Annex 8

To Regulations for the Open Tender for 2025 Fundamental and Applied Research Projects

(28.02.2025)

**Creating, maintaining, and implementing a research data management plan**

**Introduction**

 Creation of a data management plan is provided for by "Latvian Open Science Strategy 2021–2027"[[1]](#footnote-1).

**1 Abbreviations used**

|  |  |
| --- | --- |
| DMP | Data management plan |
| The Council | Latvian Council of Science |

**2 Creating, maintaining, and improving a data management plan**

1. The Council intends to create and maintain the project DMP in a specialised DMP platform ARGOS (<https://argos.openaire.eu/>), by using a DMP form (*blueprint*) developed by the Council: “Latvian Council of Science Blueprint”, and linked dataset description form “LCS FARP”. The created DMP will be published on the platform Zenodo (<https://zenodo.org/>) and depending on the choice of implementers will be openly available (*Public*) or with a restricted access (*Restricted Access*).
2. Project implementers may create and maintain project DMPs in other DMP platforms if creation of DMP in a different platform complies with *FAIR* principles[[2]](#footnote-2), the practice of data dissemination in the relevant scientific field and if DMP includes all components provided under the following chapter of this annex ‘3. Components and structure of the data management plan and dataset’ as mandatory. If a DMP and its dataset created on a different platform do not include the mandatory elements under the chapter ‘3. Components and structure of the data management plan and dataset’, the project implementer shall coordinate with the Council the creation and maintenance of the DMP plan in a different platform, providing justified reasons for purpose of such an action.
3. If the project implementer believes that the DMP form ‘Latvian Council of Science Blueprint’ developed by the Council in ARGOS platform and the dataset description form ‘LCS FARP’ does not include significant elements necessary for successful dissemination of data created/collected during the project, it shall apply to the Council for creation of an enhanced DMP and dataset description form.
4. Considering that the project implementers are invited to disseminate the data internationally, it is preferable that English is chosen as the language for DMP and dataset description. The Latvian language may be selected if the data included in the DMP and the described datasets are related to research of the Latvian language, Latvian culture and history or similar fields, if the data are mostly in Latvian and the descriptions can also be purposefully created in Latvian. The Latvian can also be selected in cases if datasets included in the DMP are not intended for availability during the project implementation and after conclusion of the research. Descriptions of DMP and datasets, where permitted by the relevant platform, may also be created in both languages.
5. DMP is deemed as created if the created DMP contains a description of at least one dataset. DMP can be improved during its time of maintenance including also adding descriptions of new datasets in DMP.
6. Within 3 months since the commencement of the project, the implementer shall place the information on created DMP in the National Scientific Activity Information System (<https://sciencelatvia.lv>) LSC module under the section of its project entry ‘Scientific reports’:
	1. Platform, where the DMP is created, maintained or published;
	2. A link to the created or published DMP;
	3. Information, or if it is planned that DMP is openly available (according to the principles of Open Science), or if the access is restricted (Restricted Access), and if the open access to DMP is planned, indicate the period when such an access is ensured/started. If the DMP access changes during the project implementation time from restricted access to open availability DMP, the project implementer shall renew the information.

**3 Components and structure of the data management plan and dataset**[[3]](#footnote-3)

1. When creating DMP, indicate the following information:
	1. Basic information.
		1. DMP title (1.1 Title of DMP) (mandatory) – a title of DMP oriented towards the potential data user characterising the content of DMP;
		2. DMP Description (1.2 Description) (mandatory) – a DMP description aimed at the potential data user describing the content of DMP and included datasets;
		3. Researchers (1.3 Researchers) (mandatory naming at least one person) – the persons who create, process and analyse the research data included in the DMP (ARGOS platform offers a list with persons registered in ORCID information system);
		4. Research organizations (1.4 Organizations) (mandatory) – name the scientific organization(s) implementing the project which are directly involved in creation, process and analysis of research data included in this DMP;
		5. Language (1.5 Language) (mandatory) – provided, considering recommendations of Clause 3.
		6. Contact (1.6 Contact) (mandatory) – select one of the persons who are indicated as creators of this DMP.
	2. Funding:
		1. Funding organization (2.1 Funding organizations) (mandatory) – depending on the selected DMP language indicate Latvian Council of Science or Latvijas Zinātnes padome;
		2. Research project (2.2 Grants) (mandatory) – indicate the project title and number lzp-2025/1-xxxx (xxxx number of the relevant project). The Council shall prepare the list of all project titles and names in English of which the project implementer can select their project. If the project implementer has selected Latvian as the DMP language or wishes to enter information in both languages, the project title and number is entered manually;
		3. Broader DMP framework (2.3 Projects) – if data accumulation and maintenance exceeds the framework of a separate project, it is possible to indicate the title of this inclusive framework.
	3. Data availability and DMP use license type:
		1. Type of license (3.1 License) – indicate the type of license for DMP use (ARGOS system offers an option to select the type of license from the list);
		2. DMP availability on Zenodo platform (3.2 Access Rights) (mandatory) – indicate whether DMP will be openly accessible (Public) or with a restricted access (Restricted Access) after its publishing on Zenodo platform;
		3. Publication date (3.3 Publication Date) (mandatory if DMP is selected as openly available (Open Access)) – indicate a date after which DMP is openly accessible on Zenodo platform.
	4. The used dataset description form (4.1 Dataset info) (mandatory) – indicate the developed description form of the DMP dataset in ‘LCS FARP’.
2. When creating a description of datasets and using the dataset description form ‘LCS FARP’, the following information is provided (in Clause 8 data are understood as data within the framework of the relevant dataset):
	1. Basic information (Main info):
		1. Title of dataset (Title of Dataset) (mandatory) – a title of the dataset oriented towards the potential data user characterising the content of the dataset;
		2. Description (Description) – a description of the dataset oriented towards the potential data user describing the content of the dataset;
		3. Keywords (Tags) – keywords or tags characterising the content of the dataset;
		4. Dataset form (Template) (mandatory) – repeatedly indicate the DMP dataset description form ‘LCS FARP’ developed by the Council[[4]](#footnote-4).
	2. Summary (1. Data summary / 1.1 Data Summary) – description of data created/collected which are included in the dataset, their relation to the project, type of data collection, information on whether the dataset includes already existing data for repeated use (re-using data), information on who might find the data useful (potential data user), and other information:
		1. What is the purpose of the data collection/generation? (1.1.1 What is the purpose of the data collection/generation?) – description;
		2. Type of generated/collected data (1.1.2 Type of data generated/collected) – choose one or several data types from the list offered by ARGOS system; if selecting another type (Others), provide the description of this type;
		3. Formate of generated/collected data (1.1.3 Format of data generated/collected) – choose one or several data formats from the list offered by ARGOS system; if selecting another format (Others), provide the description of this format;
		4. The expected size of the data (1.1.4 Expected size of the data) – indicates the measuring unit and the expected data volume;
		5. Does the dataset already include existing date for re-use (1.1.5 Are you re-using this dataset?) – indicate if yes (Yes) or no (No). If you answer with a No, you can explain if re-use of existing data is intended (1.1.6 If No, please describe, if you have considered re-using any of existing data?); If you answer with a Yes, provide information on what dataset is re-used (1.1.7 If Yes, please indicate what data set are you re-using?) - an option to indicate repository where the data are deposited and their identifier;
		6. Information on who might find the data useful, other information regarding the data (1.1.8 To whom the data might be useful ("data utility")? Other relevant remarks) – description.
	3. Compliance of the dataset with FAIR principles – data is discoverable, metadata are provided, documentation is generated (2 Research Data Management / 2.1. Metadata and Documentation):
		1. Will the dataset be provided with a standard identification mechanism (2.1.1 Will data be attributed with standard identification mechanism (e.g. persistent and unique identifiers such as Digital Object Identifiers – DOI)?) - indicate if yes (Yes) or no (No). If the identification mechanism would be provided, describe it.
		2. Is the provision of metadata planned (2.1.2 Do you plan to provide metadata for your data?) - indicate if yes (Yes) or no (No). If provision of metadata is not planned, provide an explanation;
		3. If metadata are planned; is it intended to use any of the metadata standards (2.1.3 Will you use any metadata standard?) - indicate if yes (Yes) or no (No); if the use of metadata standard is intended, indicate which standard will be used; if the use of metadata standard is not intended, provide a description of the generated metadata type;
		4. If metadata are not intended, is it planned to use keywords for promotion of repeated data use (2.1.4 Will search keywords be provided that optimize possibilities for re-use?) - indicate if yes (Yes) or no (No); if the use of keywords is intended, indicate if ta certain keyword system will be used (2.1.5 Will you follow any naming conventions for keywords?) - indicate if yes (Yes) or no (No).; and if it will be used, indicate this system (conventions); if the keyword system will not be used, indicate if the dataset will be provided with a numeration of versions - indicate if yes (Yes) or no (No);
		5. Will a version number be provided for the data (2.1.6. Will you provide clear version numbers?) - indicate if yes (Yes) or no (No);
		6. Other significant information related to data findability (2.1.7 Other relevant remarks) – description.
	4. Compliance of the dataset with FAIR principles – data are openly available (2 Research Data Management / 2.2. Making data openly accessible):
		1. What type of access will be ensured for the generated/collected data (2.2.1 What type of access the data generated/produced will have (choose one)?) – choose one of the three options: open access (open), restricted access; access is possible if requested (restricted, requested access), access is not provided (restricted, no access). If access is restricted or is access is not provided, reasons are provided;
		2. Is embargo period planned for access to data (2.2.2 Will you apply embargo period to access for your data?) - indicate if yes (Yes) or no (No); if yes, state the period and provide reasoning;
		3. Will access to data, metadata, documentation, other information be ensured by using a repository (2.2.3 Will data, associated metadata, documentation and code be made accessible with means of a repository?) - indicate if yes (Yes) or no (No); if yes, indicate the repository (choose from the ARGOS list or enter a repository which is not in the list), the choice can be explained;
		4. What types of methods or software are necessary to access data (2.2.4 What methods or software tools are needed to access the data?) – describe, indicate the necessary software;
		5. Is the software documentation included (2.2.5 Will documentation about the software needed to access the data included?) - indicate if yes (Yes) or no (No);
		6. Is it possible to include access to the software (2.2.6 Is it possible to include the relevant software (e.g. in open source code)?) - indicate if yes (Yes) or no (No);
		7. Other significant information related to data availability (2.2.7 Other relevant remarks) – description.
	5. Compliance of the dataset with FAIR principles – data are interoperable (2 Research Data Management / 2.3. Making data interoperable):
		1. Does the data format allow data processing with software and data re-combination with other datasets (2.3.1. Are the formats open to software applications and to recombination with different data sets?) - indicate if yes (Yes) or no (No);
		2. Is data vocabulary/taxonomy standard used to ensure interoperability (2.3.2 Will you use data standard vocabulary/taxonomy to make your data interoperable?) - indicate if yes (Yes) or no (No); if yes, indicate the standard (choose from the ARGOS list or enter a standard which is not in the list), description;
		3. Other significant information related to data interoperability (2.3.3 Other relevant remarks) – description.
	6. Compliance of the dataset with FAIR principles – data re-use support (2 Research Data Management / 2.4. Increase data re-use):
		1. License type to ensure the re-use of data (2.4.1 How will the data be licensed to permit the widest re-use possible? Indicate the license planned to use) - indicate the type of license (choose from the ARGOS list), description;
		2. Will the third parties be able to use the data, including after the end of the project execution (2.4.2 Are the data usable by third parties, in particular after the end of the project?) - indicate if yes (Yes) or no (No); provide reasoning if restrictions to open data use are planned; if yes, indicate the intended period when the data will be open for re-use (2.4.3 When will the data be made available for re-use?);
		3. For how long the data re-use is planned (2.4.4 How long is it intended that the data remains re-usable?) – description;
		4. Will data quality control be provided (2.4.5. Are data quality assurance processes provided?) - indicate if yes (Yes) or no (No);
		5. Other significant information related to data re-use (2.4.6 Other relevant remarks) – description.
	7. Resources, security – availability of resources (3. Resources and security, 3.1. Allocation of resources):
		1. How will the costs be covered to ensure compliance of data with FAIR principles during implementation period of the project (3.1.1 How will costs be covered for making data FAIR during project realization?) – indicate if costs will be covered from the project means/resources or institutional means/resources, or project/institutional means/resources, or other means/resources; description;
		2. Who is responsible for data management (3.1.2 Who will be responsible for data management in your project?) – select one of the persons who are indicated as creators of this DMP;
		3. How will the costs be covered to ensure compliance of data with FAIR principles after expiry of the implementation period of the project (3.1.3 How will costs be covered for making data FAIR after project realization?) – description.
	8. Resources, security – data security (3. Resources and security, 3.2. Data security):
		1. What security means would be used to ensure data security (3.2.1 What security measures will be used for data security?) - description;
	9. Resources, security – ethical aspects (3. Resources and security, 3.3. Ethical aspects):
		1. Are there ethical or legal restrictions impacting data collection and dissemination (3.3.1 Are there any ethical or legal issues that could have an impact on data collection and sharing?) - indicate if yes (Yes) or no (No), description.
		2. Is the permission from the ethics commission necessary for data collection and dissemination (3.3.2 Have you got/will you get permission from ethics committee to collect and process data (if applicable)?) - indicate if yes (Yes) or no (No);
		3. Is an informed consent required for data dissemination and long-term storage, including questionnaire data containing personal data (3.3.3 Is informed consent for data sharing and long term preservation included in questionnaires dealing with personal data, if applicable?) - indicate if yes (Yes) or no (No);
		4. Do the generated/collected data contain personal data/sensitive information (3.3.4 Will data collected/generated include personal data/ sensitive information?) - indicate if yes (Yes) or no (No); if yes, describe the methods used for work with the personal data/sensitive information (If yes, what are the methods used to process and access personal data/ sensitive information).
1. Ministry of Education and Science. Latvian Open Science Strategy 2021–2027. <https://www.izm.gov.lv/lv/media/17069/download>, Approved by the Cabinet meeting minutes of 01.03.2022 decision No. 12/31.§ <https://tapportals.mk.gov.lv/meetings/protocols/bc243829-e155-46ec-9f94-d0bf9fd202be>. [↑](#footnote-ref-1)
2. Ministry of Education and Science. Latvian Open Science Strategy 2021–2027. <https://www.izm.gov.lv/lv/media/17069/download>. Approved by the Cabinet meeting minutes of 01.03.2022 decision No. 12/31.§ <https://tapportals.mk.gov.lv/meetings/protocols/bc243829-e155-46ec-9f94-d0bf9fd202be>. [↑](#footnote-ref-2)
3. The structure of description and of DMP and dataset and names of the fields to be completed in English (including numeration) are given the way they are used on ARGOS platform and the DMP form ‘Latvian Council of Science Blueprint’ developed by the Council and the dataset form ‘LCS FARP’. A different DMP and dataset description structure and terminology may be used on other platforms. The terminology used, the user interface and other elements may be changed on ARGOS platform. In the case of uncertainties, please contact the Council. [↑](#footnote-ref-3)
4. If an option to choose from several versions of form ‘LCS FARP’ is offered, it is recommended to choose the version with the highest version number. [↑](#footnote-ref-4)