

ATTENTION

This is NOT the application form to access the RES archival resources. This document has been created only as a guide showing the information needed to fill the application form online. All the applications must be presented through the online form available at <https://www.bsc.es/res-intranet/>.

Data Management Plan Template

Data projects are evaluated for their scientific relevance and technical feasibility. Be as precise as possible.

1. Scientific relevance of the data project

ELEMENTS for the Data Project	ELEMENTS DESCRIPTIONS/BEST PRACTICES
Project Title	Name by which the Project is known.
Scientific Project Description	Short description of the project scientific value and relevance of the data sets and of the activity of data exploitation for the scientific community (max. 10000 characters) Add any project technical details in the "Technical Project Description"
Motivation	Short motivation for asking resources to the RES, with clear references to the related funded projects, and expected impact. (max. 3000 characters)
Research Team	Research team description (short cv of the Principal Investigator (max 500 characters), researchers involved (max 3 researchers, max. 500 characters each), relevant projects (max. 3 projects, names, references) and publications (max 5 references)
Project leader has a contract with a Spanish research organization, valid at least until the first technical review.	Yes / No

2. Technical Management Plan

This section collects technical aspects of the data project as a whole, and then one specific section for each dataset. A dataset is defined by a group of files with characteristics that need the same technical treatment.

Data Project table

ELEMENTS for the Data Project	ELEMENTS DESCRIPTIONS/BEST PRACTICES
Data Management Plan (DMP) version	Version number
DMP Date	DD/MM/YYYY
DMP Future Update	DD/MM/YYYY
Project Leader	Name and Surname of Individual and/or organization responsible of the project e-mail address of Individual and/or organization (only institutional e-mails)
Technical Project Description	Short description of the project technical value (max. 10000 characters) Add any project scientific details in the "Scientific Project Description"
Funding Organizations	Reference to the Organizations which have funded the projects related to the data (for production, collection, ...). Write N/A if none.
	Description of the relevant aspects already financed by other means (to be excluded from this project) (max. 500 characters)
Project start	DD/MM/YYYY
Project duration	Number of Months
Data Management Responsible	DMP content reviews (name and institutional email)
	Data integrity check (name and institutional email)
	Data recovery in case of failure (origin of data, primary repository site) (name and institutional email)
	Data movement/ deletion at the end of the project (name and institutional email)
Preferred host node and motivation	Optional – Indicate in which node the project should possibly be hosted, and why. (max. 500 characters)

Dataset table

ELEMENTS for the Dataset	ELEMENTS DESCRIPTIONS/BEST PRACTICES
Dataset ID/name	Name by which the resource is known
	<p>Unique identifier (it will be used in this project to reference the dataset).</p> <p>There are two general approaches to ensuring uniqueness for these identifiers: 1. use a universal unique identifier (UUID), to distinguish it from other resources. 2. Include a namespace and a code guaranteed to be unique in that namespace in the identifier. Example: es.bsc.ces:Coo500</p>
Abstract	Brief narrative of the resource. This is different than a scientific abstract. Provide descriptive information in a clear, concise and human readable manner. Describe the contents of the resource and the key aspects and/or attributes that are represented. Briefly explain what is unique about this resource and, if appropriate how it differs from similar resources. (max. 1000 characters)
Access policy	Write permissions: Public, Group, Specific user (list of names, max 3 names), or Other.
	Read permissions: Public, Group, Specific user (list of names, max 3 names), or Other.
Accessibility from other data services	Specify if data are linked to any published paper, and which data service need access to the data.
Storage type policy	<p>Choices: Tape (Suitable for very large datasets/slower access/less suitable if recurring backups are required), HDD (Fast access), SSD (Very fast access for small datasets/not suitable for very large datasets), Cloud (Redundant high availability storage)</p> <p>Note: Restriction to one choice per dataset.</p>
Storage policy details	If applicable, provide details of more complex storage policy requirements (e.g.: HDD with tape backups, incremental tape backups, etc.)
Data info	Name of the resource format, Version of the format, Identify the name of specification if it applies, file decompression technique, size in Gb and number of files
Metadata	Name of metadata standard and location of metadata record
Backup policies	Backup Frequency: None, Unknown (or to be accorded and specified later on), or Every X (hours, days, weeks, months)
Origin	Data provenance info (link)
Foreseen updates/ versioning	Describe the possible updates of the dataset and its versioning
Connections to other repositories /data transfer needs	Repositories locations and synchronization needs
Data services required from the awarded Node	Specific Node service request, preferred provider
Computing services required for the data exploitation	<p>Choose the computing services required. Choose N/A if none.</p> <p>HPC, Cloud (VMs), number of CPU hours, or N/A.</p> <p>Warning: here computing services are limited to exploitation activity of the project. For big computing needs (HPC), apply to the RES supercomputing calls.</p>
Legal/ethical restrictions	Describe the actions taken for your dataset not to have any ethical restrictions and how did it comply with such legally (max. 500 characters)
Related software for data exploitation	Location/format
	Description (max. 500 characters)

(read, analysis, ...)	Data products link
Intended write process	How often, and what volume of data, do you intended to read and write to storage?
Intended read process	Is the storage to be used primarily as a backup or will frequent access across the entire archived dataset be required?
Responsible	Name and Surname of Individual and/or organization responsible for the storage content (move/remove data)
	Name and Surname of Individual and/or organization responsible for permissions control/change
	Name and Surname of Individual and/or organization responsible for metadata update and synchronization
	Name and Surname of Individual and/or organization responsible for FAIR-ness checks and metrics (indicate how you will evaluate it)

Please, fill as many Dataset tables as needed for the data project.