SAMAREC DATA MANAGEMENT PLAN TEMPLATE, NOVEMBER 2024, VERSION 1

GENERAL CONSIDERATIONS

- A Data Management Plan (DMP) is a living document that should be adjusted throughout the research process as methods change.
- SAMAREC does not provide a word count or limit the number of pages for the DMP. The length of your DMP should align with the complexity of your research while ensuring that the purpose of the DMP is maintained - to ensures transparency, reproducibility and reusability of data.
- Your DMP should flow from your research proposal, thus ensure congruency between these documents.

PROJECT DESCRIPTION

Provide a brief description of the aim and purpose of your research project.

DATA LIFECYCLE

Complete the table below:

Lifecycle Stage	Responsible Individual/s	Description of Activities
Collection		This section should clearly outline the process of collecting the data (will you search the literature, rely on an existing database, conduct interviews etc).
Processing		Describe the data cleaning and data verification process. Describe any other processing that the data will undergo (i.e., transformation, encryption, compression etc.) If new variables will be generated (i.e., scores, dichotomising variables etc.) describe how this new variable will be created.
Storage		Describe how and where the data will be stored. If data will be stored on multiple platforms, clearly describe where each variable will be stored.
Analysis		Describe how the individual conducting the data analysis will access and/or receive the data.

Archive and Destruction		Describe how the data will be archived, for how long it will be archived and how the data will be destroyed (if necessary)

DATA DESCRIPTION

Complete the table below for each variable:

Variable	Type (survey, health record, interview, lab result etc.)	Data Format (i.e., .csv, .txt, MP3, jpeg etc.)	Meta Data (file size, date created date modified etc)	Storage (on which platform will the data be stored)	Data Collection Method (including whether the data will be collected from a primary or secondary source)	Notes

DATA PROTECTION

Describe the measures put in place to ensure confidentiality of the data (i.e., protection of physical data collection devices, cybersecurity measures, access controls etc.). Should your Organisation hold to specific safety standard (i.e., ISO/IEC 27001), please provide the Organisation's registration number.

Provide justification for collecting any personal information. Specify which parties will have access to personal information and include the following wording: *"All other requests for access must be done in terms of the Promotion of Access to Information Act. All personal information is treated as confidential and shall be processed in accordance with the Protection of Personal Information Act, 2013 (POPIA)."*

DATA SHARING

Describe the procedures for sharing data. If applicable, provide a Data Sharing Agreement.

DATA LIMITATIONS

Describe any limitations with the data (study design limitations, a lack generalisability etc).