

January 6, 2011

Please refer to this checklist to ensure that your proposal Data Management Plan responds to the key NSF requirements as of January 18, 2011. Please also refer to directorate specific guidelines if applicable.

Data Management Plan Checklist

1. Description of your Data and Capture Methods

- a. Describe the types of data you have or will have.
- b. How will you capture or create the data?
- c. Does your project use existing data, generate new data, or a combination?
- d. How much data, including the anticipated file size of that data, do you expect to accumulate?

2. Data Standards

- a. Which applications and file formats will you use, and why?
- b. Will your data need to be migrated to new formats in the future (e.g. when new software versions are released)?

3. Short-term Storage and Data Management

- a. Where and on what media will you store and archive our raw data?
- b. Where and on what media will you store data for analysis?
- c. How will you keep track of the versions of your data as the project progresses?
- d. Whose responsibility is it to maintain the storage for your raw and active data?
- e. Back-up of your data: How will it be done, how regularly and whose responsibility?
- f. Security: How is the data protected from loss or unauthorized access?
- g. Where will the data be stored during the course of the project?

4. Long-term Data Storage and Archiving

- What data will be selected for archiving?
- How long should the data (raw and/or derived) be archived? Will some data be discarded? How will that data be identified?
- Which archive/repository/central database/data center have you identified as a place to deposit data?
- Is any de-identification of data required? Is there any need for IRB involvement? Do HIPAA requirements apply?
- What transformations will be necessary to prepare data for preservation/data sharing?
- What related (representation) information will be deposited?
- What metadata/documentation will be created and by whom?
- Describe the capabilities of your planned archive resource for preservation and backup?

5. Accessibility of Your Data for Re-Use

- a. Who will access the data? Your research group? Your collaborators? Anyone in the world? When will this access be made possible?
- b. Are there any reasons not to make the data accessible? Will there be an embargo period for those other than the data collector or principal investigator(s)?
- c. What special methods will be used to ensure that sensitive components of data are kept private, if required?
- d. How will this data be made available to others? Will it be in a searchable repository? Will data be available for download?
- e. Are any software or hardware tools needed to read or display it? If so, which? How will these tools be made available?
- f. Are metadata, codebooks, or other forms of documentation needed to understand the data? How will they be provided?
- g. How should someone cite you and your data if they re-use it?

6. Legal and Ethical Issues

- a. Are there any ethical and privacy issues? How will they be resolved?
- b. Is the dataset covered by copyright?
- c. Are there licensing issues?
- d. Will the data be kept proprietary for the purpose of commercialization?

7. Data Management Plan Oversight

- a. Describe the staffing or organizational roles and responsibilities for implementing this plan.
- b. How much will the data management cost?
- c. How will adherence to the plan be verified? Whose responsibility will this be?
- d. How and when will this data management plan be reviewed?