

Longitudinal Survey Data Management Plan

1. Project Overview

Project Title

Project Description

Team Members & Roles

2. Data Collection

Survey Methods and Instruments

Frequency and Schedule of Data Collection Waves

3. Data Documentation

Types of Documentation (e.g., codebooks, metadata)

Documentation Process and Updates

4. Data Storage & Security

Storage Location and Backup Procedures

Data Security Measures

5. Data Access & Sharing

Data Access Policy

Plans for Data Sharing and Reuse

6. Ethical & Legal Compliance

Informed Consent Procedures

Confidentiality/Anonymization Strategies

Compliance with Legal and Institutional Requirements

7. Data Preservation

Long-term Preservation Strategy

Archiving Location

8. Additional Notes