This is the UWE Bristol research data management plan template.

* The template applies to all research; you are required to fill this in before collecting any data as part of research or using any data for research.
* You must do this for all research, whether externally or internally funded, as part of scholarship time, or doctoral student research.
* Doctoral students should complete this in conjunction with their DOS/Supervisory team.
* You should update this research data management plan as appropriate, but please always keep prior versions on the Research Governance Record.

Research data management plans for staff and doctoral research must be uploaded to the UWE Research Governance Record. The DOS must do this for doctoral research. This template is available for use by supervisors with taught programme students, but does not, at this point, need to be uploaded to the Research Governance Record (although it is advised that this form should form the basis for a proportionate RDM for all student research).

Please download a fresh copy of the template from the Library’s website each time you need to use it; this will ensure that you are using the most up to date version. If you do not use the current version, you may be asked to do it again.

**Please refer to the guidance notes before answering each question (accessed by hyperlink from each question).**

You may also find the following sources of guidance helpful:

[UWE Bristol Research Governance Guidance](https://www1.uwe.ac.uk/research/researchgovernance.aspx), including the [UWE Bristol Code of Good Research Conduct](https://www1.uwe.ac.uk/research/researchgovernance/codeofgoodresearchconduct.aspx)

[UWE Bristol Research Ethics Guidance](https://www1.uwe.ac.uk/research/researchethics.aspx)

[Data Protection Impact Assessment](https://uweacuk.sharepoint.com/sites/staff-intranet-data-protection/SitePages/data-protection.aspx#part5) (screening questions to be complete before research with human participants).

[The Human Tissue Quality Management System](https://www1.uwe.ac.uk/research/researchgovernance/resourcesforresearchers/humantissue.aspx) (where appropriate)

The Animal and Animal Welfare Quality Management System (where appropriate). For

access to this guidance, please contact the Research Governance Team.

[Library Services guidance on research data management](https://www1.uwe.ac.uk/library/usingthelibrary/researchers/manageyourresearchdata.aspx)

[Information Security Toolkit](https://www1.uwe.ac.uk/its/informationsecuritytoolkit.aspx)

[UWE Export Controls Guidance](https://uweacuk.sharepoint.com/sites/tasks-guides/SitePages/Export-Control-guidance.aspx)

|  |  |
| --- | --- |
| UWE Project manager name: | Click or tap here to enter text. |
| Student name, where applicable: | Click or tap here to enter text. |
| College: | Click or tap here to enter text. |
| Project Title: | Click or tap here to enter text. |
|  |

|  |  |
| --- | --- |
| Research Data Management Plan version number: | Click or tap to enter text |
| Date: | Click or tap to enter a date. |
|  |

|  |
| --- |
| If you have the following reference numbers, please enter them below. |
| PIMS REF number: | Click or tap here to enter text. |
| UEIC / CREC / AWESC application numbers: | Click or tap here to enter text. |
| HTSC registration number: | Click or tap here to enter text. |
| GM registration number: | Click or tap here to enter text. |

|  |
| --- |
| Q1. What data will you collect, create or use? **If you are doing low-risk, entirely desk-based research state that here. Read note 1 for when this applies.**  [See Note 1](https://www.uwe.ac.uk/study/library/research-support/manage-your-research-data/planning-your-project/create-a-data-management-plan#note1) |
| Click or tap here to enter text. |
| Q2. How will you collect, create or access the data? [See Note 2](https://www.uwe.ac.uk/study/library/research-support/manage-your-research-data/planning-your-project/create-a-data-management-plan#note2) |
| Click or tap here to enter text. |
| Q3. Please classify your data here as public, restricted or confidential. [See Note 3](https://www.uwe.ac.uk/study/library/research-support/manage-your-research-data/planning-your-project/create-a-data-management-plan#note3) |
| Click or tap here to enter text. |
| Q4. How will the data be stored and backed up at all stages during its life course? [See Note 4](https://www.uwe.ac.uk/study/library/research-support/manage-your-research-data/planning-your-project/create-a-data-management-plan#note4) |
| Click or tap here to enter text. |
| Q5. How will the data be documented, described and maintained? [See Note 5](https://www.uwe.ac.uk/study/library/research-support/manage-your-research-data/planning-your-project/create-a-data-management-plan#note5) |
| Click or tap here to enter text. |
| Q6. How will your data be processed? [See Note 6](https://www.uwe.ac.uk/study/library/research-support/manage-your-research-data/planning-your-project/create-a-data-management-plan#note6) |
| Click or tap here to enter text. |
| Q7. Does the Data Protection Act (2018) apply to your research? [See Note 7](https://www.uwe.ac.uk/study/library/research-support/manage-your-research-data/planning-your-project/create-a-data-management-plan#note7) |
| Click or tap here to enter text. |
| Q8. Export controls and other legislation and regulation. [See Note 8](https://www.uwe.ac.uk/study/library/research-support/manage-your-research-data/planning-your-project/create-a-data-management-plan#note8) |
| Click or tap here to enter text. |
| Q9. What Intellectual Property will be created or used in this research? [See Note 9](https://www.uwe.ac.uk/study/library/research-support/manage-your-research-data/planning-your-project/create-a-data-management-plan#note9) |
| Click or tap here to enter text. |
| Q10. What are your plans for long-term preservation and data sharing, where appropriate, and data disposal? [See Note 10](https://www.uwe.ac.uk/study/library/research-support/manage-your-research-data/planning-your-project/create-a-data-management-plan#note10) |
| Click or tap here to enter text. |
| Q11. Who is responsible for enacting the different elements of the research data management plan? [See Note 11](https://www.uwe.ac.uk/study/library/research-support/manage-your-research-data/planning-your-project/create-a-data-management-plan#note11) |
| Click or tap here to enter text. |
| Q12. What resources are needed to deliver the plan, and are these available? [See Note 12](https://www.uwe.ac.uk/study/library/research-support/manage-your-research-data/planning-your-project/create-a-data-management-plan#note12) |
| Click or tap here to enter text. |