GENERAL INFORMATION ON THE PROJECT	
Project Name	*Enter the name of the project.*
Acronym	*Enter the acronym of the project, if it is possible.*
Funder	*Enter the name of the funder/funders.* *For example: European Commission (H2020).*
Principal Investigator/Researcher	*Enter the name of the Principal Investigator or co-Principal Investigator.*
Principal Researcher ID ORCID	*Enter the ORCID identifier of the researcher.* *For example: 0000-0003-4170-6345.*
Type of study	*Insert a brief description of the research project and the study to be carried out (abstract), the area investigated, the duration, the objectives and the methodologies you intend to follow.*
DMP Creator	*Enter the name of the person who generated the DMP/filled out the form, if different from the Principal Investigator/Researcher.*
Project Data Contact	*Enter the telephone number and institutional email address of the researcher (which may coincide with the Principal Investigator), responsible for data management within the project.*
Project Description	*Enter a brief description of the project, the objectives and the data you intend to collect, store, use, produce and distribute.*
Version and Date of the DMP	*Specify the version and date of the DMP, to be updated during the project in case of significant changes such as new datasets, policy changes, etc.* *For example: First Version, Update, Final; 03.08.2022.*

DATA, METADATA AND DATASET DESCRIPTION	Describe the data that exists or that you intend to create, indicating its origin, nature and order of magnitude.
Provenance of data	*Enter the source of the data, such as interviews, surveys, disciplinary archives, databases and/or other projects (in this case, indicate the title of the projects). Also list the devices used for data acquisition, for example voice recorders, cameras, PCs, etc.*
Type of data	*Enter type of data, for example:* ☐ *Sensitive data (genetic data, biometric data, health data) ** ☐ *Pseudonymized data*** ☐ *Anonymized data* ☐ *Aggregated data*
Nature and formats	*Enter the nature and format of the data (preferably in a non-proprietary format), for example:* ☐ *text documents (DOC, ODF, PDF, TXT, etc.);* ☐ *images (JPG, GIF, SVG, PNG, TIFF);* ☐ *video/film (MPEG, AVI, WMV, MP4);* ☐ *audio recordings (MP3, WAV, AIFF, OGG, etc.);* ☐ *structured data (HTML, JSON, TEX, XML, RDF);* ☐ *tables (CSV, ODS, TSV, XLS, SAS, Stata, SPSS portable);* ☐ *source codes (C, CSS, JavaScript, Java, etc.);* ☐ *configuration data (INI, CONF, etc.)* ☐ *databases (MS Access, MySQL, Oracle, etc.)*
Amount of data	*Enter the order of magnitude of the entire dataset (MB, GB, TB, PB).*
Metadata standards and data documentation	*Enter documented, descriptive, NISO-compliant metadata. To maximize the understanding and dissemination of metadata and in accordance with international standards, the variables present in the study must be annotated in the centralized repository.*
Software for dataset repository	*Data entry is carried out on two platforms: REDCap for clinical data and metadata, and XNAT for neuroimaging data.*

*Processing of sensitive data: Art. 9, par. 2, GDPR.

**Definition of pseudonymized data: Art. 4, paragraph 5, GDPR.

DATA MANAGEMENT, SECURITY AND SHARING	Describe in technical terms the processes adopted for the management, documentation, care and storage of data, respecting the FAIR data principles (Findable, Accessible, Interoperable, Reusable). Describe what data, how and in what way will be shared and made available, the policies for access to the repositories, data transmission and circulation.
Managing, storing and curating data	*Prepare a Preservation Plan that describes how the following activities are carried out:* 1. *memorization;* 2. *backups;* 3. *transmission;* 4. *care of data in the short and medium term, with references to practices, standards and regulations where applicable*
Methodologies for data collection/generation	*Describe* the data collection and production methodologies during the research process, inserting the following information:* 1. *Who takes care of the collection and how;* 2. *Who takes care of memorization and how;* 3. *Who takes care of the processing and how;* 4. *Who deals with distribution and how.*
Data quality and standards	*Describe the methods to ensure the consistency and quality of the data in terms of standards, calibration, validation, review. In case the data does not fall within standards, plan its conversion.* *In case of reuse of metadata, state if there are constraints on their reuse.*
Data preservation and data retention strategy and standards	*Indicate** the retention period of the collected data (necessary to achieve the research purposes) and which*

	*conservation policies and rules will be applied to the data categorized in the previous "**Type of data**" section.* *If the conservation concerns only part of the data collected, justify its exclusion.*
Formal information/data security standards	*Formally indicate*** how the data will be processed and the standards to which the project adheres, for example: ISO 27001.*
Main risks to data security	*It is the responsibility of each project partner to ensure compliance with the DMP described in this document.* *Each participant will be informed that enrolment in the study is voluntary, that he/she may withdraw from the study at any time and that this will not affect his/her condition in any way.*
Data re-use and integration	*In the case of reuse of data, declare their integration into the project, define the context of reuse and the recipients and plan whether linguistic translations are foreseen (take this into account in terms of costs).*
Suitable for sharing	*Justify the sharing of data and metadata and the method (total openness or restriction to specific groups) and declare which licenses the data are linked to, for example: Creative Commons, General Public, etc.* *Also declare the possibility of citation for third parties, the software and tools for reuse and the institutional repository in which they will be deposited with all the associated metadata for sharing. Any non-sharing of data and all related metadata must be declared and substantiated.*

* Refer to regulations or practices in force in the relevant scientific community.

** In reference to the provisions of the Waste Maximum of the Manual for the management of health and socio-health documentation, approved by the Lombardy Region with resolution no. IX/4659 of 9 January 2013 and currently in force and as specified in art.13, paragraph 2, of the GDPR.

*** In compliance with the principles set out in art. 5 of the GDPR.

RESPONSIBILITIES AND RESOURCES	Specify project-level responsibilities. If possible, also identify the name of the contact person. Also report and justify any additional resources (human, technological, etc.) useful for the project.
Data capture Responsibility	*Specify who has responsibility for data collection; if possible, also identify the name of the contact person.*
Metadata creation Responsibility	*Specify who has responsibility for creating the metadata.*
Quality assurance of data Responsibility	*Specify who is responsible for ensuring data quality.*
Data security Responsibility	*Specify who is responsible for ensuring data security.*
Data archiving & data sharing Responsibility	*Specify who is responsible for ensuring data storage and sharing.*
Policy compliance Responsibility	*Specify who is responsible for ensuring compliance with the data policy (if applicable).*
Allocation of resources	*Specify how available resources will be allocated.*
Additional resources required to deliver the plan	*Specify the requirements, possibly accompanied by an estimate:* ☐ *Specialist/Technical expertise, legal advice, technical advice for data management and long-term archiving* ☐ *Hardware or Software* ☐ *Costs related to Data Repositories*

RELEVANT INSTITUTIONAL POLICIES ON DATA SHARING AND DATA SECURITY	References to institute policies, legislation where applicable.
Research Data Policy	*https://beta.openaire.eu/model-policy-on-open-science-for-research-performing-organisations*
Data Management Policy & Procedures	*https://www.istituto-besta.it/data-policy*
Data Security Policy	*https://www.istituto-besta.it/documents/447318/0/Security+Policy+ENG.pdf/947be6f6-3a79-d42e-1d4a-0640f13e50ba*
Data Sharing Policy	*https://www.istituto-besta.it/documents/447318/77267469/Sharing+Policy+ENG.pdf/752c5162-3672-3883-a60d-725b99a136fe*

Data _____

Firma del Richiedente

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Firma del PI

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