

Funder Template

Purpose of rubric

Notes

Documents Used

NERC

Providing feedback to researchers

<http://www.nerc.ac.uk/research/sites/data/dmp/dmp-guidance/>

<http://www.nerc.ac.uk/research/sites/data/dmp/outline-dmp-template/>

<http://www.nerc.ac.uk/research/sites/data/dmp/dmp-template/>

Outline DMP	Performance Criteria	Performance Levels		
		Detailed	Addressed but incomplete / unsatisfactory	Not addressed
	What type of data will be collected?	Datasets listed with type clearly defined for each. E.g. experimental measurements, models, recordings, video, images, machine logs etc.	Data types mentioned for some datasets but not all.	No details included.
	What formats will be used?	For each dataset, the file formats used for creating/collecting and storing data are clearly described; any conversions needed for long-term preservation are outlined. The rationale is explained (ideally referring to standards used in the domain) or complicating factors. The formats chosen are non-proprietary where possible.	Data formats used for creating/collecting and storing data are only partially described; and/or the rationale or complicating factors are only partially covered. Does not cover all datasets or requirements for long-term storage. Does not choose non-proprietary formats.	Does not describe data formats that will be used for creating/ collecting storing data and does not provide a rationale or discuss complicating factors.
	What volume of data will be collected?	Clear estimate of size given for each dataset.	Overall size given but not broken down by dataset. Size not given for all datasets. Dataset size is clearly unrealistic.	No indication of data volume is given.

Full DMP	Performance Criteria	Performance Levels		
		Detailed	Addressed but incomplete / unsatisfactory	Not addressed
Roles and Responsibilities	Who is responsible for data collection/creation?	Datasets listed with named individual or role given for each. One central point of contact also provided, to offer oversight of individual datasets/work packages.	Individuals/role listed for some but not all datasets, or central data management contact not given.	No individuals named.
	Who is responsible for creating metadata?	Datasets listed with named individual or role given for each. One central point of contact also provided, to offer oversight of individual datasets/work packages.	Individuals/role listed for some but not all datasets, or central data management contact not given.	No individuals named.
Data Generation Activities	Who is responsible for transferring metadata and data to DDC?	Named individual(s) or role listed with backup provided.	Single individual named.	No individuals named.
	What existing datasets, if any, will be reused?	Clearly defined existing datasets with any copyright or other restrictions outlined that could prevent sharing of any new data derived from it.	Existing datasets listed but no indication of origin or any potential restrictions.	No indication of reusing datasets or not applicable.
	What type of data will be collected?	Datasets listed with type clearly defined for each. E.g. experimental measurements, models, recordings, video, images, machine logs etc.	Data types mentioned for some datasets but not all.	No details included.
	What volume of data will be collected?	Clear estimate of size given for each dataset.	Overall size given but not broken down by dataset. Size not given for all datasets. Dataset size is clearly unrealistic.	No indication of data volume is given.
	When will the data be collected?	Clear and realistic timeframes given for generation of each dataset. Confirmation of when each dataset will be provided to the data centre and whether an embargo for release would be needed.	General timeframe given but not mentioned for each dataset. Timeframe vague (e.g. '3 months' not dates) and/or unrealistic and/or after the end of the project. No mention of whether embargo would be needed.	No indication of timeframe is given for any dataset.
	How will the data be collected?	Methodology is given for each dataset, with clear reference to collection standards in the domain.	Methodology given for some but not all datasets or in very little detail. Some mention of collection standards but not included for all data to be collected.	No explanation of how data will be collected.
	What formats will be used?	For each dataset, the file formats used for creating/collecting and storing data are clearly described; any conversions needed for long-term preservation are outlined. The rationale is explained (ideally referring to standards used in the domain) or complicating factors. The formats chosen are non-proprietary where possible and in line with the data centre's requirements on accepted formats.	Data formats used for creating/collecting and storing data are only partially described; and/or the rationale or complicating factors are only partially covered. Does not cover all datasets or requirements for long-term storage. Does not choose non-proprietary formats or chooses formats not accepted by the data centre.	Does not describe data formats that will be used for creating/ collecting storing data and does not provide a rationale or discuss complicating factors.
In-Project Data Management Approach	Where will data be stored during the project?	Clear statement on where data will be stored, using satisfactory storage solution. Mentions how appropriate storage will be secured during fieldwork (if applicable).	General statement about data storage without acknowledging particular requirements, e.g. fieldwork. Storage solution provided but unsatisfactory (e.g. private drives rather than institutional).	No comment on where data will be stored during the project.
	What security measures will be used for data storage?	Clear statement and protocol provided on access control to the data, whether encryption is to be used, and any other security measures.	Some mention of security (e.g. encryption or access restriction) but without full details or procedure.	No indication of how data security will be assured.
	How will data be backed up during the project?	Backup procedure provided covering which data will be backed up how and on what timeframe (hourly, daily, etc).	Backup procedure provided without details e.g. lacking timeframes. Backup procedure unsatisfactory (e.g. only weekly).	No indication of how data will be backed up.
	Any potential challenges to data transfer or re-usability outlined?	Challenges outlined with an indication of how they will be overcome.	Challenges outlined without indication of how they will be solved or unsatisfactory solutions (e.g. DropBox or USB).	No indication of challenges or not applicable.
Metadata and Documentation	What metadata will be supplied with the data?	Clear outline of documentation and metadata strategy with references to existing good practice in the community or detailed project-specific approach where community standards don't exist.	Some mention of documentation or metadata without detail about community standards or a project-specific approach, or not applied to all datasets.	No mention of documentation or metadata.
Data Quality	What quality control measures will be taken?	Clear statement outlining methods taken to ensure quality control e.g. sampling, metadata checking, review, and how they will be applied.	Some mention of quality control but not clear how it will be applied. Insufficient methods described.	No mention of quality control.
Exceptions or Additional Services	Are there any exceptional expectations of Data Centres?	Confirmation that there are no exceptional expectations. Or, clear statement on whether any dataset is exceptionally large or complex, or requires exceptional security provision, explaining why and referring to the relevant details in the Justification of Resources.	Exceptional expectations mentioned but without details (e.g. providing size estimate or explanation of the complexity or required security measures) and/or without referring to the Justification of Resource.	No response given on whether there are exceptional expectations.