University of Borås

**Form for documentation of research data**

*This form is used for describing research data prior to archiving. If the corresponding documentation exists in another form, for example in a data management plan, it can replace this form.*

*The purpose of the form is to make it possible to understand and interpret archived research data.*

**Information about the project(s)/research**

|  |
| --- |
| Name of the project(s) (or the title of the thesis) |
| Project manager (doctoral student enters own name) |
| Research group |
| Collaboration with other parties |
| Institution |
| Start date of the project/doctoral studies (month and year) |
| End date of the project/doctoral studies (month and year) |
| Funding (e.g. internal funding, external funds from financier x or doctoral studies with a scholarship from SIDA/EU) |
| Description of the project (if necessary as an attachment) |
| Publications |

**Information on the research data**

|  |
| --- |
| Description of research data (e.g. type of data such as "recorded interviews", folder structure, file name, metadata, explanation of variables, abbreviations, etc.) |
| Data storage (e.g. USB, external hard drive, G://) |
| Format (e.g. PDF, paper, xml, TIFF) |
| User rights and restrictions (e.g. [secrecy](https://www.hb.se/en/staff/for-my-work/information-management/secrecy/)) |
| Personal data (does the data contain [sensitive personal data](https://www.hb.se/en/staff/for-my-work/information-management/behandling-av-personuppgifter-gdpr/allman-information/integritetskansliga-personuppgifter/sensitive-personal-data/) or [personal data meriting extra protection](https://www.hb.se/en/staff/for-my-work/information-management/behandling-av-personuppgifter-gdpr/allman-information/integritetskansliga-personuppgifter/personal-data-meriting-extra-protection/)?) |
| Is the data coded and is there a code key? |
| Quantity (e.g. MegaByte/GigaByte or shelf meters) |
| Additional information (e.g. opportunities to reuse the material in other research, connection to other research material) |