

# **DMP Researcher Template for Archaeological Datasets**

## **For Archaeology and Cultural Heritage**

### **Data Summary**

1.1 State the purpose of the data collection/creation:

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1.2 Specify the types and formats of data collected/created:

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1.3 Specify if existing data is being reused:

Yes

Other

Here you can explain your choice:

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1.4 Specify the origin of the data:

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1.5 State the expected size of the data to be archived (GB):

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1.6 Outline the data utility: to whom will it be useful?:

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1.7 Specify the granularity of the data to be archived:

Other

Here you can explain your choice:

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1.8 What sort of data is it?

Other

Here you can explain your choice:

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1.9 How will data be collected?

Other

Here you can explain your choice:

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1.10 Describe any constraints concerning ethics and privacy:

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## **FAIR DATA**

### **2.1 Making data Findable, including provisions for metadata**

2.1.1 Do you provide metadata for data discoverability?

Other

Here you can explain your choice:

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2.1.2 Do you assign a unique identifier to your data/resources?:

Other

Here you can explain your choice:

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2.1.3 Do you follow naming conventions?

Other

Here you can explain your choice:

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2.1.4 Outline the approach towards search keywords:

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2.1.5 Do you have any approach for clear versioning?

Other

Here you can explain your choice:

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2.1.6 Specify standards used for metadata creation:

Other

Here you can explain your choice:

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2.1.7 Outline the method used to ensure that there is appropriate metadata available to ensure the understanding and reuse of data over time:

Other

Here you can explain your choice:

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2.1.8 Specify if metadata are updated once the data are archived:

Other

Here you can explain your choice:

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2.1.9 Describe how resources are retrieved from your repository:

Other

Here you can explain your choice:

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Ad hoc services:

Other

Here you can explain your choice:

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2.1.10 Specify if metadata of nonpublic resources can be made publicly available:

Other

Here you can explain your choice:

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2.1.11 Which methodologies are used to make data findable?

Other

Here you can explain your choice:

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2.1.12 Which technologies are used to make data findable?

Other

Here you can explain your choice:

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## **2.2 Making data openly accessible**

Specify which data will be made openly available. Describe the data made openly available.

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If there are any restrictions on public accessibility, describe the nature of the restrictions (time embargoes, no access at all, restrictions to a certain group of users, sensitive data, etc.) and how access will be.

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2.2.2 Specify how the data will be made available

Other

Here you can explain your choice:

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2.2.3 Specify what tools are needed to access the data

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2.2.4 Specify where the data and associated metadata, code, and documentation will be deposited

Other

Here you can explain your choice:

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## 2.3 Making data interoperable

2.3.1 Assess the interoperability of your data. Specify what standards you will use to facilitate interoperability.

Other

Here you can explain your choice:

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National vocabularies

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Ad hoc/proprietary vocabularies

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## 2.4 Increase data re-use (through clarifying licences)

2.4.1 Specify how the data will be licensed to permit the widest reuse possible

Other

Here you can explain your choice:

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2.4.2 Specify when the data will be made available for reuse.

Other

Here you can explain your choice:

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If applicable, specify why and for what period a data embargo is needed

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2.4.3 Specify whether the data produced and or used in the project is usable by third parties after the end of the project

Other

Here you can explain your choice:

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2.4.4 Describe the (meta)data quality assurance processes.

Other

Here you can explain your choice:

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2.4.5 Specify the length of time for which the data will remain archived.

Other

2.4.6 Do you request how data should be cited when reused?

Other

2.4.7 Are the rights related to the data documented?

Other

Here you can explain your choice:

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2.4.8 How do you ensure the availability of sufficient information (technical data and metadata) for end users to enable them to make reliable quality-related evaluations?

Other

Here you can explain your choice:

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### **3. Allocation of resources**

3.1 Estimate the costs for making your data FAIR:

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3.2 Clearly identify responsibilities for data management in your project:

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3.3 Describe costs of long term preservation:

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3.4 Indicate the potential value of long term preservation

Other

Here you can explain your choice:

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## **4. Data Security**

4.1 Is the data safely stored in certified repositories for long term preservation and curation?

Other

Here you can explain your choice:

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4.2 Specify if your organization has tools to control the risks associated with receiving, managing, processing and ingesting digital collection content

Other

Here you can explain your choice:

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4.3 Specify if your system uses automated backup processes, and/or if an automated monitoring process for storage is available:

Other

Here you can explain your choice:

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4.4 Describe how the system supports preservation:

Other

4.5 What tools does your system use to provide access to users?

Other

Here you can explain your choice:

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## **5. Ethical aspect**

5.1 Outline how your project ensures compliance with disciplinary and ethical norms

Other

Here you can explain your choice:

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## **6. Other**

6.1 Refer to other national/funder/sectorial/departmental procedures for data management that you are using

Other

Here you can explain your choice:

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Version:

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