

# Online Resources for Data Management Planning

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ADS, University of York



# Outline

- Generic tools
  - DMP Online
  - DMP Checklist
- Archaeology-specific tools
  - DataTrain
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  - ADS Guidelines for Depositors



Digital curation

because good research needs good data

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# Data Management Plans

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# Data Management Plans

Funding bodies increasingly require grant-holders to develop and implement Data Management and Sharing Plans (DMPs).

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Plans typically state what data will be created and how, and outline the plans for sharing and preservation, noting what is appropriate given the nature of the data and any restrictions that may need to be applied.

The DCC has analysed UK funders' policies (see Policy and legal) and developed various data management resources in response:

### 

A flexible web-based tool to assist users to create personalised plans according to their context or research funder. The tool also aids researchers by providing examples of guidance and best practice via 'crowdsourced' links to DCC resources and external advice.

## Useful links

Funders DMP requirements

Checklist for a DMP



The issue of disciplinary metadata standards - what they are, who's using them, how to use them - has been gaining

attention in the RDM community. To support this, we have created a Disciplinary Metadata page for those who need help figuring out DIPONINE

The DC Data Management Planning Tool

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# Welcome

DMP Online has been developed by the Digital Curation Centre to help researchers and research support staff produce data management plans (DMPs). These plans are increasingly required by research funders and institutions.

The process of writing a DMP enables you to get the most of your research. It helps you to:

- · make informed decisions about how to create, manage and share your data
- · anticipate and avoid problems e.g. data loss or duplication
- · organise your data so you can find and understand it when needed
- · improve the visibility of your research for more citations and impact
- · ensure that you have the necessary resources, skills and support in place.

There are lots of reasons to develop a data management plan and DMP Online is the ideal tool for the job.

Click one of the links below to get started. You'll be directed to 'Create Account' or 'Sign in' first if you're not already logged in.

If you get stuck, check out the Help page or contact us at dmponline@dcc.ac.uk

#### News

- New data.bris DMP Guides posted 6 months ago
- Lightning DMP overview at APA2012 posted 8 months ago
- New user guides available posted 10 months ago



Start a new plan



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# Create new plan

1. Enter your project details:

Project *	EAA demo
The following	fields can be left for now if you don't have all the details available.
Currency	Euro
Budget	100,000
Start Date	1 V October V 2013 V
Start Date	
End Date	30 ▼ September ▼ 2014 ▼ 🛗
Lead Organisation	University of York
Organizations	

2. Select	olan te	mpla	tes t	from	the
groupings	below	<i>I</i> :			

Data Management Plan Templates

Click group headings to expand

•	RCUK	Research	Councils
---	------	----------	----------

▶ Non-RCUK funder

Disciplinary templates

▶ Internal funding / None of the above

Section 1 Section 2: Technical Methodology Section 2 2a: Standards and Formats Section 3 2.a Section 4 Templates & DCC Checklist Your Input Guidance DCC 2.3.3 AHRC Project Which file formats will funding (Application) you use, and why? DCC Guidance [Remove] DCC 2.3.6 AHRC Project What is the ballpark funding (Application) size of the data being collected/created? DCC Guidance [Remove] **Add Question** 2b: Hardware and Software 2.2 Templates & DCC Checklist Your Input Guidance (No DCC Equivalent) AHRC Project funding (Application)



# Checklist for a Data Management Plan, v4.0

Please cite as: DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation

Centre. Available online: <a href="http://www.dcc.ac.uk/resources/data-management-plans">http://www.dcc.ac.uk/resources/data-management-plans</a>

DCC Checklist	DCC Guidance and questions to consider
Administrative Data	
ID	A pertinent ID as determined by the funder and/or institution.
Funder	State research funder if relevant
Grant Reference Number	Enter grant reference number if applicable [POST-AWARD DMPs ONLY]
Project Name	If applying for funding, state the name exactly as in the grant proposal.
Project Description	Questions to consider: - What is the nature of your research project? - What research questions are you addressing? - For what purpose are the data being collected or created?  Guidance:  Briefly summarise the type of study (or studies) to help others understand the purposes for which the data are being collected or created.
PI / Researcher	Name of Principal Investigator(s) or main researcher(s) on the project.
PI / Researcher ID	E.g ORCID http://orcid.org/
Project Data Contact	Name (if different to above), telephone and email contact details
Date of First Version	Date the first version of the DMP was completed
Date of Last Update	Date the DMP was last changed
Related Policies	Questions to consider:  - Are there any existing procedures that you will base your approach on?  - Does your department/group have data management guidelines?  - Does your institution have a data protection or security policy that you will follow?  - Does your institution have a Research Data Management (RDM) policy?

# DANS

Home > Services > Data Management Plan

» search in DANS website » search data in EASY

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DANS is an institute of KNAW and NWO

#### Data Management Plan



In order to meet the researchers' wishes to be able to access practical information with regard to managing, documenting and sharing data, DANS has drawn up a Data Management Plan. The plan can be used as a checklist in the early stages of a data collection project, which then lists a simple action plan.

Researchers are increasingly required to share data, regardless of the scientific discipline within which the data are collected. This implies that high demands are made on the visibility and accessibility of data. It goes without saying that researchers are

primarily responsible for managing a data collection project. Data archives and repositories have experience in particular with the visibility and accessibility of data, especially for the longer term.

#### Sources

Sources for this plan include the Data Management Plan of the UK Data Archive in the United Kingdom and the Inter-university Consortium for Political and Social Research in the United States.

Data Management Plan for Scientific Research - April 2012 (.pdf)



# DataTrain



University of Cambridge > Cambridge University Library > DataTrain

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#### DataTrain Project

The DataTrain project aim was to build on findings and tools developed in the Incremental project (JISC 07/09 funding strand) by developing disciplinary focussed data management training modules for post-graduate courses in Archaeology and Social Anthropology at the University of Cambridge.

To this end, the project team developed training modules for each of the two departments. These materials were piloted as part of the departments' postgraduate training provision in Spring of 2011. The **Archaeology** modules were taught as 4 x 2 hour training sessions, and took place during March 2011. A course summary and post-graduate data management plan templates can be downloaded from the project documents page. In **Social Anthropology** the course took place on the 5th of May 2011 in the form of a day workshop.

To extend its impact, the project also produced shareable versions of the training resources. The Social Anthropology resources are made available through the University of Cambridge's Research Data Management support web site, and the Archaeology materials are hosted by the Archaeology Data Service (ADS).

**Social Anthropology**: http://www.lib.cam.ac.uk/dataman/datatrain/datatrainintro.html **Archaeology**: http://archaeologydataservice.ac.uk/learning/DataTrain

Content produced by the DataTrain project is released under Creative Commons licence BY-NC-SA. (Please note that we also link to external resources on these websites, which may be subject to other licences).

The resources will be maintained by the DSpace@Cambridge team in collaboration with the ADS. We want to monitor the up-take and re-use of the DataTrain material, if you make use of any of the modules or if you have any queries or comments regarding the materials, please contact the DSpace@Cambridge team: support@repository.cam.ac.uk









# DataTrain

Open Access Post-Graduate Teaching Materials in Managing Research Data in Archaeology

#### Looking after Digital Research Data: Now, later, and long-term

- Introduction
- · Aims and Objectives
- Teaching Materials: Design and suggestions for re-use
- DataTrain Project Team

- Contact
- Acknowledgements
- · Creative Commons Licence
- Teaching Materials: Downloads

Download this page as a PDF .

#### Introduction

Looking after digital data is central to good research. We all know of horror stories of people losing or deleting their entire dissertation just weeks prior to a deadline! But even before this happens, good practice in looking after research data from the beginning to the end of a project makes work and life a lot less stressful. Defined in the widest sense, digital data includes all files created or manipulated on a computer (text, images, spreadsheets, databases, etc). With publishing and archiving of research increasingly online we all have a responsibility to ensure the long-term preservation of archaeological data, while at same time being aware of issues of sensitive data, intellectual property rights, open access, and freedom of information.

The DataTrain teaching materials have been designed to familiarise post-graduate students in good practice in looking after their research data. A central tenet is the importance of thinking about this in conjunction with the projected outputs and publication of research projects. The eight presentations, followed by group discussion and written exercises, follow the lifecycle of digital data from pre-project planning, data creation, data management, publication, long-term preservation and lastly to issues of the re-use of digital data. At the same time the course follows the career path of researchers from post-graduate research students, through post-doctoral research projects, to larger collaborative and inter-disciplinary projects.

# DataTrain Aims & Objectives

## By the end of the course the students will:

- Understand the bigger issues relating to the use and archiving of digital data;
- Know of the data management requirements and resources of their university;
- Be aware of national online resources in research data management;
- Be prepared for data management in the real world after completing their PhD.

### On a practical level, each student will:

- Be proficient in looking after their own digital research data;
- Have a Post-Graduate Data Management Plan in place;
- Have started to make plans for archiving the digital data from their PhD.



# DataTrain Modules

- 1.
- <u>Creating and managing research data in archaeology: an overview</u>
- 2. Data lifecycles and management plans
- 3. Working with digital data
- 4. Rights and digital data
- 5. E-Theses and supplementary digital data
- 6. Archiving digital data
- 7. Post-Graduate data management plans
- 8.
- Project and professional data: data management on postdoctoral research projects and beyond



# Archaeology Data Service / Digital Antiquity

Guides to Good Practice

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This new and revised series of Guides to Good Practice have been produced as the result of a two-year collaborative project between the UK Archaeology Data Service, and Digital Antiquity, in the US. The project has encompassed important revisions of the existing six ADS Guides as well as the development of entirely new documents covering areas such as marine survey, laser scanning, close-range photogrammetry, digital audio and digital video. The project has involved previous Guides authors revising existing content alongside new authors, from both Europe and the US, also contributing to the development of the guides into new themes and areas.

The project has been undertaken in collaboration with the Digital Antiquity initiative, a US-based project with the aim of enhancing the preservation of and access to digital records of archaeological investigations. A major aim of the Guides is to provide the basis for archaeological project workflows that will create digital datasets that can be archived and shared effectively by Digital Antiquity's tDAR archive and repository in the US and by the Archaeology Data Service in the UK. The development of the Guides involves close collaboration with teams in the US at both the University of Arkansas and Arizona State University.

Other ADS projects have also fed into the revision and development of the Guides. ADS involvement in the European VENUS project. has formed the basis of a guide focussed on marine survey. In addition, the incorporation of findings from the ADS Big Data project, together with the revision of the existing guide on aerial photography and remote sensing data, has seen a significant contribution to the guides from English Heritage funded projects.

Previous versions of the ADS/AHDS Guides to Good Practice have been archived and are still available on the old Guides to Good Practice, page.

View the full new Guides to Good Practice Table of Contents

Two new hard copy Guides to Good Practice, "Caring for Digital Data in Archaeology" and "Geophysical Data in Archaeology" are also now available to purchase from Oxbow Books.





- Basic Components
- Documents and Texts
- Databases and Spreadsheets













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### Documents and Digital Texts: A Guide to Good Practice

#### Edited by Kieron Niven

#### Section 1. Introduction to Documents and Texts

- o 1.1 What are Documents and Texts?
- 1.2 Current Issues and Concerns

#### Section 2. Creating Documents and Texts

- 2.1 General Considerations
- 2.2 File Formats

#### Section 3. Preserving Documents and Texts

- o 3.1 Deciding What to Archive
- o 3.2 Deciding How to Archive
- o 3.3 Metadata and Documentation
- o 3.4 Structuring your archive

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Guide to Good Practice: Geophysical Data in Archaeology

#### 2nd Edition

#### by Armin Schmidt and Eileen Ernenwein

#### Section 1. Introduction

- 1.1 Aims and objectives of this Guide
- o 1.2 Terminology used
- o 1.3 Backing up project data
- o 1.4 Layout of this Guide

#### Section 2. The Life of Geophysical Data

- 2.1 Introduction
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- o 2.3 Storage in instrument
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Laser Scanning for Archaeology
A Guide to Good Practice

By Angie Payne

#### Edited by Kieron Niven

Acknowledgements

#### Section 1. Introduction to the Laser Scanning Guide

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- 1.2 What is Laser Scanning?
- 1.3 Applications of Laser Scanning/ How is Laser Scanning used in archaeology
- 1.4 Current Issues or Concerns

#### Section 2. Acquiring and Processing Laser Scan Data

- · 2.1 Project Planning and Requirements
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- o 2.3 Scan Data Acquisition
- o 2.4 Scan Data Deliverables

#### Section 3. Archiving Laser Scan Data

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- · Raster Images
- Vector Images
- Digital Video
- Digital Audio

#### Data Collection and

#### Section 4 Case Study: Virtual Hampson Museum

#### 4.1 Project Background

The Virtual Hampson Museum<sup>[1]</sup> showcases over 400 3D digital artifacts from the collections at the Hampson Archeological Museum State Park in Northeast Arkansas. Within the online museum, visitors can browse the 3D artifacts, read artifact descriptions and using the 3D viewer can manipulate and perform basic measurements on the objects directly within their browser interface using Adobe 3D PDF technology. If interested in additional analyses, users can download the high resolution artifact models and freely provided 3D software for more robust 3D analysis. Users also can view a series of 3D rendered images that show what the Native American village of Upper Nodena may have looked like. The Upper Nodena village was where a lot of the original artifacts were found. The Virtual Hampson museum project began in 2007 with the intent to digitally document and disseminate the amazing collection of Native American pottery vessels housed at Hampson Archeological Museum State Park. The Konica Minolta VIVID 9i laser scanner was used to scan the artifacts. The VIVID 9i also collects RGB color so all artifacts are documented in full color. Over 500 artifacts were scanned over a period of 10 weeks split between two summer field seasons. A team of 3-4 individuals processed the artifacts over a period of two years.

#### 4.2 Description of Final Deliverables and Archival Preparation

For each digital artifact, a high resolution, full color polygonal mesh was created and published in the OBJ format. Additional low resolution meshes (25000 triangles) were created and published in three standard formats: OBJ, VRML and PDF. A digital video was also created showcasing the 3D artifact from multiple directions. Additional digital images and descriptions are also provided. All of the datasets and information described here are available on the Virtual Hampson Museum website.



- Close-Range Photogrammetry
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- o Preparing your Archive
- · Depositing at the ADS (UK)
- · Depositing at tDAR (USA)
- o Internal Pages

Hello, JulianRichards (not logged in)

Current page: ArchivalStrat\_1-3

Last visited:

Main, TextDocs\_Toc, DbSht\_Toc, DbSht\_ACECS3-Inrap

Powered by J SPWiki v2.8.2 g2gp 17-01-2009 Creation of dissemination versions—e.g., three-dimensional models are created for specific dissemination modes.

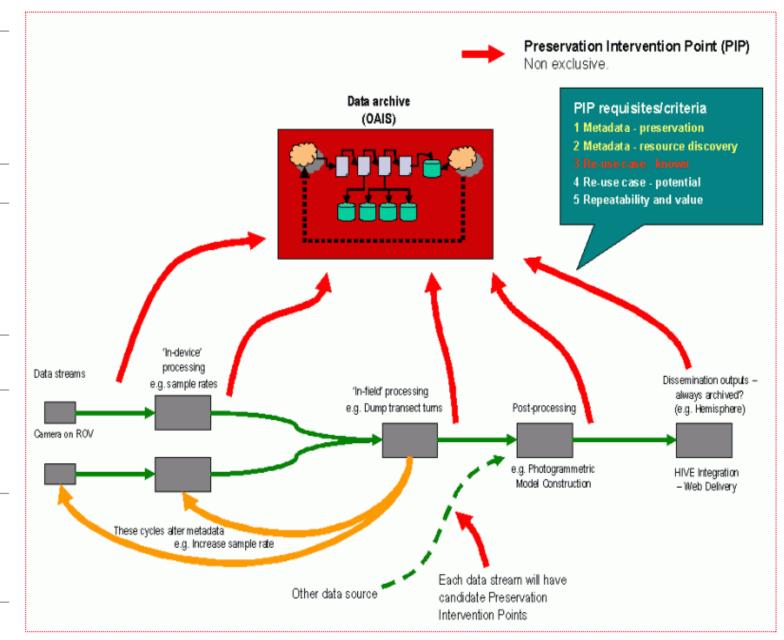


Figure 1: Data streams and preservation intervention points. Click to enlarge.

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# ACE Case Study: Inrap: Archival Preparation of the *ArchéoDB* field registration system



# Emmanuelle Bryas and Carine Carpentier, French National Institute for Preventive Archaeological Research

This case study was produced as a component of a two week work placement at the ADS funded by the Archaeology in Contemporary Europe (ACE\*) mobility bursary scheme.

#### **ArchéoDB**

Over the last 4 years, Inrap has been experimenting with the use of tablet PCs to record data directly from the field phase, with a relational database centralizing all the information gathered during the excavation and allowing the deposit of data collected by the team on a shared server (NAS) in the post-excavation phase<sup>[1]</sup>. Nicolas Holzem (Inrap Centre) developed an initial database, called DataDiag, which was tested on different evaluations from the summer of 2010. The database has evolved to a less oriented system with new tests on evaluations and its use in several excavations, including Lassay-sur-Croisne and Neuvy-Pailloux and then on the first two excavations of Étrechet "Croc au Loup" and "Le Four à Chaux".

After a presentation of several Inrap database systems to the ADS team during the ACE placement, it was agreed to focus this case study on the ArchéoDB database. This allows us to approach various different aspects of archiving: backing up of a database and its associated documentation files (pictures, drawings, GIS files, inventories).



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Selection and Retention of Files in Big Data Collections: The Example of the Pergamon Excavation of the DAI Istanbul

Felix F. Schäfer, Deutsches Archäologisches Institut (DAIz).



This case study was produced as a component of a two week work placement at the ADS funded by the IANUS\* and ARIADNE\* projects.



#### I. Background to Research and Documentation at Pergamon

Pergamon, as the capital of the Attalid dynasty, has been one of the most important and lavishly built cities in the Hellenistic Greek world. During the Roman Empire it was a prosperous city with an estimated population of about 200,000 inhabitants. It is located in the northwest of Turkey in the ancient region of Mysia, about 25km from the sea. Having its historical origin on the top of a 330m high promontory, it successively expanded downwards to the plain of the river Kaikos from the 3rd century BC onwards. Today, the modern city of Bergama at the foot of the hill overlies great parts of the Roman city.

The first modern excavations of the impressive and widespread ruins took place in the 1870s and began with the spectacular discovery of the Great Altar which had been reconstructed at the Pergamon Museum in Berlin. Since then the ancient site has been a place of continuous investigation and research and is nowadays one of the major, long running excavation projects of the German Archaeological Institute (DAI) and its department in Istanbul<sup>[1]</sup>.

With the last change of the director of the excavations, Prof. Felix Pirson, in 2005 the digital era began at Pergamon. Under his guidance, for the first time at this site IT-related infrastructures and methods, as well as digital documentation and analysis, have been established. A new database for recording trenches, finds, surveys, boreholes, architectural studies, etc. has been developed; internal guidelines for data management, file naming strategies and formats have been established; and a local network with a server for centralised data storage and backup routines has been setup. Over the last eight years the total amount of data relating to Pergamon and its hinterland has totalled c.2 terabytes, distributed over c.150,000 single files. An example of the whole folder structure can be seen in Fig.1.



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### **Guidelines for Depositors**

### Version 1.4, May 2012

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    - 2.1.2. The need for Metadata / Documentation
    - 2.1.3. File Naming Strategy
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    - 2.2.1. Overview of Preferred Data Formats
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    - 2.2.4. Geophysics and Remote Sensing
    - 2.2.5. CAD and Vector Images
    - 2.2.6. Raster Images
  - . 2.3. Part 3: Documenting the Project
    - 2.3.1. Creating Metadata Records for Datasets

### 1. Depositing with the ADS

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### **Costing Calculator**

This cost estimation tool allows users to calculate how much deposition through ADS-easy will cost. This will provide potential depositors with guidance on the costs involved in the deposition of their digital data with the ADS and will allow future depositors to more effectively plan for the archiving of a project.

All costs include an initial project start-up fee (currently £150), with further charges on a per file basis.

Find out more about charging and the costing calculator.

Disclaimer. The calculator provides a guide for the potential cost of deposition either via ADS-easy or via a physical media, and should not be treated as a statement of actual costs. This estimate will be valid for the duration of the Financial Year in which is it is calculated i.e. an estimate made in January will only be valid until the end of March. If your project requires a definitive costing (especially for AHRC and NERC funding applications) you are encouraged to contact us directly.

Project Funding Type:   Higher Education Higher Education + AHRC Self-Funded (General Public)						
P Data Type: Choose D	ata Type 🔻 F	ile Extension:	Quar	ntity: 0 Add		
Data Type	File Extension	Quantity (File)	Unit Price	Unit Price (Total)	Remove	
No records found.						



# Databib

Find Repositories | Submit | Connect | About

Login/Register

### Featured Repository



Protein Data Bank (PDB)

598 data repositories total in Databib.

#### Recently Added

- CUAHSI Hydrologic Information System
- NCBI BioSystems
- Reverb, ECHO
- NASA Earth Exchange (NEX)
- Metagenomics RAST (MG-RAST)

Databib is a searchable catalog	/ registry /	directory	/ bibliography	of research	data repositories

Search

Find

Advanced Search

Browse [ Subjects | A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | All ]

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#### 3TU.Datacentrum

A multidisciplinary data repository for a consortium of universities in the Netherlands housing over...

A

#### Access to Archival Databases (AAD)

The AAD is a database through the U.S. National Archives and Records Administration that allows user...

#### ACEpepDB: Peptide Database

ACEpepDB is a database ran by the Central Food Technological Research Institute. It contains records...

#### Addgene Plasmid Database

Addgene is a non-profit organization dedicated to making it easier for scientists to share plasmids....

#### Adult Blood Lead Epidemiology and Surveillance (ABLES) Interactive Database

ABLES provides data on lead exposure of adults in the United States. The data comes from laboratory...

#### Advanced Cooperative Arctic Data and Information Service (ACADIS)

The Advanced Cooperative Arctic Data and Information Service (ACADIS) program includes data manageme...

Search archaeology Find

Search results for: archaeology Total number of results: 10 Showing results: 1-10

#### Digital Archaeological Record, The (tDAR)

The Digital Archaeological Record enables researchers to contribute knowledge about human history, a...

#### Archaeology Data Service

Archaeology Data Service (ADS) provides archaeological data from the early prehistoric to present in...

#### Arts and Humanities Data Service (AHDS)

The Arts and Humanities Data Service [AHDS] was a UK national service aiding the discovery, creation...

#### Open Context

Open Context is an open source discovery tool for the publication of data collected in Archeological...

#### Edinburgh DataShare

Edinburgh DataShare collects research datasets produced at the University of Edinburgh, across a var...

#### Open Data Pilot Project

The Open Data Pilot Project provides Government of Canada data to the public as potential driver for...

Deitiele Antenetie Comme

# **Further Information**

- http://www.dcc.ac.uk/resources/data-management-plans
- http://archaeologydataservice.ac.uk/learning/DataTrain
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- http://archaeologydataservice.ac.uk/advice/ guidelinesForDepositors
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