Annex 1: **Data Management Plan**

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| **0** | **General information** | |
| 0.1 | Surname and first name of the project investigator, academic degree before/after the name | Click or tap here to enter text. |
| 02 | Job position | Click or tap here to enter text. |
| 03 | Employee ID number in the SAP registration system | Click or tap here to enter text. |
| 04 | Constituent part, component part | Click or tap here to enter text. |
| 05 | Name of the research project |  |
| 06 | Source of funding/subsidy/funding programme | Click or tap here to enter text. |
| **1** | **What data will be collected/created, and which existing data will be reused?** | |
| 1.1 | Will you use existing data for this research? | Yes    No |
|  | **If yes:** Explain which existing data you will use and under what conditions. | Explain which existing data you will reuse and indicate any restrictions on its reuse. |
| 1.2 | If new data are to be created: describe what data your research will create, its format and volume, where it is to be collected and/or created. | Provide details about the type of data, its encoding for storage and sharing. |
| 1.3 | What is the size of the repository to be used for the data? | 0 – 10 GB      10 – 100 GB  100 – 1,000 GB  >1,000 GB |
| 1.4 | What metadata will accompany the data? | Click or tap here to enter text. |
| **2** | **How will data and metadata be stored and backed up during the research?** | |
| 2.1 | Describe where and how the data and metadata will be stored during the research. | TBU repository  Other (Please specify) |
|  | Comment: | Prioritize a university repository with automatic backup. Alternatively, indicate on what source the data would be stored if the university repository did not provide sufficient capacity. |
| 2.2 | How will “sensitive data” be protected during the research? | Research will contain no sensitive data.  Basic security measures of the repository of the research institution  Additional security measures (please specify) |
|  | Comment: | Describe how you will protect sensitive data, if required, and ask whether the repository you have chosen meets your institution’s data security policy. |
| **3** | **How will you deal with the processing of personal data and with intellectual property rights?** | |
| 3.1 | Will you process personal data during the implementation of your project? | Yes    No |
| 3.1.1  3.1.2  3.1.3  3.1.4  3.1.5  3.1.6 | What is the expected number of data subjects?  What type of personal data will be processed?  Description of processing operations:   1. Source of personal data 2. Method of obtaining the personal data 3. Estimated start date of data collection 4. Approximate duration of data collection   Description of the procedure followed during data research and analysis  Describe the organizational and technical measures - SW, HW and other tools used (planned or existing)  Has pseudonymisation been ensured?  Has anonymization been ensured? | If your answer is Yes, please answer the questions 3.1.1 to 3.1.6:  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Yes     No  Yes     No  The collection of research data according to questions from 3.1.1 to 3.1.6 must not commence before the relevant resolution adopted by the TBU Ethics Committee in Zlín and containing the Committee’s consent has been delivered. |
| 3.2  3.3 | Will data ownership and intellectual property rights to data be managed?  Will rights to handle the data be granted to a third party? | Yes     No  If your answer is Yes, you can seek professional advice from the Technology Transfer Centre.  Yes     No  If your answer is Yes, please identify the third party/parties. |
| **4** | **How and when will the data be shared and stored in the long term?** | |
| 4.1 | Are there any reasons to restrict access to the data after the data has been published? | Yes    No |
|  | **If your answer is Yes,** please provide an explanation. | Please indicate if there are any legal, security or other restrictions on the reuse of the data. |
| 4.2 | Which data will be available for reuse? | All data that will be included in the project.  Other (Please specify) |
|  | Comment: | If your answer is Other, indicate what data will be available for reuse. |
| 4.3 | When will the data be available for reuse? | The data will be available once the article has been published.  The data will be available after the implementation of the project has been terminated.  The data will be available after the implementation of the project has been terminated.  (a data embargo included). |
|  | Comment: | In the event of a data embargo, please explain when the data will be made freely available. |
| 4.4 | In which repository will the data be archived and made available for reuse?  **If you select Other,** provide the name of the repository. | ☐ TBU repository ☐ Other (Please specify)  Click or tap here to enter text. |
| 4.5 | Will the data be assigned a persistent identifier?  If your answer is Yes, please provide the identifier. | Yes    No  Click or tap here to enter text. |
| 4.6 | Under which licence will the data be used?  **If you select Other,** provide the name of the licence. | Without a licence  Any of the Creative Commons licences  Other  Click or tap here to enter text. |
| 4.7 | How long will the research data be archived? | ☐ Less than 2 years ☐ 2 – 5 years  ☐ 5 – 10 years ☐ >10 years |
| 4.8 | How will the funding be provided which is required in order to manage the data and ensure that data is in accordance with the FAIR principles? | Using funding provided by the relevant TBU component part  Using funding provided by TBU  Using another type of funding – please specify: |

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| **5** | **Implementation of the research** |

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| 5.1 Does the subject of the research implemented involve groups that could be vulnerable (minor children, persons with a limited legal capacity, etc.)? | Yes    No |
| **If your answer is Yes,** have you been given consent by their legal representatives? | Yes    No |
| 5.2 Does the research pose a risk for the participants:   1. A low risk/No risk 2. A medium/high risk | Yes    No  Yes    No |

**Statutory declaration and authorization by the Rector for the project investigator[[1]](#footnote-1):**

I, signed below, as the project investigator, hereby declare that I have got acquainted with all the conditions and requirements requested by the grant (funding) provider within the above-mentioned project, with the related laws and regulations, and that Tomas Bata University in Zlín, Identification Number: 70883521, residing at nám. T. G. Masaryka 5555, 760 01 Zlín (hereinafter referred to as “TBU”), as the applicant, meets these conditions and is entitled to receive funding for the above-mentioned project.

I declare that this project complies with the requirements and principles of scientific ethics and with all legislative requirements set by the EU and by the Czech Republic.

By signing this Declaration I assume full responsibility for comprehensive implementation of the project, and that in compliance with the conditions specified by the grant provider and the conditions stated in the project, i.e. responsibility particularly for formal correctness and factual accuracy of all the documents prepared within the project, for the professional and technical aspect of the project implementation, for the proper use of the financial resources provided and the settlement of project final accounts in accordance with the conditions specified, including the submission of the request for return of financial resources not spent to the TBU Finance Office, for the timely, correct and complete preparation of all the supporting documents and reports requested by the grant (funding) provider, and that for the entire period of the duration of the project and the entire sustainability period of the project (if relevant).

In the event that my employment terminates within the period of the duration of the above-mentioned project or within the sustainability period of the same project (if relevant), I undertake to confer the above-mentioned liabilities on a successor/representative. In the event that a successor/representative has not been appointed, the Dean or the Director of the component part shall assume the liabilities.

In ………..on …………………… .…………………………………………….

Project investigator

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Secretary to Faculty/Financial Manager Dean of Faculty/Director of component part

of component part

In ………..on …………………… …..…………………………………………….

Rector\*/

\*/ If the project is subject to assessment by the TBU Ethics Committee, the Rector shall sign this declaration only after the Committee has discussed the project, namely after the Ethics Committee has issued a resolution containing the approval of the project and of the project’s outputs.

***If you have any problems when filling in this form, please contact open@k.utb.cz***

1. *In the event that funding is provided, the “Statutory Declaration and Authorization by the Rector for the Project Investigator” is at the same time effective as the “Statutory Declaration and Authorization by the Rector for the Payment Mandator”. By signing the document, the project investigator takes into account that s/he assumes full responsibility as the payment mandator.* [↑](#footnote-ref-1)