10 TIPS FOR WRITING A DATA MANAGEMENT PLAN

1. START EARLY
   Read the guidance and ask for advice early on in the process, as writing a DMP may take some time.

2. CONSIDER RE-USE
   Describe what you need to remember about this data five years from now.

3. CHECK POLICIES
   Talk to your supervisor/lab-members about existing data management policies.

4. MAKE USE OF SUPPORT
   Use your in-house support services like RDM Support, the Library, IT department or legal desk.

5. THINK BROAD
   Also address software code, algorithms and any other valuable research assets in your DMP.

6. COPY WHERE YOU CAN
   Look at other (submitted) plans and copy when appropriate.

7. BE UNIQUE WHERE NEEDED
   Since every research project is unique, so are the data it generates. Copying from sample DMPs is not sufficient.

8. BE CONCRETE
   Make your answers as concrete as possible. Show that you have consulted RDM experts.

9. SAY SO IF YOU DON’T KNOW
   Indicate what you do not yet know and how you will resolve these questions later.

10. UPDATE
    DMPs add to the planning of your research methods. Therefore define, carry out and update your DMP just as you would any method.

SUPPORT AT YOUR INSTITUTION
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