

# European Commission (Horizon): Horizon 2020 FAIR DMP + - Horizon 2020 FAIR DMP +

## Version information

Version number

*Guidance:*

Indicate the current version of the DMP. E.g. v1.0, 2.0, ...

Description

*Guidance:*

Describe the current version of the DMP. E.g. update of the initial DMP (submitted in month 5) for the first periodic evaluation of the project.

Date of first version

*Guidance:*

When was the first version of the DMP completed?

Date of last update

*Guidance:*

When was the DMP last changed?

## 1. Data summary

What is the purpose of the data collection/generation and its relation to the objectives of the project?

What types and formats of data will the project generate/collect?

Will you re-use any existing data and, if so, how?

What is the origin of the data?

What is the expected size of the data (if known)?

To whom might the data be useful ('data utility')?

## 2.1 FAIR data: Making data findable, including provisions for metadata

Are the data produced and/or used in the project discoverable with metadata?

Are the data produced and/or used in the project identifiable and locatable by means of a standard identification mechanism?

*Guidance:*

E.g. do you make use of persistent and unique identifiers such as Digital Object Identifiers (DOIs)?

What naming conventions do you follow?

Will search keywords be provided that optimize possibilities for re-use?

What is your approach for clear versioning?

*Guidance:*

E.g. do you provide clear version numbers?

What metadata will be created?

*Guidance:*

Specify standards for metadata creation (if any). In case metadata standards do not exist in your discipline, describe what metadata will be created and how.

The Research Data Alliance provides a [Metadata Standards Directory](#) that can be searched for discipline-specific standards and associated tools.

## 2.2. FAIR data: Making data openly accessible

Which data produced and/or used in the project will be made openly available as the default? If some data is kept closed provide a rationale for doing so.

*Guidance:*

Participating in the ORD pilot does not necessarily mean opening up all your research data. Rather, the ORD pilot follows the principle **"as open as possible, as closed as necessary"** and focuses on encouraging sound data management as an essential part of research best practice.

If certain datasets cannot be shared (or need to be shared under restrictions), explain why, clearly separating legal and contractual reasons from voluntary restrictions.

Note that in multi-beneficiary projects it is also possible for specific beneficiaries to keep their data closed if relevant provisions are made in the consortium agreement and are in line with the reasons for *opting out*.

How will the data be made accessible?

*Guidance:*

E.g. by deposition in a repository.

What methods or software tools are needed to access the data? Is documentation about the software needed to access the data included? Is it possible to include the relevant software (e.g. in open source code)?

Where will the data and associated metadata, documentation, and code be deposited? Have you explored appropriate arrangements with the identified repository?

*Guidance:*

Preference should be given to the certified repositories which support open access where possible.

The [Registry of Research Data Repositories](#) provides a useful international listing of repositories.

If there are restrictions on use, how will access be provided?

*Guidance:*

E.g. is there a need for a data access committee? Are there well described conditions for access (i.e. a machine readable license)? How will the identity of the person accessing the data be ascertained?

## 2.3. FAIR data: Making data interoperable

Are the data produced in the project interoperable? What data and metadata vocabularies, standards or methodologies will you follow to make your data interoperable?

*Guidance:*

Interoperability means allowing data exchange and re-use between researchers, institutions, organisations, countries etc. (i.e. adhering to standards for formats, as much as possible compliant with available (open) software applications, and in particular facilitating re-combinations with different datasets from different origins).

Will you be using standard vocabularies for all data types present in your data set, to allow interdisciplinary interoperability? In case it is unavoidable that you use uncommon or generate project specific ontologies or vocabularies, will you provide mappings to more commonly used ontologies?

## **2.4. FAIR data: Increase data re-use (through clarifying licenses)**

How will the data be licensed to permit the widest re-use possible?

*Guidance:*

The [EUDAT B2SHARE](#) tool includes a built-in license wizard that facilitates the selection of an adequate license for research data.

When will the data be made available for re-use? If applicable, specify why and for what period a data embargo is needed.

*Guidance:*

If an embargo is sought to give time to publish or seek patents, specify why and how long this will apply, bearing in mind that research data should be made available as soon as possible.

Are the data produced and/or used in the project usable by third parties, in particular after the end of the project? If the re-use of some data is restricted, explain why.

How long is it intended that the data remains re-usable?

Are data quality assurance processes described?

## **3. Allocation of resources**

What are the costs for making data FAIR in your project? How will these costs be covered?

*Guidance:*

Note that costs related to open access to research data are eligible as part of the Horizon 2020 grant (if compliant with the Grant Agreement conditions).

Who will be responsible for data management in your project?

What are the costs and potential value of long term preservation?

*Guidance:*

Consider who decides, and how, what data will be kept and for how long.

## **4. Data security**

What provisions are in place for data security (including data recovery as well as secure storage and transfer of sensitive data)?

*Guidance:*

Also consider whether the data is safely stored in certified repositories for long term preservation and curation.

## **5. Ethical aspects**

Are there any ethical or legal issues that can have an impact on data sharing?

*Guidance:*

These issues can also be discussed in the context of the ethics review. If relevant, include references to ethics deliverables and ethics chapter in the Description of the Action (DoA).

E.g. consider whether informed consent for data sharing and long term preservation is included in questionnaires dealing with personal data.

## **6. Other issues**

Do you make use of other national/funder/sectorial/departmental procedures for data management?  
If yes, which ones?

## **European Commission (Horizon): Horizon 2020 FAIR DMP + - GDPR Record**

### **GDPR record**

Have you registered personal data processing activities for this project?

- Yes
- No
- Not applicable

## **European Commission (Horizon): Horizon 2020 FAIR DMP + - DPIA**

### **DPIA**

Have you performed a DPIA for the personal data processing activities for this project?

- Yes
- No
- Not applicable