## Simple data management plan for student projects at the Department of Sociology and Human Geography

A data management plan (DMP) is a document that describes how to handle research data in a project from start to finish, as well as after the project is completed. A DMP is a document that should accompany the research project and clarify which data will be generated, how these data should be described, where they should be stored, and if and how they can be shared.

Below are nine basic points for managing the data in your project. These points are a minimum requirement of information about the data and should be filled out as part of your research project.

If you have any questions about any of the points, we refer to the department's website on data management: https://www.sv.uio.no/studier/master/iss/Datahandtering/Datahandtering-ved-iss.html

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| 1. **Project title**
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| 1. **Who is responsible for the data?**
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| Research responsible institution: UiO Project leader: |
| 1. **What type of data (audio files, registry data, text etc.) is handled in the project?**
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| 1. **Does the duty to report to the Norwegian Centre for Research Data (SIKT) apply?** (The obligation to report to SIKT applies to all projects that process personal data)
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| 1. **Does the project need a data processor agreement? (When data is to be processed by partners outside UiO, or data comes from outside and is to be processed by UiO)**
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| 1. **Description of where data is stored (Services for Sensitive Data (TSD)), storage hotel, educloud, Nettskjema, etc.)**
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| 1. **How does the project ensure that personally identifiable data is not stored elsewhere?**
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| 1. **what is done to anonymise data during the research period or before data can be shared?**
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| 1. **Describe which data (if any) are to be archived and/or shared after the end of the project.**
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