

subject to a charge and must be agreed in advance. If you intend to deposit more than 20 GB of data in the Archive, contact researchdata@reading.ac.uk to discuss.

Note that the Archive should be used to deposit a defined, curated, publicly-accessible dataset that supports published project findings. It is not a private post-project storage area for all digital materials.

Full Data Management Plan

When an award has been made, the PI will be required to develop a **Full Data Management Plan** in conjunction with the appropriate NERC data centre. This Plan must be agreed within 3 months of the start date of the grant.

preparing your application and to start sketching out a full plan in collaboration with your team and/or partners. This can help you:

- plan the practicalities of data collection and management in your project, and anticipate any special requirements, issues or particular challenges that will have to be dealt with;
- ensure all relevant costs are identified and included in your application.

The Full Data Management Plan template can be found [here](#).

To assist you in completing a plan you can use a tool called [DMPonline](#). Using DMPonline you can generate and complete a NERC Full Data Management Plan template. The template includes detailed prompts and guidance to help you complete each section of the plan. Plans can be saved, shared with co-applicants, and exported for incorporation into the grant application.

Guidance on completing the sections of the Full Data Management Plan follows.

Roles and responsibilities

For example: who is responsible for obtaining 3rd party data, for capturing data in the field, producing metadata, transferring metadata and data to the nominated data centre.

Data generation activities

Short description of the what, how much, when and how etc.

In-project data management approach

Statement about how the data will be managed within the project, including backup & security.

Include in this section information about proposed procedures/workflows for data collection, documentation and management. For collaborative projects or projects with large teams in particular, you may need to think about how responsibilities and activities will be co-ordinated between partners, team-members and different institutions, and how data will be shared within the project.

Services for storage and processing of data should be identified. Storage costs should be based on the volume of data to be generated/collected in the project, and should be identified on the application as a Directly Incurred cost.

Metadata and documentation

Statement about how metadata will be supplied and standards to which it will adhere.

If you will be using specific data formats or metadata standards to describe particular data types, e.g., to comply with data repository requirements, identify these and provide relevant information. Information about metadata standards, tools and use cases can be found [here](#).

Data quality

List procedures for quality control of the data