Explanation of the use of the DMP Canvas

- The DMP Canvas is not a replacement for a regular DMP.

- As a one-pager, it is intended to support the creation of the DMP for a project or in the pre-project phase.

- For Bachelor's, Master's and doctoral theses, the canvas can also be a suitable variant to describe the research data management part in a sufficient form.

- The DMP Canvas is intended as a low-entry point into the topic of data management plans and also provides a quick overview of the data management situation in the project/thesis.

- The text **"Version 1.X"**, which can be found in the top right-hand corner of the next two pages, is used to version your canvas as a DMP is also a living document.

On the next two pages you will find the canvas with additional explanations

of which information is requested in the fields

and the canvas as an empty template.

Project/Thesis:

Author:

Canvas for the creation of a
Data Management Plan (DMP)

Version 1.X

Responsible for RDM tasks

- ☐ myself
- ☐ togehter with ……..
- ☐ ……..

Reuse of existing data

- Should existing data and/or software/code be reused?
- Are there any restrictions that need to be taken into account?

Creation of data

- If new data is created or collected and/or software/code is developed: What methods, techniques or software will be used?

Data types, formats & volumes

- What types of (reused and new) data and formats will be used?
- Is it already possible to estimate how much storage space or computing resources will be required?
- Are there any data formats that are favoured in your field of research?
- Are the formats open formats or proprietary formats?
                    Note: A table can be helpful here.

Metadata & documentation of research

- How should the research process be documented? Will special tools be used for this?
- Is it possible to capture metadata automatically or is this already happening? (e.g. output from measuring devices)
- Is there a metadata standard in your field of research that could be used as a guideline for metadata documentation?
- What should an efficient folder structure or meaningful file naming look like? Do you need a list of abbreviations (keyword: codebook)?

Data storage und sharing during research

- Where do you want to store your data and metadata during research?
- Do the storage locations have access controls and a backup infrastructure?
- Are you likely to have enough storage space or do you need to purchase it?
- How can you or others access the data and metadata?
   Note: Network drives or cloud solutions are the better choice in most cases.
   Portable data carriers or personal devices are only suitable as temporary storage.

Data publication and long-term storage

- If data is to be published, do you already have a suitable platform for this? This could be a general or subject-specific data repository (e.g. TU Graz Repository)?
- Do you have a suitable storage location for data that is to be archived but not published? A network-accessible repository is of course more accessible and searchable than offline storage.

Licenses for data publiction

- Everything you publish must be provided with a suitable licence. There is a suitable licence for every data type (e.g. code). Which licences would you like to give to your publications?

Legal and ethical stuff

- Depending on who you work with (e.g. companies) or work with personal data, you will have to deal with legal and ethical issues. Where might this be relevant in your work?

You can find more information on the topic of RDM on the Science Europe website:
https://scienceeurope.org/our-priorities/research-data/research-data-management/
You can also find a template for creating a DMP on the FWF website:
https://www.fwf.ac.at/en/about-us/what-we-do/open-science/research-data-management

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