**Guidance for Completing**

**the Research Data Management Plan (RDMP)**

At Corvinus University, all researchers are required to prepare a Research Data Management Plan (RDMP) at the outset of their research project[[1]](#footnote-1). Ideally, this plan should be developed during the initial planning phase of the research, as it outlines the key aspects of data management. The RDMP documents the essential steps in data handling, including data collection, storage, ethical and legal compliance, data sharing, and long-term preservation.

To support this process, the University provides a template and detailed guidance to assist researchers in completing the RDMP. When developing the plan, researchers should also consider the specific requirements and expectations of their funders.

This guidance document is intended to support the completion of the Research Data Management Plan (RDMP), ensuring that the final plan is clear, comprehensive, and compliant with both institutional and funder requirements. Additional support can be found in the [Recommendations for Research Data Management](https://www.uni-corvinus.hu/ind/university-library-pages/recommendations-for-research-data-management/?lang=en).

**Type, Estimated Volume, and Format of Data Generated**

Provide a description of the data that will be collected or generated during the research, including the types of data, their estimated volume (file size), and the formats in which they will be created and stored.

**Example:**
Interview transcripts (approx. 100 hours, stored in mp3, .docx, and .txt formats, ~3GB);
Survey responses (Excel, CSV, ~30MB);
Statistical data (SPSS, STATA, ~20MB)

**Storage and Protection of Data During the Research**

Describe how the data will be securely stored during the project and how backups will be managed. Mention whether institutional servers, cloud-based solutions, or external storage devices will be used (if applicable).

**Example:**
Data will be stored on Corvinus University’s secure Microsoft SharePoint cloud servers, with daily backups performed.

**Data Access During the Research**

Specify who will have access to the data during the project.

**Example:**
Access will be restricted to members of the project team.

**Storage and Protection of Data After Project Completion**

Explain how data will be securely stored after the project ends. Describe which data will be retained, in what formats, and for how long. Where possible, use sustainable, long-term formats (e.g., CSV instead of Excel).

**Example:**
Final anonymised datasets will be deposited in the Zenodo repository for a minimum of 10 years, in CSV and PDF formats.

**Will the Data Be Shared or Deposited in a Repository?**

If you plan to share your data, describe how and through which platforms the data will be made publicly available. If not, justify any restrictions (e.g., sensitive data). Please specify the name of the data repository (e.g., Zenodo, OSF, GitHub).

**Example:**
Aggregated survey datasets will be deposited in Zenodo under a CC BY license.

**Storage and Protection of Personal Data During the Research**

Specify any required ethical approvals and explain how personal data will be protected and processed in accordance with data protection laws (e.g., GDPR). Include references to Data Protection Notices, Informed Consent Forms, and anonymisation procedures.

**Example:**
All data will be anonymised; a Data Protection Notice will be provided, and Consent Forms will outline future data usage. Data storage will comply with GDPR requirements.

**Data Protection Notice and Informed Consent Forms for Participants**

Please attach these documents if they are relevant to your research.

For further assistance, please contact the Research Data Steward:

**Erika Kurucz:** University Library,Research Data Steward

**Email:** **erika.kurucz@uni-corvinus.hu**

1. Corvinus University of Budapest. *Vice-Rector for Research Decree on the Research Data Management Policy 2/2024.* Published and effective: 20 September 2024. (Version: 00.) [↑](#footnote-ref-1)