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# 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

