



Data Management Plan

Name: QUT DMP Example (Science & Engineering Faculty)

DMP Identifier: 986

Project title: [Example Data Management Plan for SEF]
Investigation of the value of wildlife corridors on frog populations in developed landscapes in South-Eastern Queensland.

Principal investigator: Tricia Kelly (Chief Investigator)

Data management plan creator: Patricia Kelly

1 Project Information

1.1 Research project name *

[Example Data Management Plan for SEF]

Investigation of the value of wildlife corridors on frog populations in developed landscapes in South-Eastern Queensland.

1.2 Version

Version 1.0 - February 2016

1.3 Chief Investigator / researcher *

Tricia Kelly (Chief Investigator)

1.4 ORCID

Tricia Kelly [0000-0003-0919-9469](https://orcid.org/0000-0003-0919-9469)

Ann-Maree Graham [0000-0003-1389-3859](https://orcid.org/0000-0003-1389-3859)

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Graham Dawson [0000-0003-3080-4643](https://orcid.org/0000-0003-3080-4643)

1.5 Research team members *

- Tricia Kelly (CI)
- Ann-Maree Graham (Co-CI)
- Brendan Sinnamon (Supervisor)
- Sharron Stapleton
- Graham Dawson

1.6 QUT affiliations *

- Tricia Kelly - Queensland University of Technology (QUT), Division of Technology, Information and Learning Support (TILS), Library.
- Ann-Maree Graham - Queensland University of Technology (QUT), Division of Technology, Information and Learning Support (TILS), Library.
- Brendan Sinnamon - Queensland University of Technology (QUT), Division of Technology, Information and Learning Support (TILS), Library.
- Sharron Stapleton - Queensland University of Technology (QUT), Division of Technology, Information and Learning Support (TILS), Library.
- Graham Dawson - Queensland University of Technology (QUT), Division of Technology, Information and Learning Support (TILS), Library.

1.7 Other affiliations

None.

1.8 Project contact regarding data management *

Contact person:

Name:	Tricia Kelly
Phone:	(07) 3138 2387
Email:	t.kelly@qut.edu.au

Data manager for project:

Name:	Sharron Stapleton
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1.9 Description of the project *

This research project will sample frog populations in six developed regions of South-Eastern Queensland - three regions where wildlife corridors have been established and three regions where wildlife corridors do not exist to determine species presence, distribution and dispersal. As part of the data collection, a citizen-science project will be launched using resources and tools available via the [Atlas of Living Australia's Citizen Science Central](#). A species distribution map will be created from the data gathered and analysed to determine if any variation in populations exists between the regions with or without a wildlife corridor.

[Please note: This is a fictitious project used for example purposes only]

1.10 Funding bodies, grant and other reference IDs

ARC Grant ID: 82210

CIA Name: Dr Tricia Kelly

Start Year: 2016

End Year: 2018

Total funding: \$153,000.00

Admin Inst: Queensland University of Technology Grant Type: Linkage Project

RM Reference 2016001313

[Please note: This is a fictitious grant used for example purposes only]

1.11 Research areas

FoR codes: 060202 Community Ecology (excl. Invasive Species Ecology) ; 060207 Population Ecology

Keywords: frogs ; amphibians ; anurans ; wildlife corridors ; population sampling

1.12 Research ethics clearances

QUT HREC 1900000131

[Please note: this is for example purposes only]

2 Data Collection

2.1 Existing datasets

The following existing datasets will be utilised in the course of this research project:

- Atlas of Living Australia - for species distribution data for South-east Queensland as retrieved from [ALA website](#)
- Aquatic Ecosystem Information System - Queensland - as retrieved from [Qld Govt website](#)

The following databases will also be utilised for taxonomic and identification purposes:

- [Frogs of Queensland field guide](#)
- [Australian Faunal Directory](#) - as retrieved from Dept of Environment

The data from this project may be integrated with the ALA species distribution datasets.

2.2 Data description

Data will be collected, analysed and preserved in a range of formats including documents (.docx., .pdf, .xml), images (.tif, .png), audio files (.mp3, .wav) and video files (.mp4, .mov). Data analysis of fieldwork data will be scripted and extensively annotated in the R statistical program and the scripts will be stored on the server along with the datafiles.

2.3 Data collection procedures

Data will be collected using the following sampling techniques - visual encounter surveys and call surveys - within stratified study areas. A citizen-science project will be launched using resources and tools available via the [Atlas of Living Australia's Citizen Science Central](#). Environmental factors such as humidity, rainfall and temperature for the regions will also be recorded using mobile weather station.

2.4 Quality control procedures

Surveys will adhere to established guidelines as outlined in the following document:

- Australian Government. Department of the Environment, Water, Heritage and the Arts. (2010). *Survey guidelines for Australia's threatened frogs*. Retrieved from <https://www.environment.gov.au/resource/survey-guidelines-australias-threatened-frogs-guidelines-detecting-frogs-listed-threatened>

2.5 Data organisation

Files will be kept on QUT's Research Data Storage Service at U:\Research\Projects\SEF\CorridorFrogs (admin, data, citizen_science, ethics, protocols, etc). Some folders will have restricted access (eg grant admin, staffing, finance). File names will follow the [TILS Document Naming Convention](#).

Datasets will be made available for sharing via [QUT's Research Data Finder](#) after the completion of the project.

2.6 Expected volume of data

Approximately 20GB

2.7 Start date of data collection *

2016-03-01

2.8 End date of data collection *

2016-04-30

3 Ethics, Policy and Legal Compliance

3.1 Data privacy

Data gathered from the Citizen Science component of the project may include personal information collected from participants. Privacy of information will be safeguarded by the following means:

- personal information remains confidential and will only be accessible to research team members
- data is protected in the QUT environment using locked cabinets to store paper and/or discs. Password-protected folders on QUT's secure server will restrict access to research team members only.

The project will adhere to relevant policies including:

- Australian Code for Responsible Conduct of Research
- ARC's Grants Policy & Guidance
- Information Privacy Act 2009
- QUT MOPP - [D/2.6 QUT Code of Conduct for Research](#)
- QUT Office of Research Ethics and Integrity [Animal Ethics](#) requirements

3.2 Data confidentiality

The project may identify threatened or endangered species - the data relating to the location of these species will be safeguarded and adhere to the [ANDS Guide to Publishing and Sharing Sensitive Data](#).

Data confidentiality will be protected through the following means:

- the project team has experienced researchers who understand the principles of confidentiality
- data from the Citizen Science component will be anonymised when disseminated or shared
- access to electronic and physical environments for data is limited to research team members

The project will adhere to relevant policies including:

- Australian Code for Responsible Conduct of Research
- ARC's Grants Policy & Guidance
- Information Privacy Act 2009
- QUT MOPP - D/2.6 QUT Code of Conduct for Research
- QUT Office of Research Ethics and Integrity Animal Ethics requirements

3.3 Data ownership and intellectual property

The collected, analysed and annotated data and IP will be owned by QUT.

3.4 Copyright

Copyright is owned by QUT.

3.5 Funding body and other stakeholder requirements

The project will abide by [ARC guidelines and requirements](#) as per their website.

4 Data Protection

4.1 Data storage

Data storage will be provided by QUT. Field data will be collected and stored on mobile recording equipment initially, copied to Cloudstor until it can be transferred to project folders on the Research Data Storage Service (U:\Research). Datasets

produced from the project and that are approved for public sharing will be uploaded to QUT's [Research Data Finder](#).

4.2 Data loss prevention procedures

Field data recorded on mobile devices will be stored on Cloudstor throughout the duration of the fieldwork and then transferred to project folders on QUT Research Data Storage Service as soon as possible. Cloudstor is a secure service with considerable data loss prevention measures in place. All other data (eg data analysis output etc) will be stored directly on the QUT Research Data Storage Service.

QUT backs up data stored on the secured network drives daily. Data retrieval from backups is tested once per year.

4.3 Data access

Access to data during the project will be restricted to research team members only. At the completion of the project, datasets produced from the project and that are approved for public access will be made available via QUT's [Research Data Finder](#).

4.4 Data transmission procedures

Field data recorded on mobile devices will be transferred to, and stored on, Cloudstor until the field data can be transferred to project folders on QUT Research Data Storage Service as soon as possible.

5 Preservation

5.1 Preservation plan

The preservation plan involves preservation of raw data (ie. from fieldwork surveys as the data may be re-used in future projects) and also the preparation of files for open access. The raw data files will be stored in project folders on the shared drive U:\Research\Archives. Datasets identified and approved for open access will be uploaded to [QUT's Research Data Finder](#) and also may be added to the [Atlas of Living Australia](#) datasets.

5.2 Estimated costs

Additional funding for data management/preservation not required at this stage. Additional software and hardware beyond current resources are not required. Datasets identified as available for open access will be deposited in [QUT's Research Data Finder](#) which is free for QUT researchers.

5.3 Retention period and disposal plan

In accordance with Section 601.2/C95 of the the [University Sector Retention and Disposal Schedule](#), fieldwork data will be retained for 7 years after the last action. Analysed data and subsequent datasets produced from the research project will be retained indefinitely due to the value of the species distribution information.

5.4 Date of data retention review

2017-02-24

6 Data Sharing and Reuse

6.1 Method for data sharing

Where datasets have been identified as suitable for open access, they will be made available via [QUT's Research Data Finder](#). Where datasets themselves are not available for open access, a record will be added to [QUT's Research Data Finder](#) with further contact details available. Some data may also be discoverable via the [Atlas of Living Australia](#).

6.2 Restrictions on sharing and access procedures

During the data collection and analysis stage, data-sharing will be restricted to members of the research team. Datasets made available for open access via [QUT's Research Data Finder](#) will be under a Creative Commons CC0 Declaration.

Access to physical records will be restricted to members of the research team.

6.3 Documentation

Documentation includes ethics approval, QUT research project protocols, citizen science guidelines from Atlas of Living Australia, taxonomic information (from [ALA](#) and [Australian Faunal Directory](#)) and frog survey guidelines (from [Australian Dept. of Environment](#)).

6.4 Metadata

Darwin Core will be the metadata schema applied to the data generated by this project. Other metadata schemas appropriate for various repositories (eg QUT's Research Data Finder has RIF-CS) will be utilised as required.

7 Responsibilities

7.1 Next DMP review date *

2016-07-26

7.2 Declarations

This plan is in compliance with:

- QUT MOPP D/2.8 Management of research data
- Australian Code for the Responsible Conduct of Research
- University and/or statutory requirements, guidelines and codes of practice.

The information contained in this form is true and accurate.

All investigators, students, supervisors and assistants this plan is shared with (see 'Share' tab) will be able to access a copy of the plan.

Signature _____ Date _____

Print name _____ Role/institution _____

Signature _____ Date _____

Print name _____ Role/institution _____

Signature _____ Date _____

Print name _____ Role/institution _____