

Guidelines Data Management Plan

All applicants for a Liebig Scholarship are required to include a data management plan (DMP) in their applications in order to increase the quality and transparency of research data handling. A DMP serves as a guideline for handling research data in a research project. It describes how data is handled, organised and structured – from collection and analysis to documentation at the end of the project and beyond. The DMP has several objectives. Firstly, it aims to ensure the systematic and documented handling of research data. Secondly, it improves the traceability and reproducibility of research results. Thirdly, it aims to increase transparency and quality in data management. Finally, a DMP supports the long-term usability and preservation of research data.

The DMP should cover the following topics:

Data description:

- ▶ Which new data will be generated in the project and how large is its scope and volume?
- ▶ Will existing data be reused?
- ▶ Which data types and data formats (e.g. image data, text data, measurement data) will be generated and how will they be further processed?

Documentation and data quality:

- ▶ Which approaches to describing the data (e.g. metadata, documentation standards, ontologies) are being pursued?
- ▶ Which measures are being implemented to ensure data quality and how are quality controls carried out?
- ▶ Which digital methods and tools are necessary for data use?

Storage and technical security:

- ▶ Which methods are being used to store and secure data during the project period?
- ▶ How is sensitive data secured (access and usage management)?

Legal obligations and framework conditions:

- ▶ Which legal particularities and possible effects on publication and accessibility exist?
- ▶ Are usage and copyright as well as property issues taken into account?
- ▶ Is compliance with scientific codes and professional standards ensured?

Data exchange and accessibility:

- ▶ How is the selection of data for reuse in other contexts carried out, if applicable?
- ▶ Are there archiving plans and a functional infrastructure (including retention periods and timing of availability for third-party use)?

Responsibilities and resources:

- ▶ Are the responsibilities for handling research data within the project clear?
- ▶ Which resources (costs, time, etc.) are required for data management?
- ▶ Who is responsible for the curation of data after the end of the project?

STIFTUNG STIPENDIEN-FONDS
DES VERBANDES DER CHEMISCHEN INDUSTRIE e. V.

Thomas Wessel
Vorsitzender des Wissenschaftlichen Beirats
der Stiftung Stipendien-Fonds

Ulrike Zimmer
Geschäftsführerin
der Stiftung Stipendien-Fonds

Fonds der Chemischen Industrie - Mainzer Landstraße 55 - 60329 Frankfurt