

Other: QNRF-QNL MoU Demo Template

Project governance

Project name/title

Project summary

Guidance:

Briefly summarise the type of study (or studies) to help others understand the purposes for which the data are being collected or created

Project time-frame

Guidance:

Please specify the start and end dates of the project.

Project personnel

Guidance:

Please list the researchers, including the Principal Investigators (PI), technical and administrative staff who are expected to contribute to the project. Please include web-accessible identifiers, such as ORCID for the researchers, if available.

Data Collection, documentation and storage

Description of data collected

Guidance:

Give a brief description of the data, including any existing data or third-party sources that will be used, in each case noting its content, type and coverage (temporal and/or geographical). Outline and justify your choice of format and consider the implications of data format and data volumes in terms of storage, backup and access.

Methodology of data collection/creation/analysed

Guidance:

Outline how the data will be collected/created and which community data standards (if any) will be used. Include information about methodology for deriving new data from existing data through analysis/computation/modelling

Documentation and Metadata

Guidance:

Describe the types of documentation and metadata that will accompany the data to provide context for the data and make it easier to understand and locate for future

Storage and Backup

Guidance:

State how often the data will be backed up and to which locations during the duration of the project.

Ethical and legal considerations

Ethics

Guidance:

Ethical issues affect how you store data, who can see/use it and how long it is. Managing ethical concerns may include: anonymisation of data; referral to departmental or institutional ethics committees; and formal consent agreements. Please specify if relevant for your project.

Legal requirements

Guidance:

State who will own the copyright and IPR of any data that you will collect or create, along with the licence(s) for its use and reuse.

Access and Security

Guidance:

If your data is confidential (e.g. personal data not already in the public domain, confidential information or trade secrets), it may be covered by a confidentiality agreement. This may include information that is commercial-in-confidence or could cause harm or loss to a third party if released. Describe the extent of permitted use and the location of the confidentiality agreement. Also describe the extent of permitted use and the location of the confidentiality agreement.

Long term preservation and sharing of data

Data Retention

Guidance:

Consider how the data may be reused e.g. to validate your research findings, conduct new studies, or for teaching. Indicate which data should be kept and for how long.

Long term preservation

Guidance:

Consider how datasets that have long-term value will be preserved and curated beyond the lifetime of the project. Also outline the plans for preparing and documenting data for sharing and archiving.

Data Sharing

Guidance:

Consider how, and to whom data with acknowledged long-term value should be made available.

Responsibilities and Resources

Responsibilities

Guidance:

Outline the roles and responsibilities for all activities e.g. data capture, metadata production, data quality, storage and backup, data archiving & data sharing. Consider who will be responsible for ensuring relevant policies will be respected. Individuals should be named where possible.

Resources

Guidance:

Carefully consider any resources needed to deliver the plan, e.g. software, hardware, technical expertise, etc. Where dedicated resources are needed, these should be outlined and justified.