If you get stuck, look for help at <http://www.reading.ac.uk/res-research-data-management.aspx>

# 1. Data collection

1.1 What types of data will you collect or use? e.g. experimental measurements, observations of specified variables, outputs of simulations, interviews, surveys, existing data.

1.2 What formats will the data be collected and stored in?

1.3 How will you capture/create, process and analyse the data? Describe your data workflow(s), identifying instruments and software you will use/create.

# 2. Storage, backup and security

2.1 Where will you store the data, and how will they be backed up? See <http://www.reading.ac.uk/res-data-storage.aspx>

2.2 How will you manage data security, e.g. storage access controls, secure sharing with supervisor, etc.?

# 3. Ethics and data protection

3.1 If you will be collecting data from research participants, how will you address ethical and data protection issues (consent, security, anonymisation)?

# 4. Intellectual property: who owns the data

4.1 If the data are collected/created by you, is there a contract (e.g. CASE/industrial sponsorship or IP assignment) that affects ownership?

4.2 If the data already exist, who owns them and on what terms are you allowed to use them? (Does the material have a licence/terms of use?)

# 5. Preservation and sharing

5.1 What data will you make publicly available at the end of the project? (Include any computer code, e.g. scripts written for analysis of results.)

5.2 If there are data you will not make publicly available, what are the reasons for this? (e.g. data are commercially confidential, data are high-risk/cannot be anonymised).

5.2 How will data be prepared for preservation and sharing? e.g. anonymisation, documentation, format conversion.

5.2 What repository/repositories or other solutions will you use to preserve and share your data? See <http://www.reading.ac.uk/res-archiving-data.aspx>