OPEN RESEARCH DATA MANAGEMENT PLAN
ASSESSMENT GRID

1. DATA SUMMARY
1.a Is header information provided (action ID, acronym, DMP version, name of the DMP responsible)?
   
   Yes ☐ Some ☐ No ☐

1.b Are the purpose of the data collection, its relation to project objectives explained? Is data utility outlined (to whom will the data be useful)?
   
   Yes ☐ Some ☐ No ☐

1.c Are data types and formats specified?
   
   Yes ☐ Some ☐ No ☐

1.d Is the expected volume of the data estimated?
   
   Yes ☐ Some ☐ No ☐

1.e Is data reuse described including origin of data?
   
   Yes ☐ Some ☐ No ☐

Recommendations:
--------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------

2. FAIR DATA
2.1. Making data findable, including, provisions for metadata

2.1.a Is data discoverability described, including role of metadata? Yes ☐ Some ☐ No ☐

2.1.b Are data identification and naming conventions described? Yes ☐ Some ☐ No ☐

2.1.c Are metadata standards and conventions described? Yes ☐ Some ☐ No ☐

2.1.d Will the data be searchable? Yes ☐ Some ☐ No ☐

Recommendations:
-------------------------------------------------------------------------------------------------------------
2.2. Making data openly accessible

2.2.a Are open access to the data and reasons for access restrictions (if any) described? Are there instructions on how to gain access to restricted data? Yes □ Some □ No □

2.2.b Is it described where (e.g. repository) and how (e.g. methods and software) the data can be accessed? Is relevant documentation mentioned? Yes □ Some □ No □

2.2.c Is it specified where the data and associated metadata, documentation and code are deposited? Yes □ Some □ No □

Recommendations:

--------------------------------------------------------------------------------------------------------------------
------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------

2.3. Making data interoperable

2.3.a Is it described how data interoperability will be facilitated, e.g. through use of data and metadata vocabularies, standards or methodologies? Yes □ Some □ No □

2.3.b Is inter-disciplinary interoperability facilitated, e.g. by using standard vocabularies for all data types? Yes □ Some □ No □

Recommendations:

--------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------

2.4. Increase data re-use (through clarifying licences)

2.3.a Is data licensing described including impact on data reuse? Yes □ Some □ No □

2.3.b Are there clear justifications for licence restrictions, e.g. reuse by third parties, periods of restricted use? Yes □ Some □ No □

2.3.c Are data quality assurance processes described? Yes □ Some □ No □

2.3.d Is it specified for how long will the data remain re-usable? Yes □ Some □ No □

Recommendations:

--------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------

3. ALLOCATION OF RESOURCES

3.a Are the costs for data management estimated? Yes □ Some □ No □

3.b Are data management responsibilities identified Yes □ Some □ No □

3.c Are the costs and potential value of long term preservation described? Are procedures to decide what data will be kept and for how long outlined? Yes □ Some □ No □

Recommendations:

--------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------
4. DATA SECURITY

4.a Are procedures for data recovery as well as secure storage and transfer of sensitive data specified?  
Yes ☐ Some ☐ No ☐

Recommendations:

5. ETHICAL ASPECTS

5.a Are there references to the relevant ethics aspects described in the GA or ethics deliverables? Is complementary information provided, e.g. on consent for preservation and sharing of personal data as well as data anonymisation?  
Yes ☐ Some ☐ No ☐

Recommendations:

6. OTHER

6.a Are other relevant data management, data sharing and data security policies described (e.g. national, institutional or research field specific policies)?  
Yes ☐ Some ☐ No ☐

Recommendations:
Overall comments:

Date of submission to the project coordinator: __________________________
Deadline for the next version of the data management plan: _________________
Signed Project Officer: ________________________________________________