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## Plan Overview

*A Data Management Plan created using DMPonline*

**Title:** Terahertz lights up the nanoscale: Exposing the ultrafast dynamics of Dirac systems using near-field spectroscopy

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**Affiliation:** University of Manchester

**Template:** EPSRC Data Management Plan Customised By: University of Manchester

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# Terahertz lights up the nanoscale: Exposing the ultrafast dynamics of Dirac systems using near-field spectroscopy

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## Manchester Data Management Outline

### 1. Is this project already funded?

- No

### 2. If you will be applying for funding from multiple sources who else will you be applying to?

- Not applicable

### 3. Is The University of Manchester the lead institution for this project?

- Yes - leading a collaboration

Project partners include University of Leeds, University of Oxford and University of Regensburg.

### 4. What data will you use in this project (please select all that apply)?

- Acquire new data

### 5. Where will the data be stored and backed-up during the project lifetime?

- University of Manchester Research Data Storage Service (Isilon)

### 6. If you will be using Research Data Storage, how much storage will you require?

- 1 - 8 TB

### 7. If you have a contractual agreement with a 3rd party data provider will any of the data associated with this project be sourced from, processed or stored outside of the institutions and groups stated on your agreement?

- No

### 8. How long do you intend to keep your data for after the end of your project (in years)?

- 10 - 20 years

### **Questions about personal information**

Personal information or personal data, the two terms are often used interchangeably, relates to identifiable living individuals. Special category personal data is more sensitive information such as medical records, ethnic background, religious beliefs, political opinions, sexual orientation and criminal convictions or offences information. If you are not using personal data then you can skip the rest of this section.

Please note that in line with [data protection law](#) (the General Data Protection Regulation and Data Protection Act 2018), personal information should only be stored in an identifiable form for as long as is necessary for the project; it should be pseudonymised (partially de-identified) and/or anonymised (completely de-identified) as soon as practically possible. You must obtain the appropriate [ethical approval](#) in order to use identifiable personal data.

**9. What type of person identifying information will you be processing (please select all that apply)?**

- No sensitive or personal data

**10. Please provide details of how you plan to store, protect and ensure confidentiality of the participants' information as stated in the question above**

No personal information will be stored as part of this research project.

**11. If you are storing personal information will you need to keep it beyond the end of the project?**

- Not applicable

**12. Sharing person identifiable information can present risks to participants' privacy, researchers and the institution. Will the participants' information (personal and/or sensitive) be shared with or accessed by anyone outside of the University of Manchester? This includes using 3rd party service providers such as cloud storage providers or survey platforms.**

- No

**13. If you will be sharing personal information outside of the University of Manchester will the individual or organisation you are sharing with be outside the EEA?**

- Not applicable

**14. Are you planning to use the personal information for future purposes such as research?**

- No

**15. Who will act as the data custodian or information asset owner for this study?**

Dr Jessica Louise Boland

**16. Please provide the date on which this plan was last reviewed (dd/mm/yyyy).**

21/12/2018

## **Data Collection**

### **What data will you collect or create?**

This project will collect research data only.

### **How will the data be collected or created?**

The data will be collected from software associated with the equipment and will be processed as standard data or text files. To ensure that data collection is of high quality, repeat samples and measurements will be conducted. All data will also be peer-reviewed to ensure that it is correct and that ensure data entry validation. All data analysis will be performed in either Origin or Matlab. Git software will be used for version control and to ensure appropriate folder structures for all data. Folders will be organised according to date and will contain a description of the data inside, so that data is easy to find, understand and reuse. Any code used to analyse the data will also be stored and Git software will be used to ensure version control, accept or disregard and log changes to the code. All figures produced will also be saved as Matlab figure files, so that all data plotted can directly be extracted from the figure.

## **Documentation and Metadata**

### **What documentation and metadata will accompany the data?**

Question not answered.

## **Ethics and Legal Compliance**

### **How will you manage any ethical issues?**

Question not answered.

### **How will you manage copyright and Intellectual Property Rights (IPR) issues?**

Question not answered.

## **Storage and Backup**

### **How will the data be stored and backed up during the research?**

Question not answered.

### **How will you manage access and security?**

Question not answered.

## **Selection and Preservation**

**Which data are of long-term value and should be retained, shared, and/or preserved?**

Question not answered.

**What is the long-term preservation plan for the dataset?**

Question not answered.

## **Data Sharing**

**How will you share the data?**

Question not answered.

**Are any restrictions on data sharing required?**

Question not answered.

## **Responsibilities and Resources**

**Who will be responsible for data management?**

Question not answered.

**What resources will you require to deliver your plan?**

Question not answered.