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| **PLAN ZARZĄDZANIA DANYMI – WZÓR DLA PRACOWNIKÓW UNIWERSYTETU JANA KOCHANOWSKIEGO W KIELCACH** |
| **1. Data description and collection or re-use of existing data** |
| **1.1.** How will new data be collected or produced and/or how will existing data be re-used? |
| **1.2.** What data (for example the kinds, formats, and volumes) will be collected or produced? |
| **2. Documentation and data quality** |
| **2.1.** What metadata and documentation (for example methodology or data collection and way of organising data) will accompany data? |
| **2.2.** What data quality control measures will be used?  *The data will be catalogued in a standarized way fulfilling the requirements of FAIR standards. In order to avoid mistypes, manually entered data will be cross-checked by a second person involved in the project. The data will be available in an open repository (e.g.: Jan Kochanowski University Repository).* |
| **3. Storage and backup during the research proces** |
| **3.1** How will data and metadata be stored and backed up during the research process? |
| **3.2.** How will data security and protection of sensitive data be taken care of during the research?  *Access to all devices used to data generation and stored will be controlled at user level using standard MS Windows domain protocols.*  *All data will be password-protected in adition to user-level access.*  *Or: Sensitive data will not be produced or stored in the Project.* |
| **4. Legal requirements, codes of conduct** |
| **4.1.** If personal data are processed, how will compliance with legislation on personal data and on data security be ensured? |
| **4.2**. How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable?  *Appropriate form of intellectual property rights protection, in agreement with employer and funder rules will be chosen, depending also on the option of CC licenses given by a particular repository. The ownership and management of any intellectual property developed in collaboration relating to the Project remain in the equal rights of the Jan Kochanowski University and ….. The data and the results of research will be published in open-access model under one of the Creative Commons licenses.* |
| **5. Data sharing and long-term preservation** |
| **5.1.** How and when will data be shared? Are there possible restrictions to data sharing or embargo reasons?  *The part of the data will be published in open access repository (e.g.: Jan Kochanowski University Repository).*  *The part of the data will be also published in scientific journals which may also require raw data publication.* |
| **5.2. How will data for preservation be selected, and where will data be preserved long-term (for example a data repository or archive)?**  *(Jan Kochanowski University Repository) will be the main platform for data storage.*  *Data provided in the Repository will fulfill FAIR standards requirements and will be categorized and labeled according to the standard file formats.*  *Data provided in the Jan Kochanowski Repository will be available minimum ten years after data release.* |
| **5.3.** What methods or software tools will be needed to access and use the data? |
| **5.4.** How will the application of aunique and persistent identifier (such us a Digital Object Identifier (DOI)) to each data set be ensured?  *Data will be deposited in repositories offering unique identifier (URI).* |
| **6. Data management responsibilities and resources** |
| **6.1.** Who will be responsible for data management (i.e. data steward)? |
| **6.2.** What resources will be dedicated to data management and ensuring that data will be FAIR? |