

**Rubric for assessing a data management plan (DMP)** Template adapted from the [DMP Compliance Rubric](#) of the Digital Curation Centre (DCC)<sup>1</sup>

ASSESSMENT CRITERIA	Complete/detailed	Addressed but incomplete	Not addressed	Comments
<p><b>1. Is there a full description of the data?</b></p> <p>For example: a summary of the data, their origin, how they have been collected, with what instruments, what formats, size of the files, etc.</p>	<p>An explanation is given of the origin, types and formats of the data.</p> <p>Appropriate and non-proprietary formats are used.</p> <p>Reference may be made to existing data that could be reused.</p>	<p>A partial description is given, but it is vague or difficult for people who are not familiar with the doctoral thesis to understand.</p>	<p>The origin, types and formats of the data are not described at all.</p>	
<p><b>2. Are appropriate standards and metadata used?</b></p> <p>The structure of the folders, the names of the files and version control are defined.</p> <p>The files provide information on the methods and procedures used, and the variables and the standards of the formats used are defined.</p> <p>The data are described using metadata and are accompanied by documents for</p>	<p>A chosen metadata standard is named or, in the absence of disciplinary metadata, a description of the metadata captured is provided.</p> <p>Appropriate file formats may also be mentioned.</p> <p>File nomenclature and version control are described.</p>	<p>Standards or proposed approaches are mentioned in a vague way and with insufficient detail.</p>	<p>No standards or specific approaches are used.</p> <p>Interoperability, which would allow data to be exchanged and reused, is barely considered.</p>	

<sup>1</sup> This framework is based on the initial template for a DMP listed in Annex 1 of the European Commission Guidelines on Data Management in Horizon 2020. 1 The method adopted is based on the evaluation rubrics approach developed as part of the DART project. 2 It was developed by the UK's Digital Curation Centre.

understanding them (e.g. a readme file).				
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<p><b>3. What provisions are made or will be made for data security (including data recovery, encryption and secure storage and transfer of sensitive data)?</b></p> <p>Information is given on where the data will be stored during research activities and the frequency of backups.</p> <p>Preference is given to storage in robust and secure infrastructure.</p> <p>Confidential data and/or personal data and applicable regulations are taken into account.</p>	<p>Information is given on where the data will be stored during research activities and the frequency of backups.</p> <p>Preference is given to storage in robust and secure infrastructure.</p> <p>Confidential data and/or personal data and applicable regulations are taken into account.</p>	<p>Specific but too general.</p> <p>Reference is made to data exchange, but more details are needed on the procedures for accessing the data or who will have access to them, from where and when.</p>	<p>This information is not included.</p>	
<p><b>4. If personal/sensitive data are worked with, how are the applicable regulations complied with?</b></p>	<p>The DMP guarantees that when personal/sensitive data are processed data protection laws are complied with.</p>	<p>Specific but too general.</p>	<p>This information is not included.</p>	
<p><b>5. Are where the data will be located and where they will be shared clearly specified?</b></p> <p>Information is given on how the data can be discovered and shared and, if necessary, how access to them will be restricted.</p> <p>For example: audio recordings of interviews are identifiable. Access is only given to other researchers through an</p>	<p>How the data will be shared, together with any associated software or tools needed to understand them, must be clear.</p> <p>Confidential data and/or personal data are taken into account.</p> <p>The type of licence and any embargoes may be specified.</p>	<p>Specific but too general.</p>	<p>This information is not included.</p>	

agreement.				
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<p><b>6. Does the DMP specify which data will be openly accessible?</b></p> <p>For example: transcriptions are anonymous and statistical data (from RStudio, SPSS, MATLAB, etc.) will be made openly available for extensive reuse.</p>	<p>The DMP makes clear whether access will be open or restricted to a specific group and for which datasets.</p> <p>If the data must not be shared, reasons are given for the restrictions.</p>	<p>Some information is given about sharing the data and their openness, but it is not clear in exactly what way they will be open.</p>	<p>The DMP does not mention which data will be deposited in an openly accessible manner.</p>	
<p><b>7. Is there a plan for the data deposit?</b></p>	<p>A given repository is named, and the service type (e.g. an institutional repository, etc.) is explained.</p> <p>The type of data that are to be preserved, how they will be selected and the period for which they will be preserved are specified.</p>	<p>Preliminary ideas are given, but no clear deposit plans are specified.</p>	<p>The DMP does not mention the deposit.</p>	

N.B.: A DMP will be considered to be of sufficient quality if all aspects are assessed as at least "Addressed but incomplete".

**Brief assessment report (DMP assessor):** *This will include areas for improvement according to the information collected in the rubric. The recommendations in the European Commission's template "[Template Horizon 2020 Data Management Plan](#)" must be followed at all times.*

## SUMMARY OF THE CONTENT THAT MUST BE INCLUDED IN THE DMP

<b>Element to be analysed</b>
<b>Description of the project and responsibility for the DMP</b>
<b>Data collection</b>
<b>Documentation, metadata, standards</b>
<b>Preservation</b>
<b>Storage (backups) and aspects of data security</b>
<b>Ethical and legal aspects</b>
Other aspects to bear in mind <b>For example: structure, responsibility for data management</b>

Reverté, Carmen. Rúbrica per Plans de Gestió de Dades (DMPs) [online]. [Caldes de Montbui]: Institut de Recerca i Tecnologia Agroalimentàries (IRTA), 2023 [Accessed: 9 September 2024]. Available at: <http://hdl.handle.net/20.500.12327/2306> CC-BY 4.0



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