A Data Management Plan is a document that describes how research data will be handled during a project and following its completion. LSHTM researchers should prepare a Data Management Plan for their project at the earliest opportunity.

**LSHTM-led research projects**
Public/private funded projects that are capturing or creating data must write a Data Management Plan to ensure adequate steps are being taken to manage it. This should be emailed to the RDM Service (researchdatamanagement@lshtm.ac.uk) for comment on confirmation of funding.

- If your research funder does not provide a DMP template: Complete the School template, available as a MS Word document (https://doi.org/10.17037/PUBS.03716765) or DMPOnline web form (https://dmponline.dcc.ac.uk/) and email it to the RDM Service.
- If you have written a DMP for your research funder: Email your funder DMP to the RDM Service. You do not need to complete the LSHTM DMP template.

**Consultancy work, unfunded research & projects without a data component**
These projects are exempt from the DMP requirement.

**MPhil/PhD/DrPH students**
Prepare a Data Management Plan using the template at https://doi.org/10.17037/PUBS.03750331 and include it in your Upgrading or Review report as an appendix.

**MSc students**
MSc Students performing research in pursuit of a qualification are not required to write a DMP, but are encouraged to do so if their project has a data component.

**Frequently Asked Questions**

Where can I find details on LSHTM requirements for data management planning?
The School’s data management requirements can be found in the LSHTM Research Data Management Policy, located at https://doi.org/10.17037/PUBS.00612422.

Where can I find details of funder requirements for data management plans?
Your funder web site will provide the most up-to-date information. The RDM Service has also published summary guides for key funders at http://dx.doi.org/10.17037/DATA.172.

How long does it usually require to write a data management plan?
Most people take 30-60 minutes to complete the LSHTM DM Plan template, depending upon the amount of planning they have already performed.

I’m not planning to share my research data. Do I need to write a DM Plan?
Yes, it will help you to map your project lifecycle, identify goals and requirements, and define practical steps you will take to achieve these. Data sharing is only a component of this work.

**Book an appointment**
To discuss and request feedback on your data management plan, contact the LSHTM Research Data Management Service at researchdatamanagement@lshtm.ac.uk.