# Plan Overview

*A Data Management Plan created using DMPonline*

**Title:** An exploratory survey of different pens in CSIRIS, Building 22’

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**Affiliation:** Other

**Template:** DCC Template

**Project abstract:**

‘An exploratory survey of different pens in CSIRIS, Building 22’. Your research question: ‘How many different types of pens are used by CSIRIS, Building 22?’

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# An exploratory survey of different pens in CSIRIS, Building 22’

## Data Collection

### What data will you collect or create?

For the purposes of this project, at least three different formats of data is going to be collected: images (at least 10), video (at least one 10-second clip), audio (at least one 10-second clip), tabular (spreadsheet) or text (word doc)

### How will the data be collected or created?

The PI will be using a smart phone to coleect imaages of pens used in Building 22, CSIRIS. approximately 10 images (jpeg) of different pens will be collected. In addition, two video clips (mp4) and one audio clip (mp3) of pen owners and their preferences/requirements with regards to pens, will be collected. The data will be less than 500MB in size. Data will be stored on an instititutional drive, also online in Vibe, and also uploaded to network storage supplied by dirisa.ac.za. Data on the institutional drive is backed up daily.

## Documentation and Metadata

### What documentation and metadata will accompany the data?

A word document describing the data collection steps will be added. The document will also contain information on the data collector, sample size, place, date, and phone camera settings.
Dublin Core will be used as metadata standard.

## Ethics and Legal Compliance

### How will you manage any ethical issues?

Consent for this study, and the collection of data will be obtained from the CSIR Research Ethics Committee. A pdf, containing proof of ethical approval, will be stored with all datasets. Identity protection is not required in this study. Data is not regarded as sensitive, but should sensitive information be leaked via recorded videoclips, the data will either be discarded or anonymised, at the participant's request. Consent for participation will be obtained from all participants.

### How will you manage copyright and Intellectual Property Rights (IPR) issues?

There are no copyright or IPR issues

## Storage and Backup

### How will the data be stored and backed up during the research?

Data will be stored on an institutional drive (backed up daily by ICT), Vibe as well as a cloud based service. ICT will assist with data recovery.

### How will you manage access and security?

**Access to the data will only be possible via password, or by being given access rights.**

## Selection and Preservation

### Which data are of long-term value and should be retained, shared, and/or preserved?

Data collected in this study is not of longterm value. Data will however be shared with unit colleagues.
The data will be retained for 12 months.

### What is the long-term preservation plan for the dataset?

Data will be destroyed during July 2019.

## Data Sharing

### How will you share the data?

Data will be shared via access given on the Vibe platform, as well as on the cloud-based service. Data will be public. Data will be made available as soon as it has been uploaded to the platforms. A persistent identifier will not be sought as the data has no longterm value.

### Are any restrictions on data sharing required?

There will be no data sharing restrictions. There will be no period of exclusive use by the data collector.

## Responsibilities and Resources

### Who will be responsible for data management?

Data will be managed by the data collector (creator of this DMP). This person is also the study leader.

### What resources will you require to deliver your plan?

No additional expertise is required to deliver this plan. Current software and tools on the CSIR network will suffice for data management, and study requirements. No charges will be applied by data repositories.