Research Data Planner (RDP) User Guide

Part B: Plan

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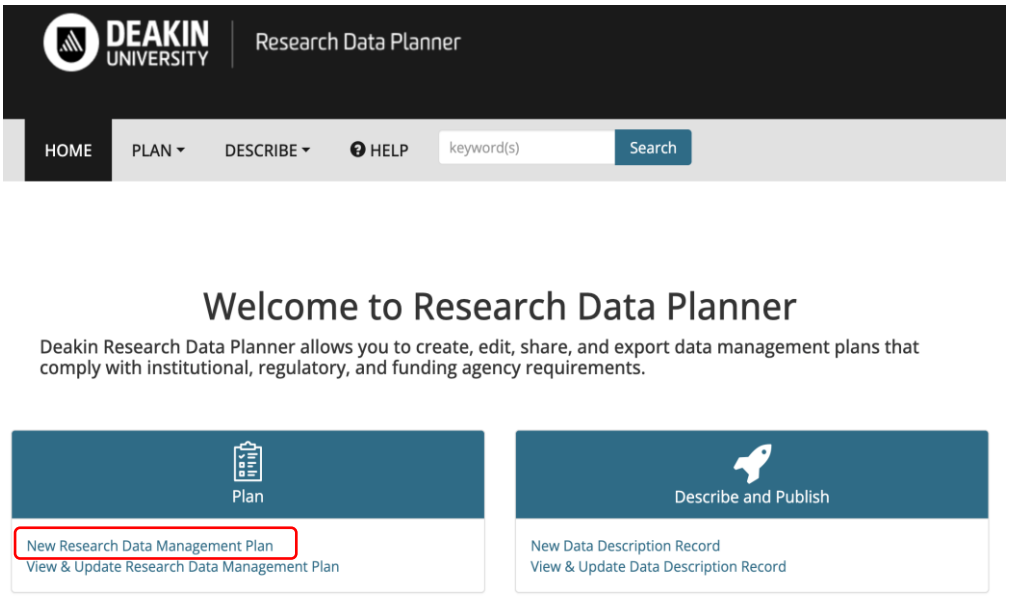
Create Research Data Management Plan

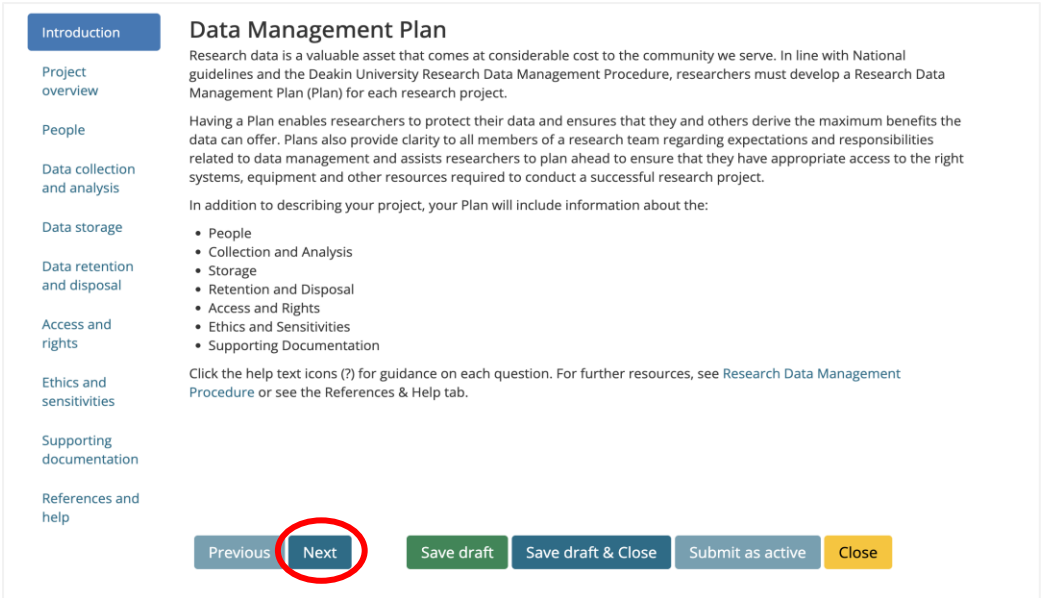
To create a new research data management plan (RDMP) in Research Data Planner, Click 'New Research Data Management Plan'.



Once you open the RDMP creation page, you will see an introduction that explains the importance of data management and what the plan will cover. The plan consists of several key sections:

1. **Introduction** – A brief introduction of DMP
2. **Project overview** – Basic information about the research project.
3. **People** – Identifies key researchers and their roles.
4. **Data collection and analysis** – Describes how data will be collected and analysed.
5. **Data storage**– Details where and how data will be stored.
6. **Data retention and disposal** – Defines how long data will be retained and how it will be disposed of.
7. **Access and rights –** Specifies who can access the data and any restrictions.
8. **Ethics and sensitivities** – Addresses ethical concerns and sensitive data handling.
9. **Supporting documentation** – Additional documents or references related to the project.
10. **References and help** – References and additional help documents

1. Introduction



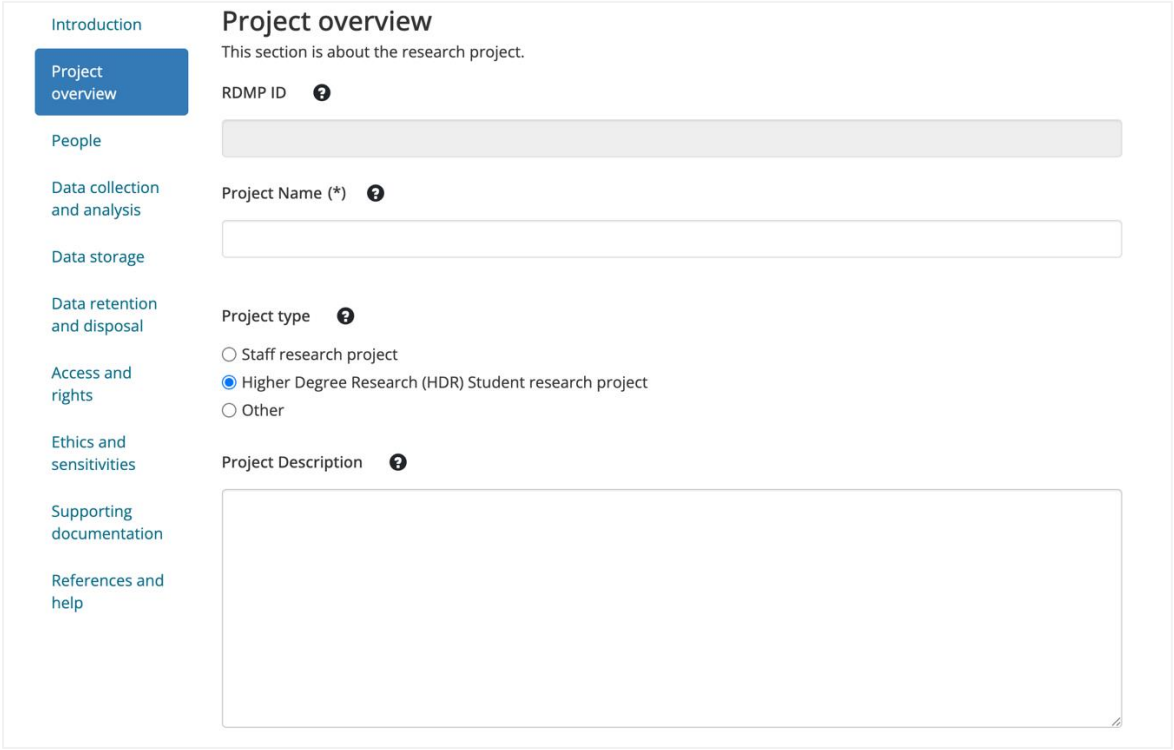
After reading and understanding the introduction, click "Next" to proceed with creating your RDMP.

2. Project

The next screen is the Project Overview section. This is where you will provide basic details about your research project.

In this User Guide, we will use an **example** research scenario for a project titled: "Evaluation of the Efficacy and Safety of NeuroFlex-50: A Novel Antidepressant in Treating Major Depressive Disorder". Please note that everything you will see filled out on the following fields is just an example and you should use the actual information of your research project when filling out these forms.

For the sake of this example, we will out the form as follows:



- **RDMP ID** – This field will be automatically assigned when the plan is saved.
- **Project title** – This is where you include the full title of your research project. Preferably as it appears on your ethics documentation.
- **Project type** – A staff project is one primarily led or conducted by university staff. But it can involve non-staff members too (e.g. students and external collaborators). A HDR student project is one that is conducted by HDR student(s) as a part of their degree program. If the project cannot be classified as one of those, select "Other" and include the reason as a part of the project description.
- **Project Description** - This description should outline the purpose and intent of the project.
- **Keywords -** Enter a word or phrase that characterises your research data. You should add one keyword or phrase per line and click the green (+) button to add a new line. Adding a couple of keywords to your plan will be helpful in the future when you may be a collaborator on several different plans.
- **Project website –** Enter the details of the website associated with your research project, if you have one.
- **Start and End dates –** These are the dates your project is planned to start and end.
- **Funding source –** Enter the name(s) of the funding agency or agencies. Start entering the name to prompt a list of possible matches. Either select one or keep typing to override if the agency name is not in the list.
- **Grant name or number –** Enter the grant name or number for a list of possible matches.
- Next, select the **Field of Research (FoR)** codes and **Socio-Economic Objective (SEO)** codes associated with your research project.
    - Further information about FoRs could be found here: https://www.arc.gov.au/manage-your-grant/classification-codes-rfcd-seo-and-anzsic-codes
    - More information can be found here: https://dataportal.arc.gov.au/ei/nationalreport/2018/pages/section3/socio-economic-objectives-seo-codes/

Keywords

Enter a word or phrase that characterises your research data. Add one keyword or phrase per line, and click the green (+) button to add a new line. Adding a couple of keywords to your plan will helpful in the future when you may be a collaborator on several different plans.

Antidepressants

Major Depressive Disorder

Clinical Trial

Project website

Start date

07/04/2025

End date

24/11/2025

Funding source

Australian Research Council

Grant name or number

Enter the grant number or a partial name to prompt a list of possible matches.

XXXXX

FoR Codes

- 30 - AGRICULTURAL, VETERINARY AND FOOD SCIENCES
- 31 - BIOLOGICAL SCIENCES
- 32 - BIOMEDICAL AND CLINICAL SCIENCES
- 33 - BUILT ENVIRONMENT AND DESIGN
- 34 - CHEMICAL SCIENCES
- 35 - COMMERCE, MANAGEMENT, TOURISM AND SERVICES
- 36 - CREATIVE ARTS AND WRITING
- 37 - EARTH SCIENCES
- 38 - ECONOMICS
- 39 - EDUCATION
- 40 - ENGINEERING
- 41 - ENVIRONMENTAL SCIENCES
- 42 - HEALTH SCIENCES
- 43 - HISTORY, HERITAGE AND ARCHAEOLOGY

SEO Codes

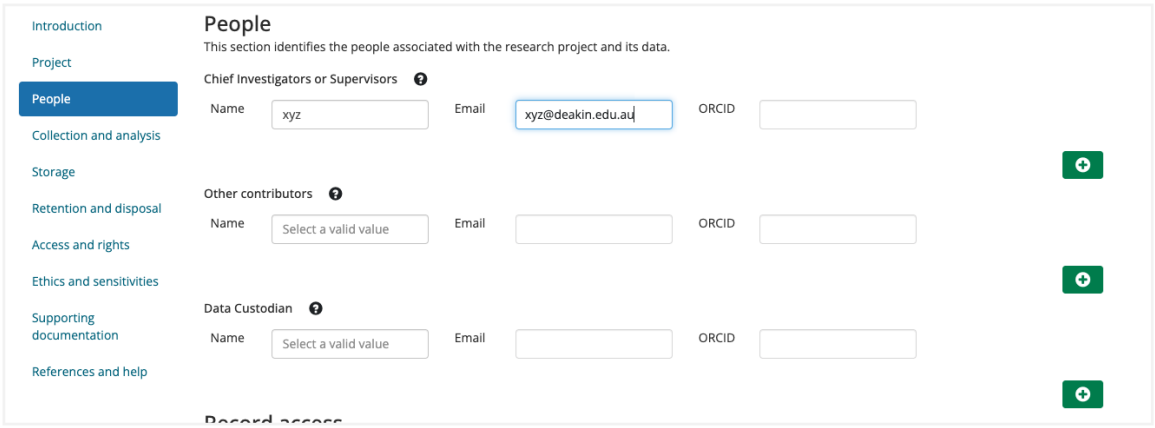
- 10 - ANIMAL PRODUCTION AND ANIMAL PRIMARY PRODUCTS
- 11 - COMMERCIAL SERVICES AND TOURISM
- 12 - CONSTRUCTION
- 13 - CULTURE AND SOCIETY
- 14 - DEFENCE
- 15 - ECONOMIC FRAMEWORK
- 16 - EDUCATION AND TRAINING
- 17 - ENERGY
- 18 - ENVIRONMENTAL MANAGEMENT
- 19 - ENVIRONMENTAL POLICY, CLIMATE CHANGE AND NATURAL HAZARDS
- 20 - HEALTH
- 21 - INDIGENOUS
- 22 - INFORMATION AND COMMUNICATION SERVICES

3. People

Once you have filled out your Project Overview section, next, you will move onto the "People" section of the RDMP. This section identifies the people associated with the research project and its data.

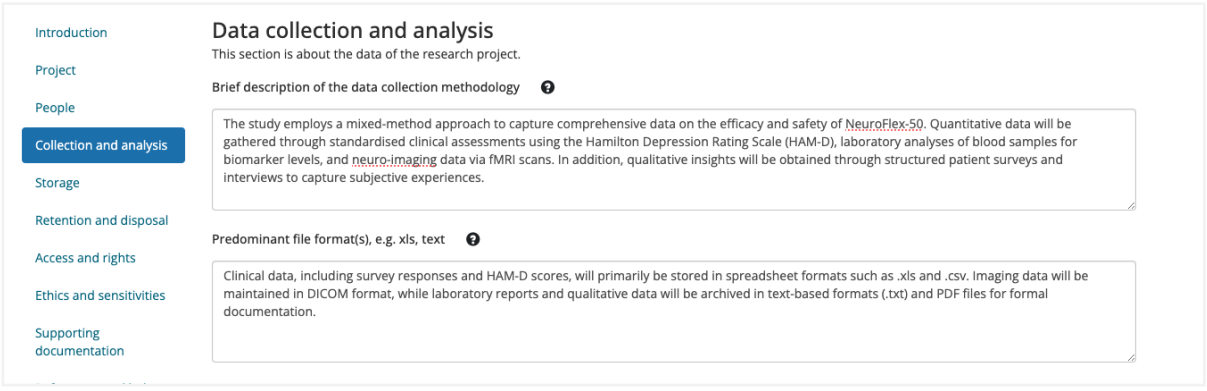
- **Chief Investigators or Supervisors –** These are the people responsible for the research project and the intellectual content of the research data. At least one person in this role is required. For non-student research projects, these should be the Chief Investigator(s) of the project. For student research projects, this should be the supervisor(s) of the student(s), and the student(s) should be listed as contributors. These people will be the contacts for queries regarding the research project. These people will be allowed to view and edit this RDMP.
- **Other contributors –** These are the people who also have contributed to the intellectual content of the research data, if they have not already been listed as a Chief Investigator or Supervisor. For student projects, all the student(s) should be listed here—if possible. Most HDR students should have a staff account in the university system, so enter their staff details whenever it is possible. Include any Data Custodian here, if they both manage the data as well has have/will contribute to the data. These people will be allowed to view this DMP. But they will not be able to edit it, unless they are otherwise permitted to (e.g. they are also a Data Custodian).
- **Data custodian –** These are the people responsible for managing the research data. This is an operational role. These people will be the contacts for queries about storing and accessing the data. If no person is provided, the first "Chief Investigator or Supervisor" will be assumed to also be the Data Custodian. If the first/only Chief Investigator or Supervisor is the only Data Custodian, leave this answer empty (i.e. there is no need to duplicate them here). But it is valid to nominate one or more of the other Chief Investigators or Supervisors, other contributors, or someone entirely different. These people will be allowed to view and edit this RDMP. If this person also contributes to the data, also include them as one of the other contributors.

  Once you specify the CIs or Supervisors, other contributors and/or data custodians, and the project is saved, the list of users will be populated automatically.



4. Data Collection and Analysis

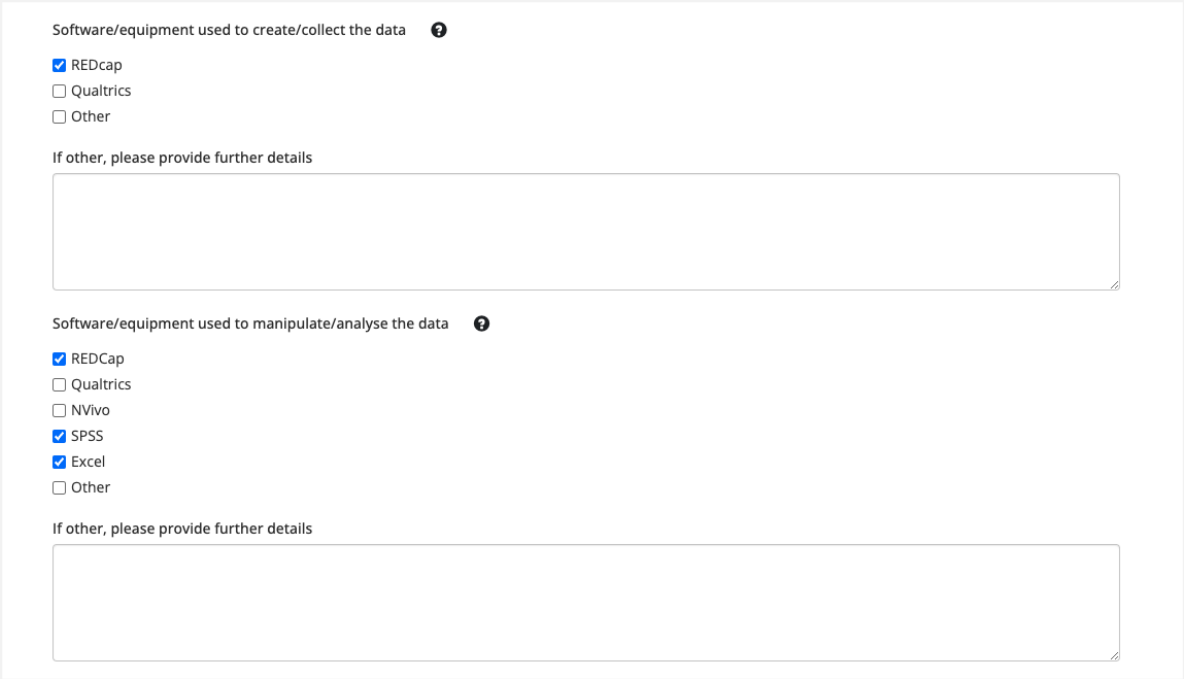
In the following section, we will continue utilising our example scenario to fill out the "Collection and analysis" part of the RDMP form.



a. You need to describe the methods you will be using to collect your data. For example, will you be using quantitative data collection methods whereby you will collect and analyse data samples? Will you use qualitative collection

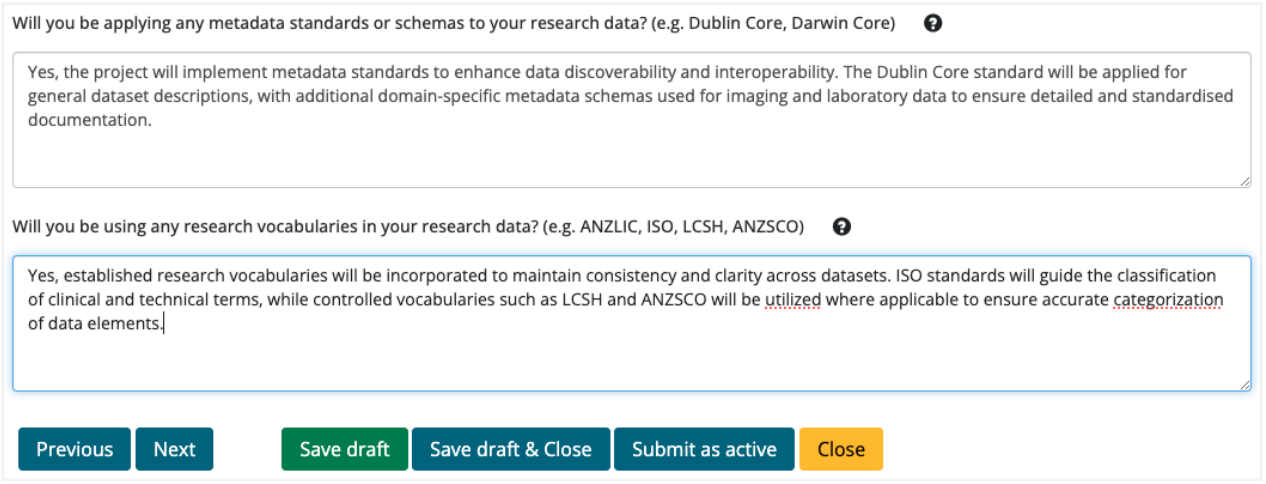
methods such as interviews and focus groups? Will your data collection methods follow a repeatable and verifiable process? Will an external service or group be used for your data collection activities?

b. You need to define the predominant file format that will be associated with your research data. This can include general file formats such as CSV or TXT as well as any proprietary file formats in which the data is collected and stored, for example, SPSS or PDF.



c. You need to list the software or equipment that you intend to use to create and collect your research data. If a service has been used to collect data, please provide details. For software, please list the software title, version number, operating system, and any other parameters needed to operate the software. For equipment, please list the equipment brand, model number, and any parameters or settings required. Some Deakin-endorsed options are provided, but if you are using other software please provide further details.

d. You will need to list the software or equipment that you intend to use to analyse or manipulate your research data.



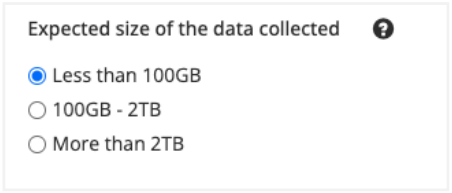
e. Next, you will need to list the metadata standards you will use in your project.
Metadata standards are guidelines or specifications that define how metadata (data about data) is formatted across datasets, which helps ensure that different systems, platforms, and users can understand and interpret the data correctly. For example, the ANZLIC Metadata guidelines provide researchers with core metadata elements for geographic data in Australia and New Zealand. See https://ardc.edu.au/resource/metadata for more information.

f. Finally, research vocabularies.
Research data vocabularies provide clear definitions and standardized terminology for common concepts in research. By using vocabularies, researchers can ensure their data is better understood and interpreted by others, improving collaboration, discovery, and data sharing. See https://ardc.edu.au/resource/guide-to-vocabularies-and-research-data for more information.

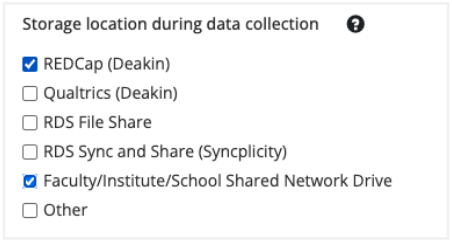
5. Data Storage

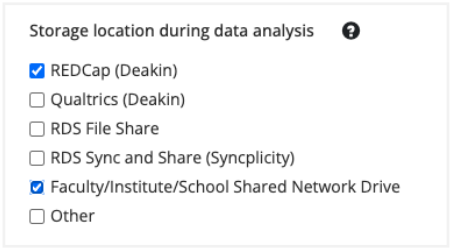
In this section, you will need to provide details about the data storage needs of your research project.

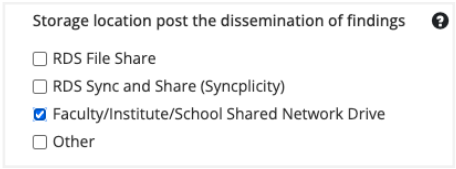
a. First, you will need to provide an estimate of the size of the data you will be collecting throughout the research project. As a guide, if you are working with Word or Excel documents, it is unlikely that you will exceed 100GB (as you can see in the screenshot below for our example project). If you are working with multimedia, spatial datasets, or technical research equipment or analysis tools that provide large file size outputs, it is wise to estimate a larger data collection size.



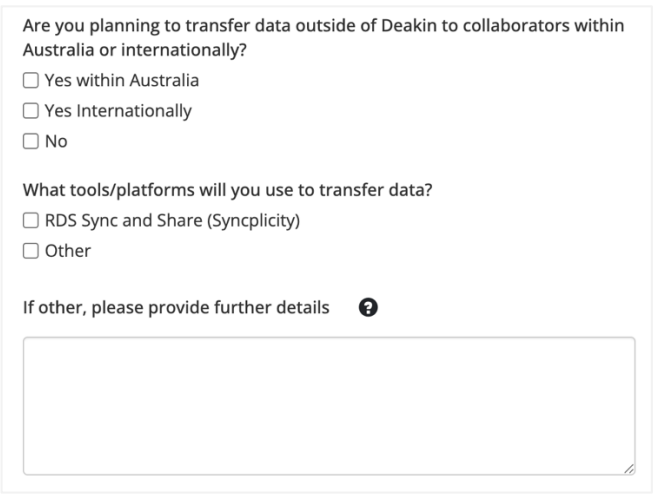
b. Next, you will need to nominate where you will be storing your data at each stage of the project: data collection; data analysis and dissemination of findings. The choices in the screenshots below are representative of our example research project.

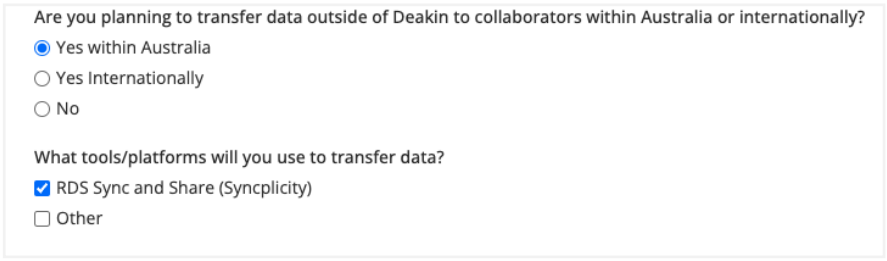




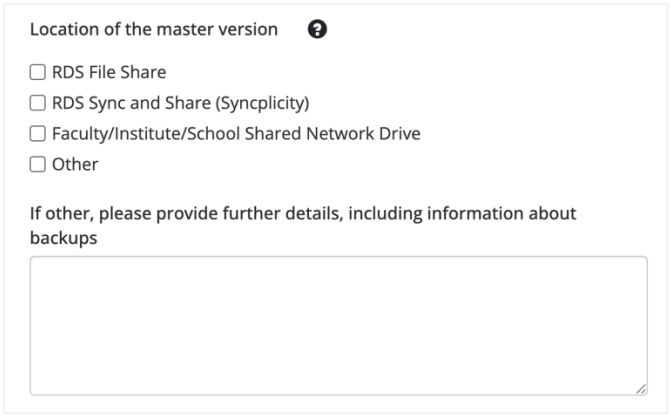


c. In the next question, you need to specify whether you are planning to transfer or share your data outside of Deakin – nationally or internationally, and the tools you will be using to do so. If you have external collaborators, it is a good idea to indicate that you would be transferring your data at some stage.

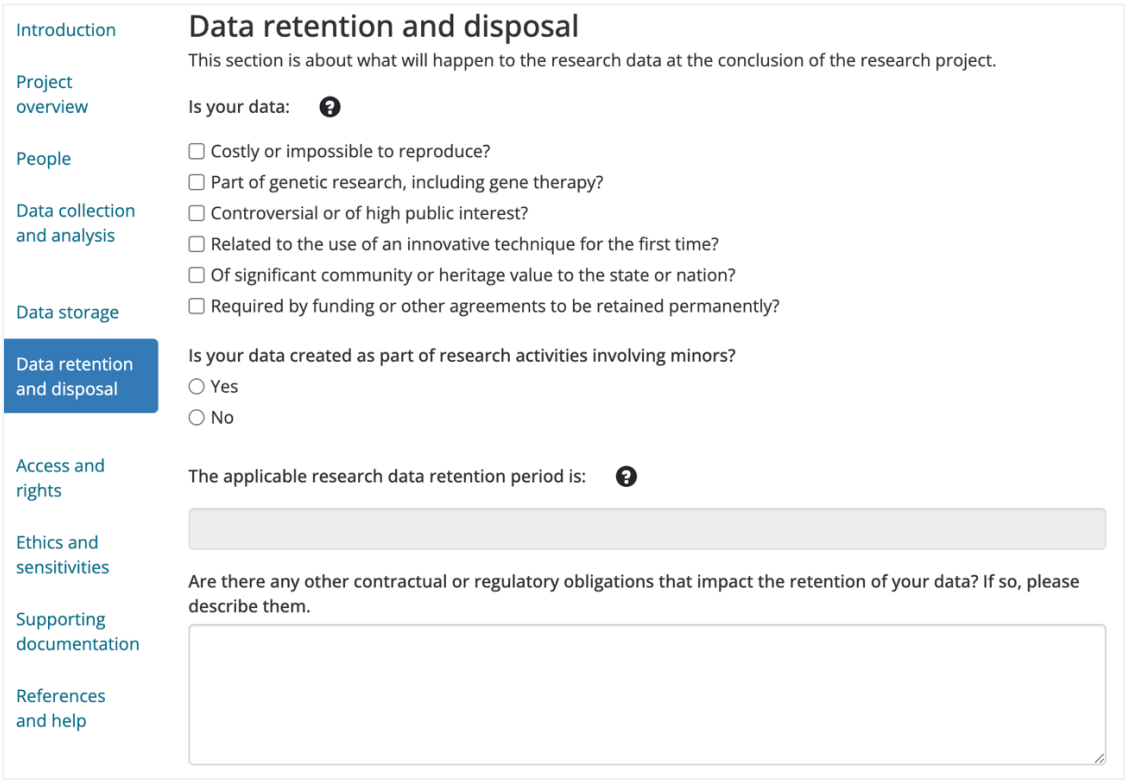




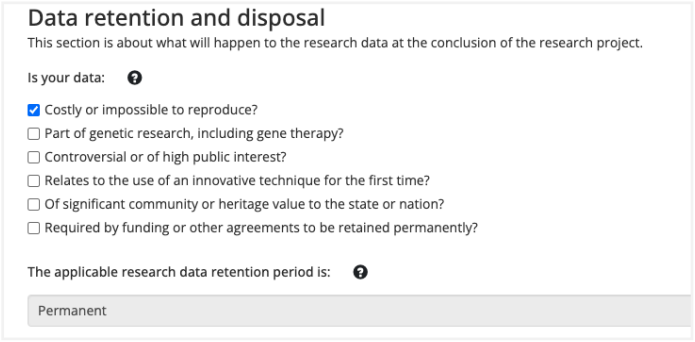
d. Finally, you need to nominate where the master version of the research data will be stored. If you intend to store your master version in an alternative location, please provide details in the field below.

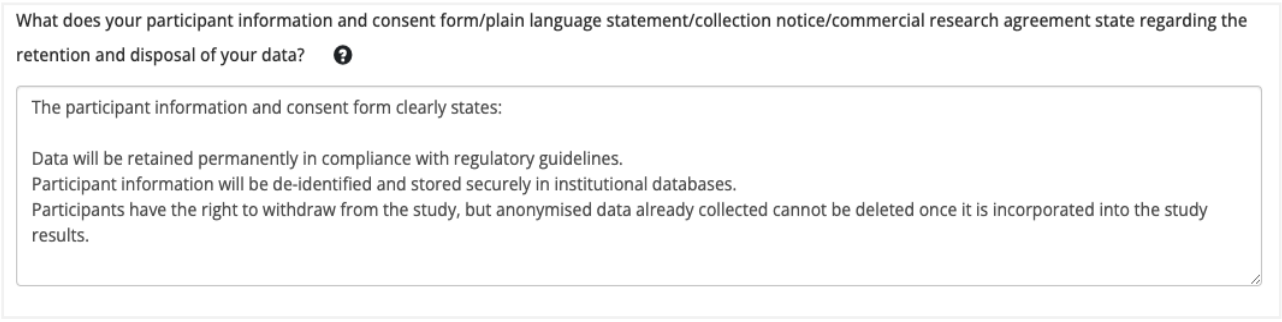


6. Data Retention and Disposal



In the context of our example research scenario, the data collected in the study (clinical trial results, biomarker analysis, and fMRI imaging) is **costly and time-consuming** to reproduce, as it involves human participants, laboratory testing, and specialised imaging procedures.

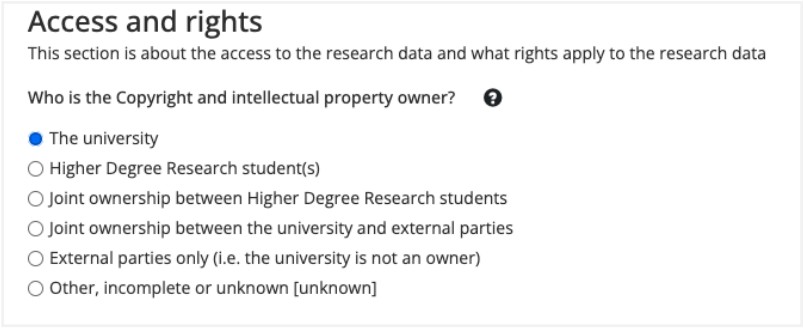




In the final questions, you will need to describe the secure research data disposal method and safety measures to be considered during disposal. For more information about disposal, please visit the following page: Disposing of records and information.

7. Access and rights

Access and rights indicate who will own the copyright and intellectual property of the research data.



As per university policy, all research outputs are normally owned by the university.

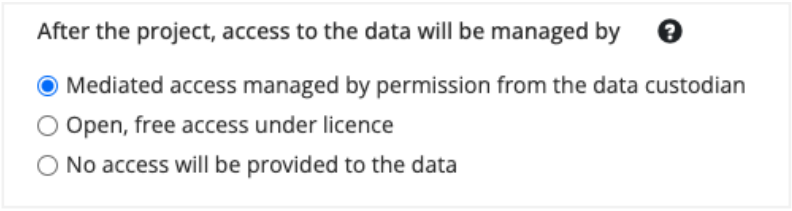
Please note: this does not impinge upon the researcher's moral rights, nor does it necessarily prevent them from keeping a copy of the data for continuing research.

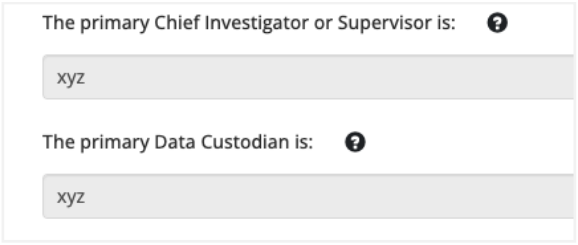
- If the research is performed by a graduate researcher/Higher Degree Research (HDR) student only as a student project, the student is the copyright and intellectual property owner.
- If special arrangements have been made between the student and the university and/or external parties, treat the student as an external party when answer this question (and include the student in the next question).
- When external parties are involved, the ownership should be clearly defined by the collaboration agreement. Normally, one of these three options will apply: joint ownership, owned only by the external party/parties, or solely owned by the university.

If none of the options are suitable, please choose "Other, incomplete or unknown" and add further information in the next question. If you have any questions about copyright and intellectual property, please consult the university policies or contact the Copyright Office at copyright@deakin.edu.au.

- **Contractual obligations or third-party licenses that apply to this data** – If there are any other contractual agreements which may affect copyright ownership (e.g. does your research funding agreement require some or all the copyright rights or other rights to be invested in the funding organisation) note them in this field.

- **Country where the research data will be collected** - Enter the country in which your research data will be collected. Use the 'Add more' function if your data will be collected in more than one country. If your data is going to be collected in Australia, then copyright protection under Australian law is likely to apply. If not collected in Australia, copyright protection may be accorded under the law of another jurisdiction.

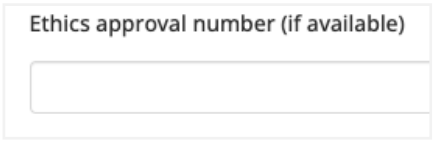




8. Ethics and sensitivities

In this section, you will need to provide information about your ethics approval to conduct your research.

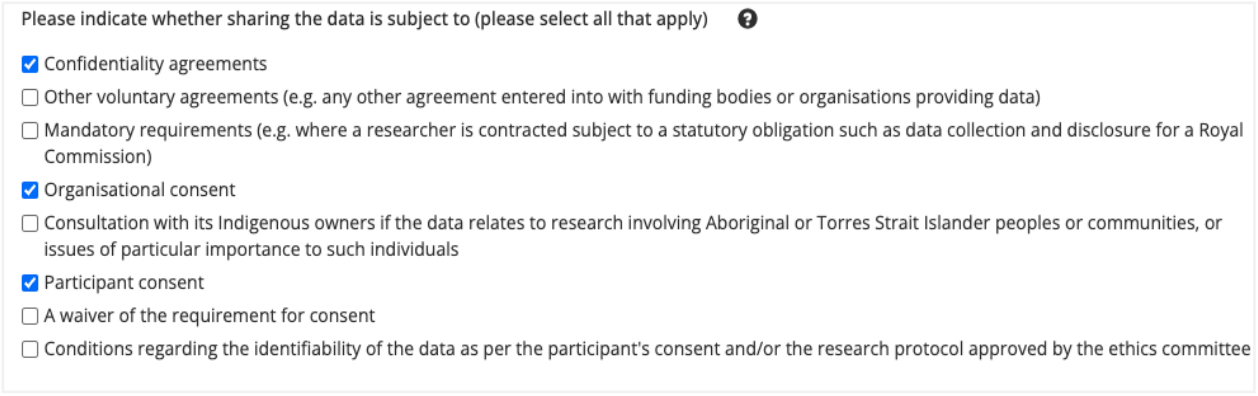
- Please provide the ethics approval number here. If you have not received ethics approval for this project yet, you can update this field later.



- The next section “After the project, access to the data will be managed by” should be automatically populated from “Access and rights”.
- Finally, you need to indicate the relevant agreements upon which sharing your data will depend. You must check any project related agreements including participant consent forms to determine whether you can share the data and under what conditions.

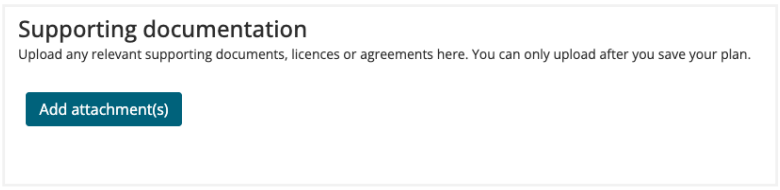
Examples:

a. If you obtained specific consent from your participants for your project, you cannot share your data with other researchers outside this specific research project.
b. If you collected identifiable data, it's likely you promised your participants that the data would be de-identified prior to sharing.
c. If you are using data or information collected with Aboriginal or Torres Strait Islander participants or communities, you must apply the CARE Principles for Indigenous Data Governance.



9. Supporting documentation

You may use this section to upload any relevant supporting documents, licences or agreements here. You can only upload after you save your plan.

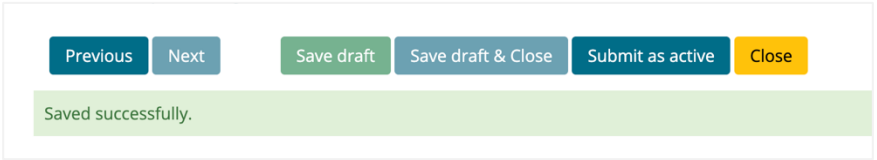


10. References and help

The final page contains a list of links and resources you can refer to in case you need help!

Tips:

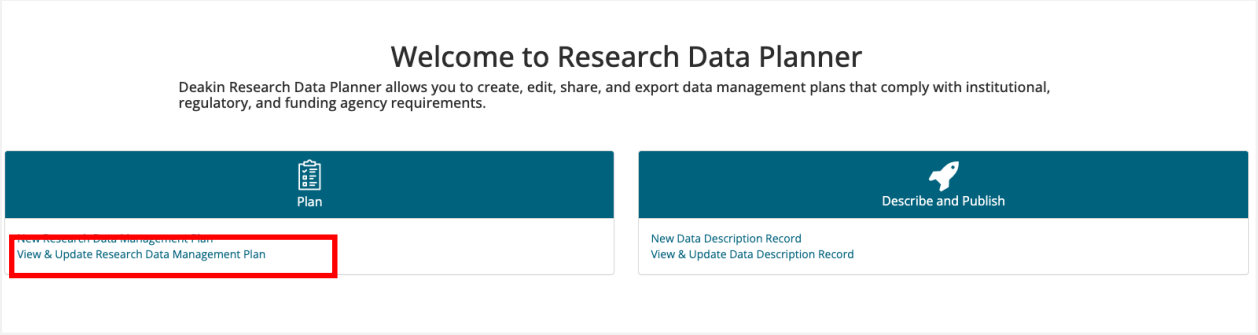
- Don't forget to save! We strongly recommend using 'Save draft' regularly as you create your DMP.
- Your DMP is now saved and ready to be submitted by the 'Submit as active' button.



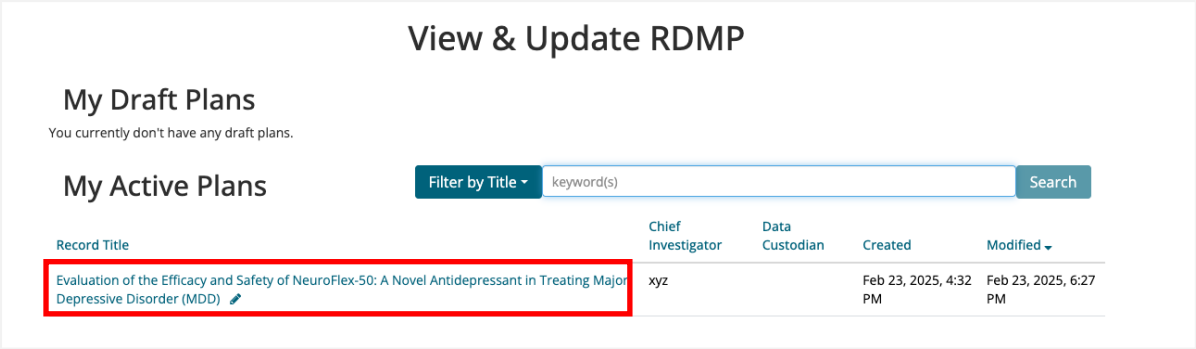
View & Update Research Data Management Plan

There are several ways you can view and update your research data management plans (RDMPs)

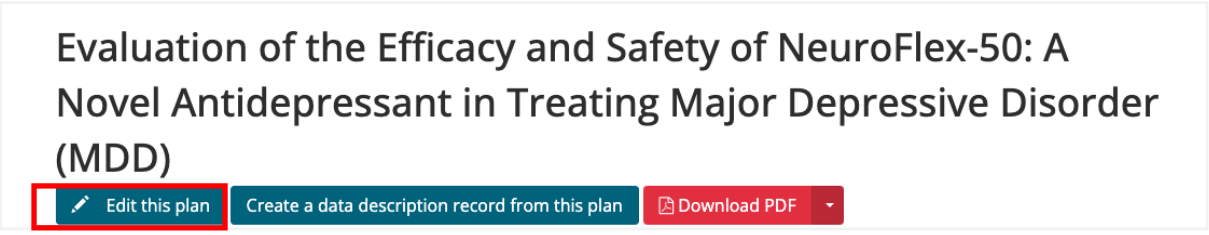
1. Click 'View & Update Research Data Management Plan' to view your created and submitted DMPs. S



Simply, click on your project title to view your saved DMP as you can see in the screenshot below.

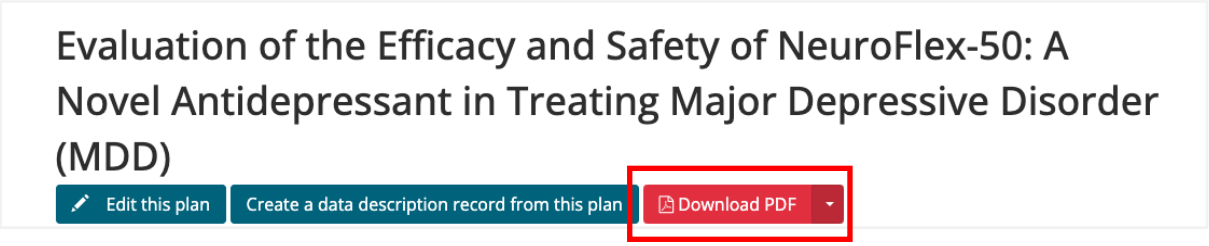


2. You can also update and edit your saved DMP by clicking on the "Edit this plan" button in the detail page of the plan.



Save and Download Your Plan as PDF

The best way to share your completed plan with your funding bodies or other stakeholders is by saving it as PDF and sending it directly to them.

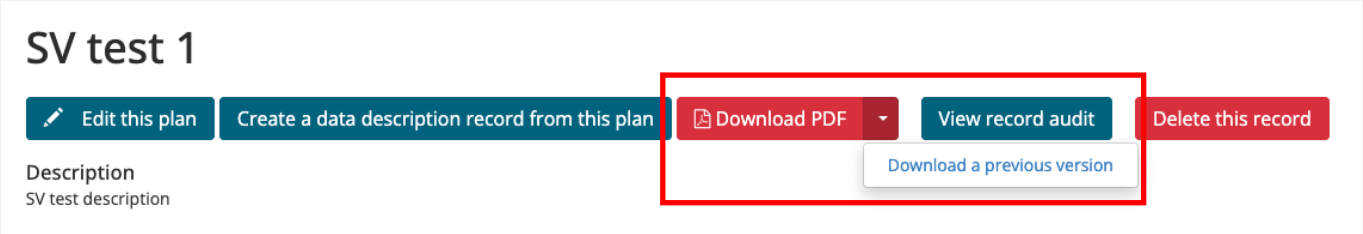


Access migrated Plans from Footprints

You existing research data management plans (RDMPs) have been migrated from Footprints to Research Data Planner.

⚠ Please note: While we have made our best effort to match fields, some differences may exist.

To access your original plans, go to '**Download PDF**' and Select '**Download a previous version**' from the dropdown menu.



Help

- Contact your librarian for general enquires and user support
- Contact IT Service Desk for technical support