Data Management Plan Template for NSF Proposals – EHR Directorate

Please consult the solicitation and the guidance from the cognizant NSF directorate *before* **preparing your data management plan,** of no more than two pages in length. Consider including information on the following points when writing your plan.

I.   Data Generated by the Project

1. What data will be generated in the research?

2. What data types will you be creating or capturing? (e.g. samples, physical collections, software, curriculum materials, or other materials etc.)

3. How will you capture or create the data?

4. Where (physically) and on what media will you store the data during the project's lifetime?

5. How will you back-up the data during the project's lifetime and how regularly will back-ups be made?

II.   Period of Data Retention

1. How long will the original data collector/creator/principal investigator retain the right to use the data before opening it up to wider use?

2. Explain details of any embargo periods for political/commercial/patentor publisher reasons.

III.   Data Format and Dissemination

Data Formats

1. Which file formats will you use for your data, and why?

2. What transformations (to more shareable formats) will be necessary to prepare data for preservation and data sharing?

3. What form will the metadata take?

4. How will you create or capture these details?

5. Which metadata standards will you use and why have you chosen them? (e.g. accepted domain-local standards, widespread usage).

6. What contextual details (metadata) are needed to make the data you capture or collect meaningful?

Dissemination

1. How and when will you make the data available? (Include the resources needed to make the data available: media, equipment, systems, expertise, etc.)

2. What other types of information should be shared regarding the data, e.g. the way it was generated, analytical and procedural, information?

3. What is the process for gaining access to the data?

4. Will any permission restrictions need to be placed on the data?

5. How will you manage data with sensitive information?

6. Are there ethical and privacy issues? If so, how will these be resolved?

7. What have you done to comply with the obligations in your IRB Protocol?

IV.   **Data Storage and Preservation of Access**

1. What is the long-term strategy for maintaining, curating and archiving the data?

2. Which archive/repository/database have you identified as a place to deposit data?

3. What procedures does your intended long-term data storage facility have in place for preservation and backup?

4. How long will/ should data be kept beyond the life of the project? Typical retention time for research data is three years after the final project close-out, with original data retained wherever possible. Some sponsors require a longer period of retention.

5. What metadata/documentation will be submitted alongside the data or created on deposit/ transformation in order to make the data reusable?

6. What data will be preserved for the long-term?

7. What related information will be deposited?

V.   **Additional Possible Data Management Requirements**

1. Explain how you plan on satisfying any additional, program-specific data management requirements.

NOTE: EHR provides specific examples in its guidance document:
http://www.nsf.gov/bfa/dias/policy/dmpdocs/ehr.pdf