	Data management plan checklist
Table of content	 Administrative Data Data Collection and organization Documentation and Metadata Ethics and Legal Compliance Storage and Backup Long-term preservation Data Availability DMP-online
1. Administrative Data (kort afsnit da alle disse oplysninger skal stå i protokollen)	 -Name of the persons involved in the project -Project Description: short introduction and clearly defined objectives -Method: Design, participants, sites and dates, guidelines followed (e.g. CONSORT, STROBE, and TRIPOD) -Related policies: Study permissions and approvals (registration numbers), founding, study owners, data protection/security policy from the institution, and data management policy. Henvis evt. til protokollen og SAP
2. Data collection and organization	-Type and source of the data (questionnaire, interview, biological samples, extraction from medical record mv.) -Recommend a figure illustrating how data is to be combined e.g. Population Interview Medical record Biological sample RedCap or other Microbiology data base Sharepoint
	-Names of folders and files. Do-files should include detailed information on data process and management, including labelling and preparation for the analysis. Results files should match precisely the tables and figures applied in the papers.

Namey -consid <u>Henvis</u> -Interp and rec	yyymmd er a qual her til te retation	d (year, m lity assura erminolog of the dat cluding a c	ing the version o nonth, day) Ince process (e.g <u>ilisten og evt. til</u> a in the future, h odebook e.g. [ho	. supervision SAP. nelping seco	n, external dat ndary users to	a check) understand			
Variable	Code	Classification	Data source	Data measures	Time of measurement	consideration			
gender	der Journal_sex Binary -at para 1 male -extra 2 female patie		-at patient interview -extracted from the patient identification number		-At admission	-reason of why this variable is of interest			
crp	Blod_crp	Continuous	-patient medical record	-Mg/L	-At baseline, 3 and 6 months from baseline	-predictor of pneumonia			
Variable gender crp	Code Journal_sex Blod_crp	Classification Binary 1 male 2 female Continuous	Data source -at patient interview -extracted from the patient identification number -patient medical record	Data measures	Time of measurement -At admission -At baseline, 3 and 6	consideration -reason of why this variable is of interest -predictor of			
сгр	вюа_стр	Continuous	-patient medical record	-IVIB/L	months from baseline	pneumonia			
 Data control for; requirements of the values for categorical variables, intervals allowed for numerical variables, assumptions for dates/times, and the lengths of time intervals. -[Clinical studies] Handling of missing data: description of the expected reasons for missing data, the expected type of missing (MCAR, MAR, MNAR), and how missing data in each relevant variable is handled (exclude observations, impute values, or apply other handling strategies). <i>Henvis her evt. til SAP</i>. -Timeline for data collection and follow-ups (example below for a clinical study). <i>Henvis her evt. til protokollen eller SAP</i>. Timeline for data collection of the INDEED study (Skjøt-Arkil H et al BMJ open 2021): 									

			STUDY PERIOD										
			RECRUITMENT ALLOCATION POST-ALLOCATION CLOSE-OU									E-OUT	
	TIMEP (h=hot ENROLN	urs, d=days)	-½h	0h	<1h	<4h	<24h	<48h	<5d	<7d	<14d	30d	90d
		ity screeen	x										
	Inform	ned consent	x										
	Physic	ian assessment	×										
	Alloca		^	x									
					– all trac	ks							
	Collect	tion of blood sample			x								
	•	PCT analysis									×		
	•	suPAR analysis									x		
	Collect	tion of urine sample				x							
			1				1						
Compliance	of sensitive data -Data owner <i>Henvis evt. til protokollen</i>												
5. Storage and Backup	 -Description of where the data and files are stored [link til hjemmesiden] -[Clinical studies] Informed consent storage -Plan to control access to keep the data secure and ensure that collaborators can access data securely - Ensure safety in transferring the collected data into the main secured systems, and have a plan of who will administer the system 												
6. Long-term preservation	-Time th												
preservation	-Achieve Example	ne data (reports, b ement of the data e for biological san open 2021):								dy (S	Skjø	t-Ar	kil H
preservation	-Achieve Example	ement of the data e for biological san open 2021):		servatio				DEED	stu	dy (S	-		kil H
preservation	-Achieve Example	ement of the data e for biological san open 2021):	nples pre	servatio		the		DEED B	stu lood for	research	biobani	k : A and in	kil H
preservation	-Achieve Example al BMJ c	ement of the data e for biological san open 2021): Blood for anat	ysis of PCT and suP ysis of PCT and suP plasma tube. a performed within i sample. At the thir a code to protect th	Servatio	n of	the Bioban tube of All sam pseudo sample	IND k blood f EDTA p sples will	DEED B is only col lasma and be stored d with a co ode lists and	Stu lood for lected fo d one tub d locally ode to p	research or patient be of LiHe in a -80 °C	biobani in track parin pl C freezee i identity	k : A and in asma. r. The sar y of the p	ncludes or mples are participan
preservation	-Achieve Example al BMJ c	ement of the data of for biological sam open 2021): Bioof for anal Bioof for anal The blood will be collected in an EDTA At two of the sites, the analysis will be hours from the collection of the blood stored locally in a -80 °C freezer. The samples are pseudonymized with participants. All samples and code list unauthorized access. Serum procalcitonin (PCT) Serum PCT concentration is quantified "ECLIA" (Elecsys*, BRAHMS PCT-analy after Cobas e pack has been registere the BRAHMS PCT LIA assay. The correl been compared to BRAHMS PCT LIA as	nples pre ysis of PCT and suP. k plasma tube. e performed within i sample. At the thir a code to protect ti s are stored safely a dwith an automater ses) on Cobas e801 d in the instrument lation of Elecsys BRI nd to BRAHMS PCT	servatio	n of	Bioban tube o All sam pseudo sample unauth Molecci	INC k blood f EDTA p ples will onymized s and co corized a	DEED B is only coi lasma and l be stored d with a co del lists an ccess.	Stu lood for lected fi d one tut d locally ode to pi ode to pi ode to pi ode to pi ture use	research or patient be of LiHe in a -80 °(rotect the I safely an	biobani in track parin pl C freezen identity ad separ	k asma. r. The sar y of the p ately to p	ncludes or mples are participan
preservation	-Achieve Example al BMJ c Collection Storage	ement of the data of for biological sam open 2021): Blood for anal The blood will be collected in an EDTA At two of the sites, the analysis will be hours from the collected in an EDTA At two of the sites, the analysis will be hours from the collected in an EDTA At two of the sites, the analysis will be hours from the collected in an EDTA At two of the sites, the analysis will be hours from the collected in an EDTA At two of the sites, the analysis will be hours from the collected in an EDTA the blood will be collected in an EDTA two of the sites, the analysis will be hours from the collection of the blood stored locally in a -80 °C freezer. The samples are pseudonymized with participants. All samples and code list unauthorized access. Serum procolcitonin (PCT) Serum PCT concentration is quantified "ECLA" (Elecyse", BRAMS PCT analy after Cobas e pack The correl	ysis of PCT and suP. ysis of PCT and suP. t plasma tube. e performed within d sample. At the thir a code to protect ti s are stored safely a d with an automate ses) on Cobas e801 d in the instrument lation of Elecsys BR at to BRAHNBY CT respectively.	Servatio AR is tested within tw d site, samples wil he identity of the nd separately to p d sandwich immun Calibration is per and is standardize HMS PCT analyse sensitive KRYPTOR	n of	the Bioban tube of All sam pseudo sample unauth Molecci all sam	INC k blood f EDTA p ples will nymizet s and cc norized a ular anal ples hav	DEED B is only coo asama ani be stored d with a co d with a co d with a co d with a co cocess. ysis for fu e been co	Stu lood for lected fi done tub d locally obde to pip obde to pip	research por patient in a -80° 70 safety an in ancilla dy databa	biobani in track iparin pi i dentiti i dentiti ind separ rry studii asse. s expect	k A and in asma. r. The sara. y of the p ately to p es will ta	mples are participan prevent
preservation	-Achieve Example al BMJ c Collection Storage	ement of the data of for biological sam open 2021): Biod for anal The blood will be collected in an EDTA At two of the sites, the analysis will be hours from the collection of the blood stored locally in a -80 °C freezer. The samples are pseudonymized with participants. All samples and code list unauthorized access. Serum proceditionin (PCT) Serum PCT concentration is quantified "ECLA" (Clacs year, khas been registere the BRAHMS PCT LLA assay. The correl been compared to BRAHMS PCT und as similar results of r0.981 and r0.988 The results will be saved in a study dai	nples pre ysis of PCT and suP. t plasma tube. a performed within i sample. At the thir a code to protect th a code to protect th s are stored safely a d with an automater ses) on cobas e801 d in the instrument into on Elecsys BR ind to BRAHMS PCT respectively. Tabbase and not be v less, Biochemistry ar	servatio	n of	bioban tube of All sam pseud sample unauth Moleci all sam	INC k blood EDTA p inples will provinced a alar anal ples hav sults will piry dat es will b	DEED B is only coo lasma ani be stored d with a co d with a co cocess.	Stu lood for lected fo d one tub d locally bode to pi ode to pi ode to pi ode to pi lected for ture use ture use ture use tin a stu esearch I maining	research or patient be of LiHe in a -80 °C rotect the safely an in ancilla dy databa biobank is material	biobani : in track paarin pl C freeze : identiti : iden	k A and in asma. r. The sara y of the p ately to p ately to p es will ta	ncludes or mples are participan revent ke place a

7. Data Availability	-Due to Danish laws on personal data, data cannot be shared publicly: Data protection laws <u>https://www.datatilsynet.dk/english/legislation</u>
	-describe how to request the data and from whom -Consider at what level, the data can be shared and what kind of data (common projects or international collaboration)
	Example: Availability of data and material: "Due to Danish laws on personal data, data cannot be shared publicly. Please contact the corresponding author XXXX to request this data. The person responsible for the research was the principal investigator and corresponding author (XXXXX), and together with the Department of XXXX and the University Hospital of Southern Denmark own the data and have access to the final data set.
8. DMP- online register	https://dmponline.deic.dk/
register	Benefits:
	-More people can work on the document (e.g. supervisors)
	-DMP plan has the possibility of public sharing
	-The document can be adapted on an ongoing basis
	Limitations:
	-Not possible to attach figures and tables