

# Guidelines on the use of the Data Management Planning Tool for Higher Degree Research Candidates

## Introduction

This guideline is written to address the requirement in the QUT Management of Research Data policy (MOPP D/2.8) that states at 2.8.7(a):

*Research which is supported by public funding, and higher degree research student projects, must use the QUT online [research data management planning tool](#).*

Advice on the use of the Data Management Planning Tool is provided:

- 1) on the Digital Workplace (<https://qutvirtual4.qut.edu.au/group/staff/research/conducting/managing-research-data>)
- 2) within the Help section of the Data Management Planning Tool (<https://dmp.qut.edu.au/help>), and
- 3) within the IFN001: Advanced Information Research Skills (AIRS) course modules (<http://airs.library.qut.edu.au/>).

## Completion of a Data Management Plan

As a minimum, the only compulsory field in the online [data management planning tool](#) is the title of the research project.

### Studies requiring no data collection

For studies where there is no data to collect candidates are encouraged, as a research training activity, to create a plan, by inserting and saving a title, and reviewing and reflecting on the questions raised in the Tool. This knowledge will assist them into the future should they become involved in projects that require data collection.

### Studies requiring data collection - after ethics approval

For studies where the collection of data will occur after ethics approval, candidates are encouraged in the first instance to create a plan by inserting and saving a title. They should, prior to ethics approval, review and reflect on the questions raised in the Tool. After ethics approval, they should progressively complete open text boxes within the Tool as appropriate, in collaboration with their supervisory team. The final data management plan may be referenced on submission of the final thesis, when the candidate is asked to confirm that data is stored compliant with QUT policy.

### Studies requiring data collection - without ethics approval

For studies where the collection of data occurs but does not involve

- o humans,
- o animal or
- o genetically modified and high-risk non-Genetically Modified biological material

candidates are encouraged to create a plan by inserting and saving a title. They should then continually review and reflect on the questions raised in the tool and complete open text boxes as appropriate, in collaboration with their supervisory team. The final data management plan may be referenced on submission of the final thesis, when the candidate is asked to confirm that data is stored compliant with QUT policy.

## References

- [QUT MOPP D/2.8 Management of Research Data](#)
- [QUT Data Management Planning Tool](#)
- [IFN001: Advanced Information Research Skills \(AIRS\)](#)
- [Guidelines for the Management of Research Data at QUT \(PDF, 330KB\)](#)
- [The Australian Code for the Responsible Conduct of Research 2018](#)
- [University Sector Retention and Disposal Schedule](#)