

RUBRIC FOR THE EVALUATION OF DATA MANAGEMENT PLANS (DMPS)

VU AMSTERDAM, TRAINING ON RESEARCH DATA MANAGEMENT (RDM) FOR PHDS, UNIVERSITY LIBRARY

Version number	Date	Author	Remark
v1.2	8-1-2020	Jolien Scholten	Merged some criteria, reformulated descriptions and added space for comments.
v1.1	27-8-2019	Jolien Scholten	Changed title of course, some formulations and added examples of legislation research may have to comply with.
v1.0	11-4-2018	Jolien Scholten	

The rubric below is meant to evaluate Data Management Plans (DMPs) that have been submitted in the course 'Writing a Data Management Plan' for PhDs at Vrije Universiteit Amsterdam. In order to pass the course, participants have to, among other things, submit a DMP that is of sufficient quality. A DMP will be considered to be of sufficient quality if all criteria are at least evaluated at the level of 'Sufficient'.

The rubric can also be used by PhDs and their supervisors to discuss the DMP that has been produced by the PhD. PhDs and their supervisors are encouraged to discuss the topics listed in the rubric and to think about common practices regarding RDM in their department and discipline.

Examples of DMPs (also known as 'technical plan') can be found on the website of the [Digital Curation Centre](#) (DCC).

The most left-hand column lists the topics that need to be covered in a DMP. The columns contain information about what is expected to obtain a certain level. Criteria consist of vital ingredients of the DMP, the levels describe how well they are addressed in the DMP.

	Poor	Sufficient	Good	Comments
DMP contains a comprehensive project description, including information on the research project, researchers and organizations involved, funder	Elementary project components are not mentioned or it is very difficult to identify them	The elementary project components are specified	Elementary project components are specified, description is easy to follow and is complete	
DMP contains a complete and well-organized data description of all data assets that will be generated and used in the project, indicating whether existing data will be reused and/or whether new data will be collected, and how they will be accessed and/or collected. The description also contains information about the format and volume	A data overview is missing or the overview is incomplete	The data are adequately described and the overview includes the main data characteristics	The DMP presents a comprehensive data overview in which the data are adequately described with respect to all the relevant aspects of data description	

<p>DMP discusses the requirements the project needs to meet in terms of RDM, including conditions coming from ethical and legal obligations, such as legislation, codes of conduct and consortium agreements</p>	<p>No attention is paid to external requirements or potential ethical or legal aspects.</p>	<p>DMP lists sources for requirements and mentions the main requirements applicable to the research project and/or how these requirements apply to the project and how they will be dealt with</p>	<p>DMP contains a comprehensive overview of all requirements and explicitly mentions how they relate to the project and how they will be dealt with in the project</p>	
<p>DMP describes how data will be stored, backed up and secured during the project</p>	<p>Data storage, recovery, security, transfer and access are hardly specified, or not all data assets are covered, or the outlined procedures do not meet the requirements the project needs to meet</p>	<p>DMP contains coherent information about data storage, recovery, security, transfer and access and comply with most of the requirements the project needs to meet</p>	<p>Data storage, recovery, security, transfer and access are fully described for each data asset and comply with the requirements the project needs to meet</p>	
<p>DMP describes how data will be preserved for the long term and how they will be made FAIR (Findable, Accessible, Interoperable and Reusable)</p>	<p>DMP presents an intention for data archiving, but it is unclear how this will be done, or long term archiving is not addressed at all or is said to be not applicable, without an explanation</p>	<p>There is a plan for data archiving and DMP discusses the main aspects of FAIR, at least how and where archiving will be done, for how long the data will be preserved, and how the work will be findable and accessible</p>	<p>There is a clear plan for data archiving, explaining how long the data will be preserved and how the FAIR principles will be met, by explaining how and where the data will be archived, how they will be findable and accessible by others, how they will be documented and under which conditions they may be reused</p>	
<p>DMP describes resources and responsibilities for RDM</p>	<p>The necessary resources are not specified at all and/or it is unclear who is responsible for RDM in the project</p>	<p>The main necessary resources and responsibilities are mentioned</p>	<p>There is a grounded calculation regarding the necessary resources and it is clear who is responsible for RDM in the project</p>	