10 TIPS FOR WRITING A DATA MANAGEMENT PLAN

1 ## START EARLY
Read the guidance and ask for advice early on in the process, as writing a DMP may take some time

2 ## CONSIDER RE-USE
Describe what you need to remember about this data five years from now

3 ## CHECK POLICIES
Talk to your supervisor/lab-members about existing data management policies

4 ## MAKE USE OF SUPPORT
Use your in-house support services like RDM Support, the Library, IT department or legal desk

5 ## THINK BROAD
Also address software code, algorithms and any other valuable research assets in your DMP

6 ## COPY WHERE YOU CAN
Look at other (submitted) plans and copy when appropriate

7 ## BE UNIQUE WHERE NEEDED
Since every research project is unique, so are the data it generates. Copying from sample DMPs is not sufficient

8 ## BE CONCRETE
Make your answers as concrete as possible. Show that you have consulted RDM experts

9 ## SAY SO IF YOU DON'T KNOW
Indicate what you do not yet know and how you will resolve these questions later

10 ## UPDATE
DMPs add to the planning of your research methods. Therefore define, carry out and update your DMP just as you would any method

SUPPORT AT YOUR INSTITUTION

support@email.com

National Coordination Point Research Data Management