The Research Council of Finland (former The Academy of Finland): Academy of Finland data management plan guidelines

1. General description of data

1.1 What kinds of data is your research based on? What data will be collected, produced or reused? What file formats will the data be in? Additionally, give a rough estimate of the size of the data produced/collected.

1.2 How will the consistency and quality of data be controlled?

2. Ethical and legal compliance

2.1 What legal issues are related to your data management? (For example, GDPR and other legislation affecting data processing.)

2.2 How will you manage the rights of the data you use, produce and share?

3. Documentation and metadata

3. How will you document your data in order to make the data findable, accessible, interoperable and re-usable for you and others? What kind of metadata standards, README files or other documentation will you use to help others to understand and use your data?

4. Storage and backup during the research project

4.1 Where will your data be stored, and how will the data be backed up?

4.2 Who will be responsible for controlling access to your data, and how will secured access be controlled?

5. Opening, publishing and archiving the data after the research project

5.1 What part of the data can be made openly available or published? Where and when will the data, or its metadata, be made available?

5.2 Where will data with long-term value be archived, and for how long?

6. Data management responsibilities and resources

6.1 Who (for example role, position, and institution) will be responsible for data management?

6.2 What resources will be required for your data management procedures to ensure that the data can be opened and preserved according to FAIR principles (Findable, Accessible, Interoperable, Re-usable)?