the data may be reused.

## 4. Data security

- **Data recovery processing, secure storage and transfer of sensitive data:** describe the measures adopted to safeguard data security. This includes storage and security copies, long-term storage and how security and protection of the data will be maintained.

- **Coverage of the ethics review procedure context:** a description must be made of any possible ethical issues in the gathering, retaining, processing or storing of the data, as well as in the ethical approval procedures related to the project.

If the research activities include children, patients, members of a vulnerable population, the use of embryonic stem cells, issues related to privacy or data protection or research on animals and primates, the ethical principles and relevant national, EU and international legislation must be complied with. This is the point in the data management plan where these matters should be addressed.

## 5. Other matters

Indicate any other aspect of interest.

