# Info sheet for template [remove this first page from your own plan]

# Data Management Plan for projects funded by Research Council of Finland

**Updated 19.5.2025**

This template follows:

* Guidelines of Research Council of Finland for Data Management Plan: [Data management plan - Research Council of Finland](https://www.aka.fi/en/research-funding/apply-for-funding/how-to-apply-for-funding/az-index-of-application-guidelines2/data-management-plan/data-management-plan/)
* Guidelines of University of Jyväskylä for data management and to follow the Researh Data Policy: [Data management plan (DMP) | University of Jyväskylä](https://www.jyu.fi/en/research/research-data-management/guide/data-management-plan)
* The General Finnish DMP guidelines: Tuuli working group. (2021). Finnish DMP evaluation guidance. Zenodo. <https://doi.org/10.5281/zenodo.4729832>.

Read this first:

* A Data Management Plan (DMP) is an independent, living document that complements the research plan. It helps the researcher outline the necessary actions for handling research data at different stages of the project. A DMP supports adherence to good research practices.
* In the context of a Data Management Plan, data is understood broadly. It includes all analog and digital resources and materials from which research results are derived.
* Data management should aim to follow the FAIR principles, meaning that the metadata—and, where possible, the data itself—should be Findable, Accessible, Interoperable, and Reusable. Note the Research Council of Finland’s funding terms and conditions that include requirements for data management: [Research Council of Finland’s funding terms and conditions 2024-2025](https://www.aka.fi/globalassets/1-tutkimusrahoitus/1-hae-rahoitusta/nain-kaytat-rahoitusta/research-council-of-finlands-funding-terms-and-conditions-2024-2025.pdf).
* When drafting the Data Management Plan, it is advisable to first review all the questions. Good planning facilitates the practical execution of the research, as all aspects of the plan must be addressed in one way or another during the project. If a question does not apply to your research, briefly explain why.
* Template is structured so that in each section there are 1) ***Guidelines of Research Council of Finland***, 2) ***JYU Guidelines, tools and examples for meeting the requirements*** and 3) ***Your own plan***. Remember to see the JYU Guidelines behind links, so that you know what practices, tools and systems are used in JYU. Delete the guideline texts from the template when your plan is finalized and ready to submit to Research Council of Finland.

# Project details:

Primary research organisation (e.g. JYU):

Funder:

Funding decision number:

Principal Investigator (PI):

Other contributors on DMP, if any:

* Datamanager:
* Project Administrator:
* Other:

Project title:

Project abstract:

Research domain:

Project duration (start date and end date):

Project number in JYU Converis research portal:

## General description of data

#### What kinds of data is your research based on? What data will be collected, produced or reused? What file formats will the data be in? Additionally, give a rough estimate of the size of the data produced/collected.

***Guidelines of Research Council of Finland [remove from final plan]:***

Briefly describe what types of data you are collecting or producing. In addition, explain what kinds of existing data you will (re)use. List, for example, the types of texts, images, photographs, measurements, statistics, physical samples or codes.

Categorise your data in a table or with a clear list, for example:

A) previously collected data reused in this project

B) data collected for this project,

C) data produced as an outcome of the project.

The categorisation (item 1.1) can form a general structure for the rest of the data management plan.

List the file formats. In some cases, the file formats used during the research project may differ from those used in archiving the data after the project. List both. The file format is a primary factor in the accessibility and reusability of your data in the future.

In the plan, describe the required disk space, not how many informants participated in the project. A rough estimation of the size of the data is sufficient (e.g., less than 100 GB, approx. 1 TB or several petabytes).

Tips for best practices

* Use a table or bullet points for a concise way to present data types, file formats, the software used and the size of the data.
* Examples of file formats: .csv, .txt, .docx, .xslx and .tif.
* Make sure to describe any special or uncommon software necessary to view or use the data, especially if the software is coded or produced in your project.

Avoid overlaps with the research plan! Data analysis and methodological issues related to the data and materials have been described in the research plan.

***JYU Guidelines, tools and examples for meeting the requirements [remove from final plan]:***

[Data management plan - General description of the data | University of Jyväskylä](https://www.jyu.fi/en/research/research-data-management/guide/data-management-plan/general-description-of-the-data)

Table example to be used if needed:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dataset (short description);  Is the data  1) existing data being reused  2) new data produced during the research,  3) analytical data generated to derive results (e.g. tables, transcriptions)? | Does the dataset contain personal data or special categories of personal data?  Is the data otherwise sensitive or confidential?  Who is the data controller? | What tools/software are used for data collection, storing and analysis? | File format and data size | Will the dataset be made publicly available? If yes, specify the repository. | Respons-ible person |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Your DMP:***

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#### How will the consistency and quality of data be controlled?

***Guidelines of Research Council of Finland [remove from final plan]:***

Explain how the data collection, analysis and processing methods used may affect the quality of the data and how you will minimise the risks related to data accuracy.

Data quality control ensures that no data are accidentally changed and that the accuracy of data is maintained over their entire life cycle. Quality problems may emerge due to the technical handling, converting or transferring of data, or during its contextual processing and analysis.

Tips for best practices:

* Adopt and enforce formal version control processes. This can mean, for instance, shared and documented file naming conventions, or everyone working in Git repositories.
* Transcriptions of audio or video interviews should be checked by someone other than the transcriber.
* Analog material should be digitised in the highest resolution possible for accuracy.
* In all conversions, maintaining the original information content should be ensured.
* Avoid overlaps with the research plan! Issues related to data analysis, methods and tools have been described in the research plan. Do not include, for example, instrument calibration descriptions in the data management plan.

***JYU Guidelines, tools and examples for meeting the requirements [remove from final plan]:***

[Data management plan - General description of the data | University of Jyväskylä](https://www.jyu.fi/en/research/research-data-management/guide/data-management-plan/general-description-of-the-data)

***Your DMP:***

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## 2. Ethical and legal compliance

#### 2.1. What legal issues are related to your data management (for example, GDPR and other legislation affecting data processing)?

***Guidelines of Research Council of Finland [remove from final plan] :***

All types of research data involve questions of rights and legal and ethical issues. Demonstrate that you are aware of the relevant legislation related to your data processing. If you are handling personal or sensitive information, describe how you will ensure privacy protection and data anonymisation or pseudonymisation.

Tips for best practices:

* Check your institutional ethical guidelines, data privacy guidelines and data security policy, and prepare to follow the instructions that are given in these guidelines.
* If your research is to be reviewed by an ethical committee, outline in your data management plan how you will comply with the protocol (e.g., how to remove personal or sensitive information from your data before sharing them to ensure privacy protection).
* Will you process personal data? If you intend to do so, please detail what type of personal data you will collect.
* All data related to an identified or identifiable person is personal data. Information such as names, telephone numbers, location data and information on the congenital diseases of the individual’s grandparents is personal data.
* Read more on the website of the Office of the Data Protection Ombudsman.
* Avoid overlaps with the research plan! Detailed research ethical aspects, statements of ethics committees and the use of laboratory animals, etc., have been described in the research plan.

***JYU Guidelines, tools and examples for meeting the requirements [remove from final plan]:***

[Data management plan - Research ethics, legislation and rights related to data | University of Jyväskylä](https://www.jyu.fi/en/research/research-data-management/guide/data-management-plan/research-ethics-and-legislation)

[Data Privacy Instructions for researchers | University of Jyväskylä](https://www.jyu.fi/en/data-privacy-at-the-university-of-jyvaskyla/instructions-for-researchers)

***Your DMP:***

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#### 2.2. How will you manage the rights of the data you use, produce and share?

***Guidelines of Research Council of Finland [remove from final plan]:***

Describe how you will agree upon the rights of use related to your research data – including the collected, produced and (re)used data of your project. Here, you can employ your categorisation in Question 1. Each of the categories in Question 1.1 involves different rights and licences. Describe the transfer of rights procedures relevant to your project. Describe confidentiality issues if applicable in your project.

License your data!

Tips for best practices

* Agreements on ownership and rights of use should be made as early as possible in the project lifecycle.
* Have you gained consent for data preservation and sharing?
* Follow the funder’s policies.
* It is recommended to make all research data, code and software created within a research project available for reuse, for example, under Creative Commons, GNU, MIT or another relevant licence.

***JYU Guidelines, tools and examples for meeting the requirements [remove from final plan]:***

[Rights and agreements related to research data | University of Jyväskylä](https://www.jyu.fi/en/research/research-data-management/guide/rights-and-agreements)

In any questions about rights and agreements, contact the JYU Legal Services at [legal@jyu.fi](mailto:legal@jyu.fi). If applicable, check the JYU IP and commercialisation guidelines.

***Your DMP:***

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## Documentation and metadata

#### How will you document your data to make them findable, accessible, interoperable and re-usable for you and others? What kinds of metadata standards, README files or other documentation will you use to help others understand and use your data?

***Guidelines of Research Council of Finland [remove from final plan]:***

Data documentation enables datasets and files to be found, used and properly cited by other users (human or computer). Without sufficient documentation, the data cannot be reused.

[Documentation](https://research.csc.fi/metadata-and-documentation) includes essential information regarding the data, for example a) core metadata (for discovery and identification) where, when, why and how the data were collected as well as b) descriptive information how the data is interpreted correctly using metadata standards, vocabularies and readme files, for instance.

Tips for best practices

* Describe all types of documentation (Readme files, metadata, etc.) you will provide to help secondary users find, understand and reuse your data. Repositories often require the use of a specific metadata standard. Check whether a discipline-specific metadata schema or standard exists that can be adopted.
* Consider how the data will be organised during the project. Describe, for example, your file-naming conventions, version control and folder structure.
* Use research instruments that automatically create standardised metadata formats.
* Identify the types of information that should be captured to enable other researchers to discover, access, interpret, use and cite your data. Know the minimum requirements for data documentation; see, for example, [the Qvain User Guide](https://www.fairdata.fi/en/qvain-user-guide/).

***JYU Guidelines and tools for meeting the requirements [remove from final plan]:***

[Data management plan - Documentation and metadata | University of Jyväskylä](https://www.jyu.fi/en/research/research-data-management/guide/data-management-plan/documentation-and-metadata)

Note! In JYU, metadata is filed and maintained in the research data section of the Converis research information system. Metadata will be published from Converis to the JYX publication archive. In JYX, the metadata will be assigned a DOI and a permanent landing page, which will contribute to the referencing, discoverability and accessibility of the data. The publication of metadata does not require or imply the opening of the whole document, but it can be done through the same landing page.

***Your DMP:***

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## Storage and backup during the research project

#### Where will your data be stored, and how will they be backed up

***Guidelines of Research Council of Finland [remove from final plan]:***

Describe where you will store and back up your data during your research project. Consider who will be responsible for backup and recovery. If there are several researchers involved, create a plan with your collaborators and ensure safe transfer between participants.

Show that you are aware of the storing solutions provided by your organisation. Do not merely refer to the IT services. In the end, you are responsible for your data, not the IT department or the organisation.

Explain the methods for preserving and sharing your data after your research project has ended in more detail in section 5.

Tips for best practices

* The use of a safe and secure storage provided and maintained by your organisation’s IT support or other reliable IT provider such as CSC is preferable.
* Do not use external hard drives as the main storing option.
* Follow your institution’s data security requirements.

***JYU Guidelines and tools for meeting the requirements [remove from final plan]:***

[Data management plan - Data storage during the research | University of Jyväskylä](https://www.jyu.fi/en/research/research-data-management/guide/data-management-plan/storage-and-backup)

Tips shortly in JYU:

* Storage for non-sensitive data:
  + JYU MS Office environments and OneDrive,
  + Next Cloud (personal and group folder),
  + U- and S-drives
  + Researchvideo (video and audio files, transcriptions)
* Storage for sensitive data:
  + NextCloud + encryption with Cryptomator
  + JYU OneDrive + encryption with Cryptomator
  + Researchvideo (video and audio files, transcriptions)
  + CollabRoom (max. 50MB Files)
* If working with esternal devices, plan how you will move files to JYU services as soon as possible

***Your DMP:***

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#### Who will be responsible for controlling access to your data, and how will secured access be controlled?

***Guidelines of Research Council of Finland [remove from final plan]:***

It is essential to consider data security issues, especially if your data include sensitive data, personal data, politically sensitive information or trade secrets. Describe who has access to your data, what they are authorised to do with the data and how you will ensure the safe transfer of data to your collaborators.

Tips for best practices

* Access controls should always be in line with the level of confidentiality involved.

***JYU Guidelines, tools and examples to meet the requirements [remove from final plan]:***

[Data management plan - Data storage during the research | University of Jyväskylä](https://www.jyu.fi/en/research/research-data-management/guide/data-management-plan/storage-and-backup)

***Your DMP:***

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## Opening, publishing and archiving the data after the research project

#### What part of the data can be made openly available or published? Where and when the data, or their metadata, be made available?

***Guidelines of Research Council of Finland [remove from final plan]:***

Describe how you will make data available and findable for reuse. If your data or parts of the data cannot be opened, explain why you publish only metadata.

In the case of sensitive data, which cannot be opened, describe the opening of their metadata. Describe the secured preservation procedure of sensitive data in section 5.2.

The openness of research data promotes its reuse.

Tips for best practices

* You can publish a description (i.e., the metadata) of your data without making the data themselves openly available, which enables you to restrict access to the data.
* Publish your data in a data repository or a data journal.
* Check org to find a repository for your data.
* Prefer repositories or publishers that provide persistent identifiers (PID) to enable access and citation to the data via a persistent link (e.g. DOI, URN).
* Remember to check the funder, disciplinary or national recommendations for data repositories.
* It is recommended to make all research data, code and software created within a research project available for reuse, for example, under Creative Commons, GNU, MIT or another relevant licence.
* Avoid overlaps with the publication plan! The research article publication does not equal data publication. A data journal is a publication forum specialised in publishing research data.

***JYU Guidelines, tools and examples for meeting the requirements [remove from final plan]:***

[Data management plan - Opening, publishing, and archiving | University of Jyväskylä](https://www.jyu.fi/en/research/research-data-management/guide/data-management-plan/opening-publishing-and-archiving)

## Data management responsibilities and resources

#### Who (e.g., role and institution) will be responsible for data management?

***Guidelines of Research Council of Finland [remove from final plan]:***

Summarise here all the roles and responsibilities described in the previous answers. Consider who will be responsible for the data resulting from your project after your project has ended.

Tips for best practices

* Outline the roles and responsibilities for data management/stewardship activities, for example, data capture, metadata production, data quality, storage and backup, data archiving, and data sharing. Name the responsible individual(s) where possible.
* For collaborative projects, explain the coordination of data management responsibilities across partners.
* Indicate who is responsible for implementing the data management plan and for ensuring that it is reviewed and, if necessary, revised.
* Consider scheduling regular updates of the data management plan.

***JYU Guidelines, tools and examples for meeting the requirements [remove from final plan]:***

[Data management plan - Responsibilities and resources | University of Jyväskylä](https://www.jyu.fi/en/research/research-data-management/guide/data-management-plan/responsibilities-and-resources)

Note that in research projects involving many researchers and large and/or diverse datasets, it is recommended to appoint a data manager. This can be the Principal Investigator (PI), but in many cases, it may be a researcher specifically responsible for data management, particularly in organizing, sharing, and documenting the data.

***Your DMP:***

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#### What resources will be required for your data management procedures to ensure that the data can be opened and preserved according to FAIR principles (Findable, Accessible, Interoperable, Re-usable)?

***Guidelines of Research Council of Finland [remove from final plan]:***

Estimate the resources, such as time and financial costs, needed to manage, share and preserve the data. These may include storage costs, hardware, staff time, the costs of preparing data for deposit and repository charges.

Tips for best practices:

* Consider the additional computational facilities and resources that need to be accessed, and what the associated costs will amount to.
* Carefully consider the resources needed to share, store and curate the data.
* Remember to specify your data management costs in the budget, according to funder requirements.

***JYU Guidelines, tools and examples for meeting the requirements [remove from final plan]:***

[Data management plan - Responsibilities and resources | University of Jyväskylä](https://www.jyu.fi/en/research/research-data-management/guide/data-management-plan/responsibilities-and-resources)

***Your DMP:***

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