

APPROVED by
Order No. A-114 of the Rector of
Kaunas University of Technology of
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DATA MANAGEMENT PLAN TEMPLATE

Adapted from: Science Europe (2021). *Practical Guide to the International Alignment of Research Data Management*. Retrieved March 14, 2025, from https://scienceeurope.org/media/4brkxxe5/se_rdm_practical_guide_extended_final.pdf

GENERAL INFORMATION Researcher / Principal Researcher _____ Title _____ Start date _____ End date _____ Funding programme/project (if applicable) _____ Date _____ and version _____ of the Data Management Plan (DMP)
1. DATA DESCRIPTION AND COLLECTION OR REUSE OF EXISTING DATA
1.1. How will new data be collected or produced, and/or how will existing data be reused? 1.2. Which data (for example, the kind, formats and volumes) will be collected or produced?
2. DOCUMENTATION AND DATA QUALITY
2.1. Which metadata and documentation (for example, the methods of data collection and organisation) will accompany the data? 2.2. What data quality control measures will be applied?
3. STORAGE AND BACKUP DURING THE RESEARCH PROCESS
3.1. How will data and metadata be stored and backed up during the research? 3.2. How will data security and protection of sensitive data be ensured during the research?
4. LEGAL AND ETHICAL REQUIREMENTS
4.1. If personal data is processed, how will compliance with legislation on personal data and security be ensured? 4.2. How will other legal issues, such as intellectual property rights and ownership, be managed? Which legislation is applicable? 4.3. Which ethical issues and codes of conduct are there, and how will they be taken into account?
5. DATA SHARING AND LONG-TERM PRESERVATION
5.1. How and when will data be shared? Are there possible restrictions to data sharing or embargo reasons? 5.2. How will data for preservation be selected, and where will data be preserved long-term (for example, a data repository or archive)? 5.3. Which methods or software tools are required to access and use data? 5.4. How will the application of a unique and persistent identifier (such as a Digital Object Identifier (DOI) to each data set be ensured?
6. DATA MANAGEMENT RESPONSIBILITIES AND RESOURCES
6.1. Who (for example, role, position, and institution) will be responsible for data management (i.e. the data steward)? 6.2. Which resources (for example, financial and time) will be dedicated to data management and ensuring that data is FAIR (Findable, Accessible, Interoperable and Re-usable)?