

History Data Management Plan

Department of History

University of Hull

Current Date	
Researcher Name(s)	
Project Title	
Project Description	

Important Notes:

1. For detailed, updated explanations of the various parts of the document that require completion, please refer to the accompanying Appendix.
2. **ALL** questions should be answered; shaded areas of the document indicate areas that specifically apply to the types of questions relevant to funding criteria and may prove very useful when submitting bids or making applications.
3. This University of Hull History Data Management Plan (HDMP) applies the DCC Checklist for Data Management (v3.0 17 March 2011).

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Section 1: Project Information

1.1	Project Name / Title	1.1.1
1.2	Project Duration (From–To)	1.1.4
1.3	Partners (where applicable) – list primary first	1.1.5 1.1.6
1.4	Brief Description (Aims and Purpose)	1.2
1.5	Historical Period researched (where applicable)	HUL 1.2
1.6	Departmental/University requirements (where applicable)	HUL 1.3.2 1.3.3
1.7	Funding Body or Bodies (where applicable)	1.1.2
1.8	Budget (where applicable; estimate if not established)	1.1.3
1.9	Funding Body Requirements for a Data Management Plan (where applicable)	1.3.1

Section 2: Data, Materials, Resource Collection Information

2.1	Brief Description of the Historical Data, Materials, Resources being researched, collected and collated: (e.g. Shipping Log Records 1890-1900; Voice Recordings factory Workers 1950-1980; etc.)	2.1 HUL
2.2	Strategy for Collation of Data and Materials (e.g. Access to archive requested, Library materials borrowed, photocopies made of documents, volunteers enlisted, etc.)	2.2.3 HUL
2.3	<p>Is this unique data? (<i>NOTE: Both options may be applicable in certain circumstances; analysis and informed composition of existing data may be regarded as “unique”</i>)</p> <p><i>If YES - provide a brief description of the process for gathering the data (e.g. recorded interviews, compiled statistics, transcribed documents, etc.)</i></p> <p><i>If NO – provide a brief description of the existing data (e.g. documents, database, recordings, etc.)</i></p>	2.2 2.3 HUL

2.4	Are there any existing forms of data that may be added to, attached as appendices, incorporated into the data, etc.? If yes, provide a brief description (e.g. 1820-1840 compiled in <i>A.N.Other</i> – 1841-1850 will be added).	2.2.1 2.2.2
2.5	Will the data be digitised or appear in digital form (e.g. dataset/database, spreadsheet, PDF Documents, WAV sound files, JPG image file, etc.)? If yes, specify the format(s) that apply.	2.3.2 2.3.3 HUL
2.6	Will the data be non-digital or appear in physical form (e.g. paper document, physical model, printed photograph, microfilm, archaeological artefacts, etc.)? If yes, specify the format(s) that apply.	HUL 2.3.3
2.7	Will the data be stand-alone, or will it be accompanied by explanatory documentation (e.g. metadata, descriptive documents, referenced printed work, etc.)?	2.5.1 2.5.2 2.5.3
2.8	What Added Value will the data bring to the History Community?	2.4.3
2.9	What steps will be taken to assure Quality Assurance/Management (e.g. Monthly supervised checks on data quality and consistency, etc.)	HUL 2.5.5

Section 3: Ethics, Intellectual Property, Citation

3.1	Are there any Ethical and/or Privacy issues that may arise from sharing your data, or parts of it? If yes, provide a brief explanation.	3.1.1 3.1.2
3.2	Will the data comply with applicable British and International Law and what will be done to ensure compliance (e.g. Private information protected under the Data Protection Act, Copyright Legislation, Intellectual Property, checked with supervisor/legal department, etc.)?	3.1.3 3.1.4 3.2 HUL
3.3	If the project is a multi-partner or multi-participant research process, what will be produced to ensure that applicable Law and regulation are adhered to (e.g. joint working methodology, mediation process, etc.)	3.2.4 HUL

Section 4: Access and Use of Information

4.1	Are you required to, or do you intend to, share the information you have researched at any stage? If yes, stipulate when (i.e. upon completion of project, at a specific stage, etc.)	4.1 HUL
4.2	If your information is to be shared, how will this be achieved (e.g. online, printed copy, hard copy, etc.)?	4.1.3 HUL
4.3	Will the information need to be stored for specific/limited use only at any stage (e.g. funder requires access at mid-point review and at end of project when it will be released, etc.)?	HUL 4.1
4.4	Who will be interested in or will require access to your data (e.g. students, funding body, public, history community, etc.)? Stipulate more than one option if necessary.	4.3.1
4.5	How do you anticipate your information being used once made available (e.g. students may use for specific module, history community may use for informing specific research area, etc.)? Stipulate more than one option if necessary.	4.3.2

Section 5: Storage and Backup of Data

5.1	Where will the information be stored <u>during the lifespan</u> of the project (e.g. University Server, DVD media, local hard drive, filing cabinet, etc.)?	5.1.1
5.2	Where will the information be stored <u>upon completion and after completion</u> of the project (e.g. University Server, Online provision, accessible hard copy, etc.)?	HUL 5.1
5.3	What provision is being made for regular backups or making safe of the information being researched (e.g. extra copies made, a variety of media/methodologies employed, CD/DVD, Data Drive, printed documents, etc.)?	5.1.2 5.1.3 5.2.1 5.2.2 HUL
5.4	Will different versions of the information be stored (e.g. weekly updates will include latest version clearly named as current version, etc.)?	5.3.3 HUL

Section 6: Archiving and Future Proofing of Information

6.1	What is the long-term strategy for preserving the information resulting from the research (e.g. database to be made publically available via University's online provision)?	6.1 HUL
6.2	Will the information be kept after the life of the project? If YES, then for how long, and in what format (e.g. database will be made publically available for at least 5 years after project completion, etc.)?	6.2 HUL
6.3	If the researched information includes sensitive or confidential data, how will this data be managed (e.g. specific data will not be made publically available, sensitive information will be deleted upon completion, etc.)?	HUL
6.4	If the researched information (i.e. dataset, database, documents, etc.) will be accompanied by explanatory documentation or <i>metadata</i> , how will these be linked and preserved alongside the researched information (e.g. stored in same process as researched information, stored separately, etc.)?	6.3 HUL
6.5	How will issues of citing and/or referencing the research information be addressed (e.g. specific citation information included, no citation information available, etc.)	HUL 6.3.5

Section 7: Resourcing of Data Management

7.1	List the specific staff tasked with the role of implementing and carrying out the data management aspect of this project (e.g. Dr A.N. Other, Research Fellow, Department of History, University of Hull).	7.1 HUL
7.2	What is the funding strategy for Data Management during the project lifespan (e.g. backup materials to be purchased at researcher's expense, project specific ICT equipment to be purchased [give details], etc.)?	7.2 HUL
7.3	What is the funding strategy for Data Management after the project lifespan (e.g. University to continue archiving process, equipment to be regularly updated for 5 years after project ends, etc.)?	7.3 HUL

Section 8: Review of Data Management process

8.1 How will this Data Management Plan be adhered to (i.e. what means are provided, such as checklists, regular revisiting of the various elements on the plan, etc. to demonstrate that the plan is being regularly reviewed)?	8.1 HUL
8.2 Who will carry out the regular reviews of the Data Management Plan (e.g. Dr A.N. Other, Research Fellow, Department of History, University of Hull)?	8.1 HUL

Section 9: Statements and Personnel Details

9.1 *Statement of Agreement*

I/we agree to the specific elements of the plan as outlined:

Project Lead or Individual Researcher:

Title	
Designation	
Name	
Date	
Signature	

Project Supervisor or PhD Supervisor:

Title	
Designation	
Name	
Date	
Signature	

Project Researcher(s) *

Title	
Designation	
Name	
Date	
Signature	

* More than one Researcher may be involved. Continue on a separate page if necessary.

9.2 *Expertise of Researchers* ***

Title	
Name	
Contact Details	
Expertise	

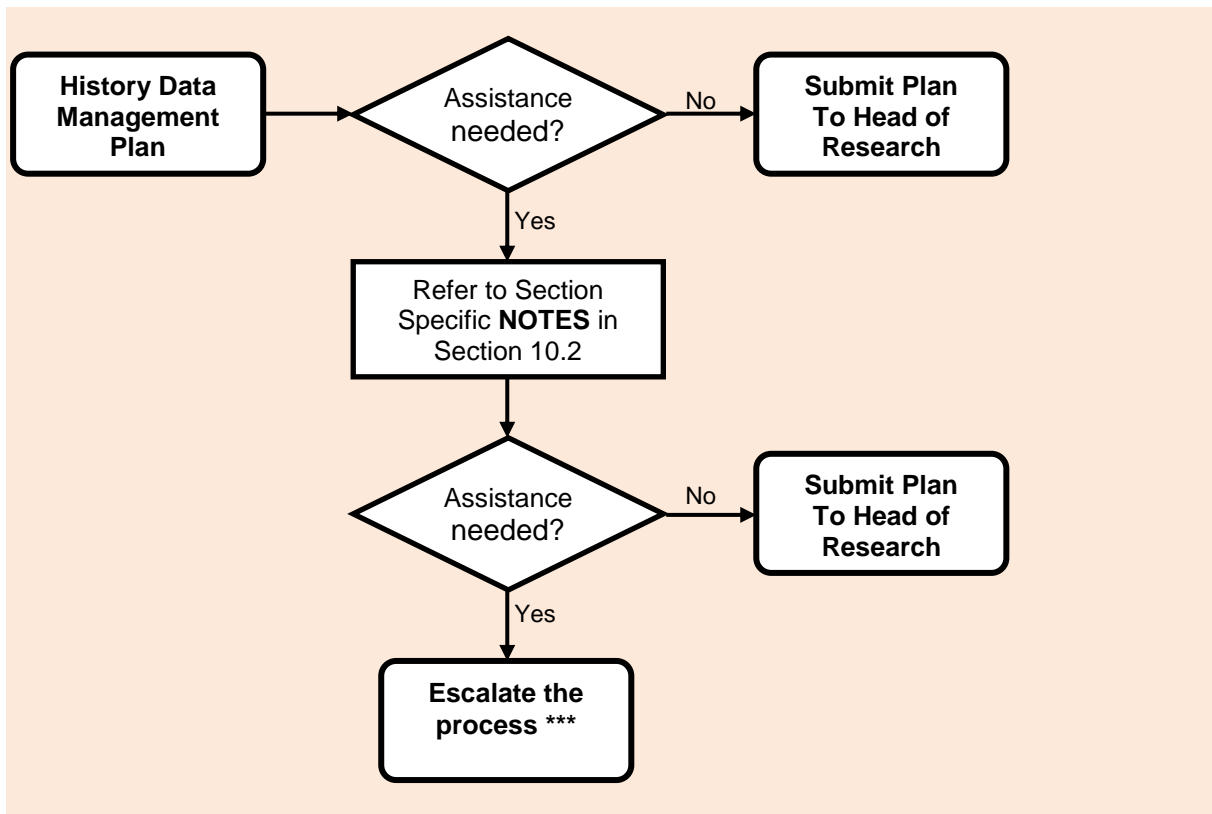
Title	
Name	
Contact Details	
Expertise	

** More than one Researcher may be involved. Continue on a separate page if necessary.

Section 10: Appendices

10.1 *Specific Help with completing the Plan*

In certain instances, specific guidance may be required in order to complete this Data Management Plan. Assistance should be sought by following the flow chart below:



Escalate the process by requesting assistance from the Departmental Head of Research. Typically this will entail contacting the Data Manager, IT Services and/or Library Services. Specific assistance may be available through the Research Office as well.

10.2 Notes

These notes refer to the specified sections and subsections in this document. Any areas not addressed may be referred to the project lead, supervisor, or the Head of Research.

Technical issues may be addressed to the HDMP development team in the first instance.

Front Cover

Details are required to ensure the correct future referencing, storage and archiving of the Data Management Plan. There will be strict adherence to applicable law, including the Data Protection Act; this information will not be made available outside of the specific remit of the History Department of the University of Hull.

Section 1: Project Information

- 1.1 No specific guidance available
- 1.2 No specific guidance available
- 1.3 Required for funded projects – in the event of a single applicant, the primary is the applicant.
- 1.4 If necessary, further information may be provided on an attached, clearly labelled **typed** or **printed** sheet. For online forms, the space will automatically be increased to accommodate extra text.
- 1.5 No specific guidance available
- 1.6 Details may be requested from the project Supervisor, or the Head of Research.
- 1.7 No specific guidance available
- 1.8 Applies specifically to funded projects. If necessary, further information may be provided on an attached, clearly labelled **typed** or **printed** sheet. For online forms, the space will automatically be increased to accommodate extra text.
- 1.9 Applies specifically to funded projects. If necessary, further information may be provided on an attached, clearly labelled **typed** or **printed** sheet. For online forms, the space will automatically be increased to accommodate extra text. Details may be requested from the project Supervisor, or the Head of Research.

Section 2: Data, Materials, Resource Collection Information

- 2.1 If necessary, further information may be provided on an attached, clearly labelled **typed** or **printed** sheet. For online forms, the space will automatically be increased to accommodate extra text. NOTE: details may change as the project evolves; provide a best estimate.
- 2.2 If necessary, further information may be provided on an attached, clearly labelled **typed** or **printed** sheet. For online forms, the space will automatically be increased to accommodate extra text.
- 2.3 If necessary, further information may be provided on an attached, clearly labelled **typed** or **printed** sheet. For online forms, the space will automatically be increased to accommodate extra text.
- 2.4 “Existing data” may be in the form of an already published data resource (for example, an online database, library items, artefacts, etc.). If necessary, further information may be provided on an attached, clearly labelled **typed** or **printed** sheet. For online forms, the space will automatically be increased to accommodate extra text.

- 2.5 It is vital that there is a clear understanding of exactly which data types are being discussed in order to plan for future storage, accessibility and integrity. Example data types and formats are available at http://en.wikipedia.org/wiki/List_of_file_formats.
- 2.6 A great deal of non-digital data may need to be stored securely and/or archived. Various examples of this type of data are:
- Documents: Printed digital, Original artefact, , etc.
 - Images: Photographs (size, print type, age), posters, etc.
 - Artefacts: Physical model (scale/non-scale, size, availability), archaeological, etc.
 - Film: 8/16/32mm, Video, microfilm, negative, etc.
 - Other: Live performance, logical model, etc.
- 2.7 “Standalone” implies a provided information resource that requires no further explanation and may be utilised “as is” without additional resource. Accompanied implies information that is informed by accompanying documentation or resource(s) which help to understand the resource. For example, a database may need to be accompanied by a “metadata” informative document which explains the purpose, use of specific fields, and instructions for utilisation. Details may be requested from the project Supervisor, or the Head of Research.
- 2.8 This item draws on the fundamental area of historical enquiry; what is the historiographical impetus, or historical purpose behind the provision of this information/research, and how may it benefit the historical community. Generally this will either be the full or a paraphrased version of the abstract for a piece of research. Details may be requested from the project Supervisor, or the Head of Research.
- 2.9 Quality Assurance/Management in this context refers to the concise provision of a breakdown of what will be done to ensure that the project’s progress will be monitored for accuracy, quality of work or research, and timely delivery at regular intervals. Typically, this would be the remit of the Research Supervisor, the Project Lead, or the Head of Department. Details may be requested from the project Supervisor, or the Head of Research.

Section 3: Ethics, Intellectual Property, Citation

- 3.1 If your research impacts on the welfare, confidentiality or economic status of any individual or corporate group, this should be clearly stated. This scenario is unlikely in historical research, but may arise in instances where individuals reveal personal, confidential or sensitive data; also, it may not be appropriate to reveal certain details in the public domain in the interests of individuals or corporate groups. If necessary, further information may be provided on an attached, clearly labelled **typed** or **printed** sheet. For online forms, the space will automatically be increased to accommodate extra text. **NOTE:** details may change as the project evolves; provide a best estimate.
- 3.2 It is vital to comply with applicable law. Provide a brief outline of how relevant legislation and regulations will be complied with where appropriate. Where there is any doubt, the first line of contact is the project Supervisor, or the Head of Research.
- 3.3 See note 3.2 above. Partners in the project must be held to the same legal and regulatory standards. Partners are also protected by applicable law and may avail themselves of the prospect of legal recourse in the event of any perceived illegality or infringement by any party. This applies to all participants effecting or affected by the research project. Where there is any doubt, the first line of contact is the project Supervisor, or the Head of Research.

Section 4: Access and Use of Information

- 4.1 Sharing data, i.e. making it publically available, may be a requirement of a funding bid, or of a University research project (e.g. Doctoral thesis or research project). Details may be requested from the project Supervisor, or the Head of Research.
- 4.2 Provide details of how you intend to share your data (if relevant). This may include several options, such as an online accessible dataset or database, or online images. It could also be in the form of a paper based document or set of documents. If you are uncertain, or wish to explore this avenue further, the first line of contact is the project Supervisor, or the Head of Research.
- 4.3 If your data is sensitive (e.g. not suitable for general access until you have completed, or contains personal data or information) you may need to keep the data secure until you are ready to publish – if at all. Similarly, if the project funder requires “mile-stone” releases, this should be flagged. If in doubt, check this with the project Supervisor, or the Head of Research.
- 4.4 It is vital that you have a clear perspective of who the outcome of your research is intended to reach. Funding bodies may stipulate specific outcomes – e.g. public access, etc.
- 4.5 Funding bodies will typically require an explanation of the usefulness of your research once completed, and you should be able to provide a clear idea of what will be done with your data once published or released. Certain obvious options should not be overlooked, such as: paper presented at conference for history community, or book chapter published for community and public research/interest, etc.

Section 5: Storage and Backup of Data

- 5.1 It is vital that the research materials and data are kept *safely at every stage* of the research process lifespan. There may be help available from IT Services, the Library or the Department. If you are uncertain, or wish to explore this avenue further, the first line of contact is the project Supervisor, or the Head of Research.
- 5.2 As for 5.1 above, it is vital that you have a clear understanding of how, where and when the research materials and data will be maintained after research process lifespan. This is particularly true where funding bodies have specific outcome criteria (e.g. making a public website available, etc.). There may be help available from IT Services, the Library or the Department. If you are uncertain, or wish to explore this avenue further, the first line of contact is the project Supervisor, or the Head of Research.
- 5.3 Similarly to 5.1 and 5.2 above, it is vital that you have a clear understanding of how, where and when the research materials and data will be backed up and kept safely, both during and after the after the research process lifespan. This is particularly true where funding bodies have specific outcome criteria (e.g. ensuring that online datasets are maintained for a specific period after the end of a project, etc.). There may be help available from IT Services, the Library or the Department. If you are uncertain, or wish to explore this avenue further, the first line of contact is the project Supervisor, or the Head of Research.
- 5.4 Very often work is added to, revised or altered and older versions are either overwritten, left as they were, or deleted. It may be wise to maintain a clearly labelled and stored set of older versions of current work in order to backtrack if necessary. It

is imperative that a logical and sequenced filing system is used. On computer systems this may be attained by uniquely numbering each version. A useful means of achieving this is by using the current date and time as the unique numbering reference – e.g. “yyyymmdd History Data Management Plan”.

Section 6: Archiving and Future Proofing of Information

- 6.1 Provide information about how you intend for the project outcome(s) or deliverable(s) to be maintained after the end of the project. For example, a dataset may be perpetually maintained by the University’s online provision. However, this will need to be confirmed. There may be help available from IT Services, the Library or the Department. If you are uncertain, or wish to explore this avenue further, the first line of contact is the project Supervisor, or the Head of Research.
- 6.2 Any information that is kept after the lifespan of a project will still need to be stored safely, maintained and be provided in a useable format. If specific file formats are used, they may become unusable after a few years as new software replaces the old. Also, media such as DVDs, CDs and diskettes may become unusable after a while. There may be help available from IT Services, the Library or the Department. If you are uncertain, or wish to explore this avenue further, the first line of contact is the project Supervisor, or the Head of Research.
- 6.3 It is vital that any confidential data (e.g. personal information about any individual who is protected under the terms of the Data Protection Act, or information that may infringe copyright if released, etc.) must be kept and maintained in a secure environment. All reasonable steps should be taken to ensure the safety of such information. This applies to any information that is kept after the lifespan of a project as well. If you are uncertain, or wish to explore this avenue further, the first line of contact is the project Supervisor, or the Head of Research.
- 6.4 Datasets, databases, standalone documents, and even artefacts may prove useless without explanatory notes (metadata) accompanying them. These materials need to be clearly linked to the materials so that they can adequately inform any future user about the material. For example, a published dataset will typically be accompanied by a metadata document that explains the various fields, their usefulness and summarises the purpose of the dataset in general. These documents will be stored along with the dataset and are accessible in the same manner as the dataset (e.g. online, or download). Examples of such accompanying documentation are available for download. If you wish to explore this avenue further, the first line of contact is the project Supervisor, or the Head of Research.
- 6.5 Typically, any stored data, materials, artefacts, etc. will need to be cited when accessed and referenced by other researchers. It is useful to provide clear and concise citation information for researchers to access. This can be done via the accompanying documentation (metadata) indicated in 6.4 above. If you wish to explore this avenue further, the first line of contact is the project Supervisor, or the Head of Research.

Section 7: Resourcing of Data Management

- 7.1 In the event that this is an individual project or piece of research, your own name should be listed. Include any other staff or assistants are to be involved in the project as well. It may be necessary to include staff from other departments of the University.

If you are uncertain, or wish to explore this avenue further, the first line of contact is the project Supervisor, or the Head of Research.

- 7.2 Funding strategies are often outlined by funders and will include a data management aspect. The costs of any materials, equipment and specialist knowledge will need to be factored to arrive at a reasonable estimate. Include any materials or equipment that will be funded by the University and/or you. If you are uncertain, or wish to explore this avenue further, the first line of contact is the project Supervisor, or the Head of Research.
- 7.3 As in 7.2 above, funding strategies are often outlined by funders and will include a data management aspect. Typically the University will support on-going research projects, and assist in facilitating post project maintenance and/or presence of outputs. However, this needs to be confirmed to ensure that the service will be available in the form that is required. If you are uncertain, or wish to explore this avenue further, the first line of contact is the project Supervisor, or the Head of Research.

Section 8: Review of Data Management process

- 8.1 Funders will need to be informed about how the data management process will be implemented. Provide specific information about how you intend to follow through with the commitments and processes that have been discussed in the rest of this document. Typically, regular reviews, reports and assessments of progress will suffice, but some funders may require specific means of identifying adherence to the plan. If you are uncertain, or wish to explore this avenue further, the first line of contact is the project Supervisor, or the Head of Research.
- 8.2 Based on 8.1 above, list those who will be carrying out the reviews and subsequent reports or processes necessary to ensure the successful implementation and completion of the data management plan. Typically, in the event of smaller research projects or individual research, the project Supervisor will fill this role. In the event of PhD research, this role will be carried out by the PhD Supervisor(s). If you are uncertain, or wish to explore this avenue further, the first line of contact is the project Supervisor, or the Head of Research.

Section 9: Statements and Personnel Details

- 9.1 The Statement of Agreement is necessary to clarify the areas of responsibility and work that will be carried out by the various researchers engaged in the project. This information is vital for funding bodies that will require these details.
- 9.2 As in 9.1 above, the Expertise of Researchers is necessary to clarify the areas of responsibility and work that will be carried out by the various researchers engaged in the project. This information is vital for funding bodies that will require these details in the form of a brief résumé for each researcher.

Section 10: Appendices

- 10.1 Assistance with completing the Plan; follow the instructions to obtain help specific to each section.
- 10.2 Follow the guidance for each specific section as necessary.
- 10.3 This list of Relevant Contacts will be reviewed and altered regularly.

10.3 **Relevant Contacts**

The following list of contacts will be regularly revised as appropriate.

History Head of Research:	Peter Wilson Grant Professor of History Phone: +44 (0)1482 465382 Email: p.h.wilson@hull.ac.uk
Library Services:	Brynmor Jones Library Reception Desk Phone: +44 (0)1482 466581 Brynmor Jones Library Service Desk Phone: +44 (0)1482 465250
IT Services:	IT Helpdesk Phone: +44 (0)1482 462010 E-mail: help@hull.ac.uk
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