



Template for data management

If the researcher assesses that the research project systematically collects, generates or reuses research data, this document, "Template for data management", must be handled continuously and registered in the school's archive from the start of the project.

What constitutes a specific project's research data is identified by the researcher themselves. Research data can exist in different formats, be of a digital or analogue nature, the latter being digitized through scanning, photography, etc.

This template is based on a recommendation from the Swedish Research Council and The Association of Swedish Higher Education Institutions (SUHF). For research projects with more complex data, please refer to the Swedish National Data Service's (SND) checklist.¹

Read the Royal Institute of Art's Guidelines for Managing Research Data.

Date of completion of the template:

General information:

The project's registration number at the Royal Institute of Art:

Main funder of the project:

The project's registration number at the funder:

Project leader:

Contact details:

Any co-researchers:

Project title in Swedish and English:

Duration of the project:

Project summary (abstract):

1 Description of the data

- How will data be collected, created or reused?
- What are the types of data, formats and quantities/volumes?

2 Documentation and data quality

- How will the material be documented and described with associated metadata on structure, standards and formats for descriptions of the content, collection method, etc?
- How will data quality be ensured and documented (for example, repeated measurements, validation of data entry, etc.)?

3 Storage and backup

- How is data storage and backup ensured during the research process?

- How is data security and controlled access to data ensured, for example for sensitive data and personal data?

4 Legal and ethical aspects

- How is it ensured that data is handled according to the legal rules that apply, such as the handling of personal data, confidentiality and intellectual property rights?
- How is it ensured that data is handled correctly from an ethical point of view?

5 Accessibility and long-term preservation

- How, when and where will research data or information about data (metadata) be made available? Are there any conditions, embargoes and restrictions on access and reuse of data to be taken into account?
- How is long-term preservation ensured and by whom? How will the selection of data for long-term preservation be done?
- Will specific systems, software, source code or other types of services be required to understand, access or use/analyze data in the long term?
- How is the use of persistent identifiers (PID) ensured?

6 Responsibility and resources

- Who will be responsible for data management and possibly support this work during the research project? Who is responsible for data management, continued management, and long-term preservation after the end of the project?
- What resources (cost, labour or other) will be required for data management (including storage, backup, access and management for long-term preservation)?
- What resources will be needed to ensure that the data comply with the FAIR principles?

7 Other comments

¹ <https://snd.gu.se/en/manage-data/guides/dmp-checklist>