



# DATA MANAGEMENT PLAN



## 1. What is the Data Management Plan?

The [Data Management Plan \(DMP\)](https://biblioguies.udl.cat/dadesrecercadoctorands/dmp) [ <https://biblioguies.udl.cat/dadesrecercadoctorands/dmp> ] is the document in which the doctoral student states how he or she will manage and organize the data during the PhD studies.

## 2. Is there a model for drawing up the Data Management Plan?

The UdL doctoral students will use the model that appears on the [CORAEiNa DMP tool](https://dmp.csuc.cat/) [ <https://dmp.csuc.cat/> ] platform to draw up a Data Management Plan.

In this "[Biblioguia](https://biblioguies.udl.cat/dadesrecercadoctorands/dmp)" [ <https://biblioguies.udl.cat/dadesrecercadoctorands/dmp> ] there is all the information so that you can create and manage the Data Management Plan. A pdf guide written in Catalan, Spanish and English is included.

The Library of the University of Lleida organizes [training courses](https://udl-cat.libcal.com/calendar/unitattecnicacentral?cid=7010&t=d&d=0000-00-00&cal=7010&audience=765&i) [ <https://udl-cat.libcal.com/calendar/unitattecnicacentral?cid=7010&t=d&d=0000-00-00&cal=7010&audience=765&i> ] on the Data Management Plan for doctoral students.

## 3. How, when and where should the Data Management Plan be submitted?

The Data Management Plan that is generated using the [CORAEiNa DMP tool](https://dmp.csuc.cat/) [ <https://dmp.csuc.cat/> ] must be attached in pdf format to the Research Plan document.

## 4. If personal or sensitive data is used in the research, what should I do?

In case of working with personal data, the Data Management Plan will be shared with the Data Protection Officer of the University of Lleida. His email address is [dpd@udl.cat](mailto:dpd@udl.cat)

Those research plans in which personal and/or sensitive data are processed must go through the Ethics Committee, if so decided by the Data Protection Delegate of the UdL.

## 5. Who endorses the Data Management Plan?

The thesis director and the tutor endorse the Data Management Plan.



## 6. The Data Management Plan, it is a definitive document?

The DMP is living document that is elaborated and completed throughout the development of the thesis. At the time of submission of the doctoral thesis, the final version of the Data Management Plan is delivered.

## 7. LUdL doctoral students, do we have a cloud to save research data?

The Doctoral School recommends that doctoral students use the OneDrive cloud, which they have access to as students at the [University of Lleida](http://www.udl.cat) [ <http://www.udl.cat> ].

The University of Lleida offers students the [Office 365 service of Microsoft](https://confluence.udl.cat/display/SL/Servei+Office+365#ServeiOffice365-Instal%C2%B7laraplicacionsOffice365e) [ <https://confluence.udl.cat/display/SL/Servei+Office+365#ServeiOffice365-Instal%C2%B7laraplicacionsOffice365e> ]. It is a tool that allows access to the following applications: Word, Excel, PowerPoint, OneDrive, OneNote, among others.

It allows you to create, edit and share documents online, without the need to have this software installed.

The instructions for activating and accessing the service must be followed in this [link](https://confluence.udl.cat/display/SL/Servei+Office+365#ServeiOffice365-Instal%C2%B7laraplicacionsOffice365e). [ <https://confluence.udl.cat/display/SL/Servei+Office+365#ServeiOffice365-Instal%C2%B7laraplicacionsOffice365e> ]