

DMP Discussion Guide: Initial Review

Project Title

Date of Review

Student

Supervisor

Use this guide to review and discuss a postgraduate student's *initial* Data Management Plan (DMP) using the University of Auckland's online DMP tool. The guide is organised into **seven focus areas**. Relevant DMP sections are listed for reference.

Remember: A DMP is a *living document*. The level of detail may vary depending on the stage of the project and whether the DMP is required for ethics or funding approval.

1. Provide project information

Yes N/A Check that the DMP...

☐ ☐

Contains enough information to identify the project.

✓ [Project information](#)

☐ ☐

Identifies the **project team**, listing:

- Primary Supervisor as Primary Investigator
- Student, assigned the role of PhD student or Master's student
- Primary Supervisor (or appropriate Project team member) assigned the role of Data Manager

✓ [Project information](#) / [People](#) / [Principal Investigator](#)

✓ [Project information](#) / [People](#) / [Project team](#)

☐ ☐

Defines roles and responsibilities for data management, naming individual(s) where possible.

✓ [Project information](#) / [People](#) / [Project roles and responsibilities](#)

Discussion prompts

- **Confirm** whether any non-standard software and equipment will be required for the project. Use approved software and tools or seek approval for new software where needed. [↗](#)

2. Describe data

Yes N/A Check that the DMP...

☐ ☐

Describes or lists the types of data that will be created or collected (e.g., numeric, text, audio, or video).

✓ [Data](#) / [Creation and collection](#) / [Data creation/collection](#)

☐ ☐

Describes how new data will be collected or produced (primary data) and where any existing data (secondary data) comes from, including any re-use restrictions.

✓ [Data](#) / [Creation and collection](#) / [Data source\(s\)](#)

✓ [Data](#) / [Creation and collection](#) / [Data source considerations](#)

☐ ☐

Describes or lists any non-digital data or physical artefacts (including tissue samples, if applicable).

✓ [Data](#) / [Creation and collection](#) / [Non-digital data/physical artefacts](#)

☐ ☐

Identifies the software or equipment used to create or collect the data.

✓ [Data](#) / [Software and Equipment](#) / [...used to collect/create the data](#)

For more information and resources visit...

ResearchHub Research data management planning

or scan



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3. Identify legal, ethical, data sovereignty & policy considerations

Yes N/A Check that the DMP...

☐ ☐

Identifies the applicable **research data security classification(s)** applying to the project.

✓ [Requirements and Considerations / Requirements / Research data security classification](#)

☐ ☐

Identifies any **research security assessments** to be completed. If indicated, each of these sections should also be completed.

✓ [Requirements... / Requirements / Research security assessments](#)

☐ ☐

Identifies applicable University policies, including (at minimum) :

- Research Data Management
- Research Integrity
- IP Created by Staff and Students
- IT Security

If personal information is involved, also identifies:

- The University's Privacy Policy
- The Privacy Act 2020

✓ [Requirements... / Requirements / Related data policies](#)

☐ ☐

Identifies relevant **legal, ethical, data sovereignty, IP and other** considerations for the research data and briefly explains how they will be addressed.

✓ [Requirements... / Considerations / Considerations that apply ...](#)

Discussion prompts

- **Review** the University of Auckland's RDM policy guidance and discuss how responsibilities will be implemented for this project. [↗](#)
- **Learn** about data access, shared ownership, governance and how CARE and/or Māori data sovereignty principles apply. [↗](#)
- **Explore** appropriate storage options using the Choosing Data Storage guidance on ResearchHub. [↗](#)
- **Identify** any required data sharing agreement(s) with external collaborators or data providers. [↗](#)
- **Discuss** any lab or group standard operating procedures (SOPs) that should be followed.

4. Establish security and access conditions

Yes N/A Check that the DMP...

☐ ☐

States where data and backups will be stored during the project.

✓ [Data / Storage / Data storage location\(s\)](#)

☐ ☐

Clearly explains who can access the data and under what conditions.

✓ [Sharing and Access / During the project / Data access and sharing during the project](#)

5. Plan metadata and documentation

Yes N/A Check that the DMP...

☐ ☐

Describes the metadata and documentation that will accompany the data to enable future understanding and data re-use, and where this information will be recorded (e.g., README files, code books, lab notebooks).

✓ [Data / Creation and collection / Metadata and documentation](#)

☐ ☐

Describes how data will be organised (e.g., file naming, folder structures, version control).

✓ [Data / Creation and collection / Metadata and documentation](#)

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6. Discuss data ownership and custodianship

Yes N/A Check that the DMP...

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Identifies ownership of copyright and intellectual property (IP).
✓ Requirements... / Contracts and copyright / Copyright and IP owners |
| ☐ | ☐ | Identifies who has authority to control access to the data.
✓ Project information / People / Principal Investigator |
| ☐ | ☐ | Identifies who will act as data custodian after the project ends.
✓ Project information / People / Project team (Data Manager role) |

Discussion prompts

- **Discuss** potential future research uses (and/or users) of the data. [↗](#)
- **Consider** how to balance FAIR and CARE principles when deciding post-project data access. [↗](#)
- **Confirm** which data will be retained, for how long, and who is responsible. [↗](#)

7. Consider sharing, retention and disposal

Yes N/A Check that the DMP...

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Describes whether data might be shared after the project, and under what conditions.
✓ Sharing and Access / After the project / Data access and sharing after the project |
| ☐ | ☐ | States the minimum data retention period required by policy, contracts, or regulation.
✓ Sharing and Access / After the project / Applicable minimum retention period |
| ☐ | ☐ | Describes plans for secure disposal once data is no longer required.
✓ Sharing and Access / After the project / Data retention and deletion |

Next Steps • Reminders

Date of Next Review

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