

BBSRC Data Management Plan Guidance

Introduction

A maximum of one side of A4 (using a minimum font size of 11) is allowed for the Data

published Data Sharing Policy, including concise plans for data management and sharing, or provide explicit reasons why data sharing is not possible or appropriate. The policy, and detailed guidance notes [can be viewed here](#). Comprehensive data sharing

More succinct plans may be appropriate for applications outside of these areas.

Plans should address the 8 areas listed below where relevant to the project proposal. These are specified by BBSRC at the above URL and on p. 7 of its Data Sharing Policy. You should use these as a guideline for formatting your plan and providing relevant information. While the format need not be followed exactly, it will be helpful to reviewers if the plan is structured, headed and ordered in sections corresponding to those identified by BBSRC.

Note that BBSRC does not permit the inclusion of URL links within your application, except in the list of references to relevant publications and online resources. Inclusion of URLs elsewhere within the application (including in the DMP) may result in the application being withdrawn for correction.

To assist you in completing a plan you can use a tool called [DMPonline](#). Using DMPonline you can generate a BBSRC Data Management Plan template including detailed prompts and guidance to help you complete each section of the plan. Even if you do not draft your plan using the tool, the guidance it includes is worth reading, if you are unsure what information to provide. Plans can be saved, shared with co-applicants, and exported for incorporation into the grant application.

All plans must be reviewed by the Research Data Manager, prior to submission. Draft plans can be sent directly to researchdata@reading.ac.uk or via your Research Development Manager and should be provided no later than 5 working days before the application deadline. General guidance on data management planning is available on the [Research Data Management website](#). Contact the Research Data Manager if you require preliminary guidance on completing the plan.

Contact: Research Data Manager: researchdata@reading.ac.uk / 6161

Consider the relationship between the data that you will capture and existing data available in public repositories or elsewhere. How will your data complement and integrate with existing data? This may be omitted if not relevant to your data.

Secondary Use

Outline the further intended and/or foreseeable research uses for the completed dataset(s)

It may be useful to cross-reference to application sections on impact and academic beneficiaries. Highlight foreseeable uses, with specific examples if relevant, and be explicit where data are novel or have possible long-term value.

Methods for data sharing

Outline the planned mechanisms for making these data available, e.g. through deposition in existing public databases or on request, including access mechanisms where appropriate

Primary data that support project findings should be shared using a data repository. Relevant disciplinary/community services such as EMBL-EBI databases should be used where possible: search for data services using [FAIRsharing](#). All University members have the option of using the [University of Reading Research Data Archive](#), which will preserve and enable access to data in the long-term. Up to 20 GB of data per project can be deposited at no charge. Deposits greater than 20 GB may be subject to a charge and must be agreed in advance. If you intend to deposit more than 20 GB of data in the Archive, contact researchdata@reading.ac.uk to discuss. Note that the Archive should be used to deposit a defined, curated, publicly-accessible dataset that supports published project findings. It is not a private post-project storage area for all digital materials.

