

RUBRIC FOR THE EVALUATION OF DATA MANAGEMENT PLANS (DMPS)

VU AMSTERDAM, TRAINING ON RESEARCH DATA MANAGEMENT (RDM) FOR PHDS, UNIVERSITY LIBRARY

Version number	Date	Author	Remark
v1.3	12-10-2021	Jolien Scholten	Reordered criteria from Good to Poor, instead of the other way around, so that the order is in line with the rubric in Canvas.
v1.2	8-1-2020	Jolien Scholten	Merged some criteria, reformulated descriptions and added space for comments.
v1.1	27-8-2019	Jolien Scholten	Changed title of course, some formulations and added examples of legislation research may have to comply with.
v1.0	11-4-2018	Jolien Scholten	

The rubric below is meant to evaluate Data Management Plans (DMPs) that have been submitted in the course ‘Writing a Data Management Plan’ for PhDs at Vrije Universiteit Amsterdam. In order to pass the course, participants have to, among other things, submit a DMP that is of sufficient quality. A DMP will be considered to be of sufficient quality if all criteria are at least evaluated at the level of ‘Sufficient’.

The rubric can also be used by PhDs and their supervisors to discuss the DMP that has been produced by the PhD. PhDs and their supervisors are encouraged to discuss the topics listed in the rubric and to think about common practices regarding RDM in their department and discipline.

Examples of DMPs (also known as ‘technical plan’) can be found on the website of the [Digital Curation Centre](#) (DCC).

The most left-hand column lists the topics that need to be covered in a DMP. The columns contain information about what is expected to obtain a certain level. Criteria consist of vital ingredients of the DMP, the levels describe how well they are addressed in the DMP.

	Good	Sufficient	Poor	Comments
<p>DMP contains a comprehensive project description, describing the necessary components that make up the essence of the research project, including the following information:</p> <ul style="list-style-type: none"> - Names of people and organisations involved - Contact details - Funder - Project and grant number - Research goal(s) - Parts of the project if project is divided into separate components - Partner organisations and contact details (if applicable) 	Essential project components are specified, description is easy to follow and is complete	Essential project components are specified	Essential project components are not mentioned or it is very difficult to identify them	

<p>DMP contains a complete and well-organised data description of all data assets that will be generated and used in the project, indicating whether existing data will be reused and/or whether new data will be collected, and how they will be accessed and/or collected. The description also contains information about the format and volume</p>	<p>The DMP presents a comprehensive data overview in which the data are adequately described with respect to all the relevant aspects of data description</p>	<p>The overview describes most of the data assets, the data are adequately described and the overview includes the main data characteristics</p>	<p>A data overview is missing or the overview is incomplete or very vague</p>	
<p>DMP discusses the requirements the project needs to meet in terms of RDM, including conditions coming from the institute where the research is carried out and from ethical and legal obligations, such as legislation, codes of conduct, research protocols and consortium agreements</p>	<p>DMP lists the relevant requirements and fully addresses these requirements, explicitly mentioning how they relate to the project and how they will be dealt with in the project</p>	<p>DMP lists the relevant requirements and partially addresses these requirements and/or how these requirements apply to the project and how they will be dealt with</p>	<p>Little to no attention is paid to external requirements or potential ethical or legal aspects. If requirements are listed, no indication is given as to how these requirements are addressed in the project</p>	
<p>DMP describes how data will be stored, backed up and secured during the project, including an overview of who will have access to the data and how authorisation to view or edit the data is handled</p>	<p>Data storage, recovery, security, transfer and access are described in detail for each data asset, also indicating the relevant phase of the research project to which the data asset belongs; and the technical and organisational solutions comply with the requirements the project needs to meet according to requirements as discussed elsewhere in the DMP</p>	<p>DMP contains coherent information about data storage, recovery, security, transfer and access and the outlined technical and organisational procedures comply with most of the requirements the project needs to meet according to requirements as discussed elsewhere in the DMP</p>	<p>Data storage, recovery, security, transfer and access are hardly specified, or these plans are not addressed for all described data assets, or the outlined technical and organisational procedures do not meet the requirements the project needs to meet according to requirements as discussed elsewhere in the DMP</p>	

<p>DMP describes how data and software (where relevant) will be preserved for the long term and how they will be made FAIR (Findable, Accessible, Interoperable and Reusable)</p>	<p>There is a clear plan for data archiving, explaining how long the data will be preserved and following the FAIR principles, by explaining how and where the data will be archived, how they will be made findable and accessible for others, what persistent identifiers will be used, how the data will be documented, including a description of the metadata that will be used, and under which conditions the data may be reused</p>	<p>There is a plan for data archiving and DMP discusses the main aspects of FAIR, at least how and where archiving will be done, for how long the data will be preserved, and how the work will be made findable and accessible. DMP indicates that some metadata documentation will be stored with the archived datasets and what persistent identifiers will be used</p>	<p>DMP presents an intention for data archiving, but it is unclear how this will be done and how the data will be rendered FAIR; or long term archiving is not addressed at all or is said to be not applicable, without an explanation; or the repository mentioned is not suitable for the type of data (e.g. personal data in a public repository)</p>	
<p>DMP describes responsibilities and resources for RDM</p>	<p>It is clear who is responsible for RDM in the project and there is a grounded calculation regarding the necessary resources</p>	<p>The main responsibilities and necessary resources are mentioned</p>	<p>It is unclear who is responsible for RDM in the project and/or the necessary resources are not specified at all</p>	