

# **The University of Hong Kong: HKU Template**

## **Data Collection**

What data will you collect or create?

How will the data be collected or created?

## **Documentation and Metadata**

What documentation and metadata will accompany the data?

## **Ethics and Legal Compliance**

How will you manage any ethical issues?

How will you manage copyright and Intellectual Property Rights (IPR) issues?

## **Storage and Backup**

How will the data be stored and backed up during the research?

How will you manage access and security?

## **Selection and Preservation**

Which data are of long-term value and should be retained, shared, and/or preserved?

What is the long-term preservation plan for the dataset?

## **Data Sharing**

How will you share the data?

Are any restrictions on data sharing required?

## **Responsibilities and Resources**

Who will be responsible for data management?

What resources will you require to deliver your plan?