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## Plan Overview

*A Data Management Plan created using DMPonline*

**Title:** Telecom-wavelength single-photon source based on organic erbium molecules

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**Template:** University of Manchester Generic Template

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# Telecom-wavelength single-photon source based on organic erbium molecules

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## Manchester Data Management Outline

1. Will this project be reviewed by any of the following bodies (please select all that apply)?

- Funder

2. Is The University of Manchester collaborating with other institutions on this project?

- No - only institution involved

3. What data will you use in this project (please select all that apply)?

- Acquire new data

4. Where will the data be stored and backed-up during the project lifetime?

- University of Manchester Research Data Storage Service (Isilon)

5. If you will be using Research Data Storage, how much storage will you require?

- 1 - 8 TB

6. Are you going to be receiving data from, or sharing data with an external third party?

- No

7. How long do you intend to keep your data for after the end of your project (in years)?

- 11 - 20 years

### *Guidance for questions 8 to 13*

Highly restricted information defined in the [Information security classification, ownership and secure information handling SOP](#) is information that requires enhanced security as unauthorised disclosure could cause significant harm to individuals or to the University and its ambitions in respect of its purpose, vision and values. This could be: information that is subject to export controls; valuable intellectual property; security sensitive material or research in key industrial fields at particular risk of being targeted by foreign states. See more [examples of highly restricted information](#).

If you are using 'Very Sensitive' information as defined by the [Information Security Classification, Ownerships and Secure Information Handling SOP](#), please consult the [Information Governance Office](#) for guidance.

Personal information, also known as personal data, relates to identifiable living individuals. Personal data is classed as special category personal data if it includes any of the following types of information about an identifiable living individual: racial or ethnic origin; political opinions; religious or similar philosophical beliefs; trade union membership; genetic data; biometric data; health data; sexual life; sexual orientation.

Please note that in line with [data protection law](#) (the UK General Data Protection Regulation and Data Protection Act 2018), personal information should only be stored in an identifiable form for as long as is necessary for the project; it should be pseudonymised (partially de-identified) and/or anonymised (completely de-identified) as soon as practically possible. You must obtain the appropriate [ethical approval](#) in order to use identifiable personal data.

8. What type of information will you be processing (please select all that apply)?

- No confidential or personal data

9. How do you plan to store, protect and ensure confidentiality of any highly restricted data or personal data (please select all that apply)?

- Not applicable

10. If you are storing personal information (including contact details) will you need to keep it beyond the end of the project?

- Not applicable

11. Will the participants' information (personal and/or sensitive) be shared with or accessed by anyone outside of the University of Manchester?

- Yes - Informal sharing without contractual arrangements

12. If you will be sharing personal information outside of the University of Manchester will the individual or organisation you are sharing with be outside the EEA?

- Not applicable

13. Are you planning to use the personal information for future purposes such as research?

- No

14. Will this project use innovative technologies to collect or process data?

- No

15. Who will act as the data custodian for this study, and so be responsible for the information involved?

Huanqing Ye

**16. Please provide the date on which this plan was last reviewed (dd/mm/yyyy).**

2023-04-10

## **Project details**

**What is the purpose of your research project?**

Study fundamental science of photonic materials for quantum applications.

**What policies and guidelines on data management, data sharing, and data security are relevant to your research project?**

The Royal Society supports science as an open enterprise and is committed to ensuring that data outputs from research supported by the Society are made publicly available in a managed and responsible manner, with as few restrictions as possible. Data outputs should be deposited in an appropriate, recognised, publicly available repository, so that others can verify and build upon the data, which is of public interest. To fully realise the benefits of publicly available data they should be made intelligently open by fulfilling the requirements of being discoverable, accessible, intelligible, assessable and reusable.

The Royal Society does not dictate a set format for data management and sharing plans. Where they are required, applicants should structure their plan in a manner most appropriate to the proposed research. The information submitted in plans should focus specifically on how the data outputs will be managed and shared, detailing the repositories where data will be deposited.

## **Responsibilities and Resources**

**Who will be responsible for data management?**

Huanqing Ye

**What resources will you require to deliver your plan?**

access University's Research Data Storage

## **Data Collection**

**What data will you collect or create?**

1. Txt format data: They contain numbers and texts related to experimental data. The total volumes will be a maximum of 10 Gbs.
2. Tiff graph data: They are extracted from microscopy tools as experimental data. The total volumes will be a maximum of 10 Gbs.
3. Experimental samples, software coding and mechanical designing models.
4. They will be new data and can be shared via publications, conference presentations and requests from Huanqing Ye, who will assess to share under the University's data policy.

**How will the data be collected or created?**

Data will be collected and created using University's authorised computers, software, operating platforms and equipment. They can only be accessed by authorised users. The data will be stored in a folder hierarchy with all the data files named by dates, sample versions, experimental conditions, measurement iterations, etc.

Data will be stored in the University's Research Data Storage

## Documentation and Metadata

### What documentation and metadata will accompany the data?

Experimental methods and analysing processes will accompany those data by using documents including Original Labs' Obj. format file, words, powerpoints, python's codes (.py format), etc.

They will also be stored in a folder hierarchy with all the data files named by dates, sample versions, experimental conditions, measurement iterations, etc.

They will be stored, accompanying original data, in the University's Research Data Storage

## Ethics and Legal Compliance

### How will you manage any ethical issues?

There are no ethical issues in this project

### How will you manage copyright and Intellectual Property Rights (IPR) issues?

Publishing data will obey the copyright and IPR policies of publishing journals.

## Storage and backup

### How will the data be stored and backed up?

The data will be backed up regularly, like once-a-day and will be backed up to Research Data Storage.

### How will you manage access and security?

1. All the data will be collected, processed, stored and backed up on University's authorised computers and equipment, which are located in the Photon Science Institute.
2. Sharing with collaborators will be through University's authorised sharing methods like Figshare.

## Selection and Preservation

### Which data should be retained, shared, and/or preserved?

There are particular data that need be preserved and archived.

### What is the long-term preservation plan for the dataset?

No relevant

## **Data Sharing**

### **How will you share the data?**

Data will be shared using a secure data service, i.e. Figshare.

Sharing can only be through Huanqing Ye.

Any others, including the project's collaborators, will request data from Huanqing Ye for re-using.

### **Are any restrictions on data sharing required?**

Question not answered.