

# Audio-Visual Research Data Management Plan Template

## 1. Project Information

Project Title

Principal Investigator(s)

Institution/Organization

Contact Information

## 2. Description of Data

Type(s) of Audio-Visual Data Collected

Formats and Standards

Volume/Size of Data (expected or actual)

## 3. Data Collection

Methods of Data Collection

Metadata to be Collected

## 4. Documentation and Organization

## File Naming Conventions

## Folder Structure

## Data Documentation (codebooks, README, protocols)

# 5. Storage and Backup

## Storage Locations

## Backup Procedures

# 6. Ethics and Legal Compliance

## Consent Procedures

## Data Anonymization

## Legal or Ethical Restrictions

# 7. Data Sharing and Access

## Sharing Plans (when and with whom)

Access Restrictions and Permissions

## 8. Long-term Preservation

Repositories/Archives for Data Deposit

## 9. Responsibilities

Individuals Responsible for Data Management

## 10. Additional Notes