

DMP Discussion Guide: Final review

Project Title

Date of Review

Student

Supervisor

Use this guide to **finalise a postgraduate student's Data Management Plan (DMP)** before thesis submission. The focus is on confirming retention, archiving, data access, licensing and custodianship arrangements for data and metadata after the project ends.

The guide is organised into two focus areas. Relevant sections of the DMP are listed for reference.

1. Confirm retention, archive and disposal of data and metadata

Yes N/A Guidance

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Confirm the minimum retention period, aligned with institutional, ethical, contractual, or regulatory requirements.
✓ Sharing and access / After... / Applicable minimum retention period |
| ☐ | ☐ | Include sufficient documentation (e.g., README files, codebooks) with the data to support future understanding and reuse.
✓ Data / Creation and collection / Metadata and documentation |
| ☐ | ☐ | Specify where data and metadata will be stored or archived during the retention period and the plans for secure deletion or disposal.
✓ Sharing and access / After the project / Data retention and deletion |
| ☐ | ☐ | Identify whether one or more data records will be created to support long-term storage, access and custodianship.
✓ Data Record (feature coming in 2026) |

Discussion prompts

- **Ensure** data is in a suitable format (e.g., widely used formats like CSV, TXT, or PDF/A). [↗](#)
- **Review** the considerations for sharing data after the project has ended. [↗](#)
- **Confirm** whether access conditions appropriately balance FAIR and CARE principles. [↗](#)
- **Learn** about Creative Commons and other licenses for research data. [↗](#)

2. Confirm data access conditions, licensing, and custodianship

Yes N/A Guidance

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Clearly state post-project data access conditions (e.g., no access, mediated access, or open access).
✓ Sharing and access / After... / Data access and sharing after the project
✓ Publish and report / Data accessibility |
| ☐ | ☐ | Ensure that any data intended for reuse are covered by an appropriate license or terms of use.
✓ Publish and report / Creative Commons and other licensing |
| ☐ | ☐ | Ensure custodianship of data remains at the University. Name an appropriate custodian (e.g., Primary Supervisor) if leaving the University.
✓ Sharing and Access / Primary data custodian |

For more information and resources visit...

ResearchHub Research data management planning

or scan

