

Data Management Plan Template

1. Data Types and Storage

In this section, include information about the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project.

2. Data Format and Content

Include information about the standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies).

3. Data Access and Intellectual Property

Discuss policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements.

4. Data Sharing and Reuse

Discuss policies and provisions for re-use, re-distribution, and the production of derivatives.

5. Data Preservation and Archiving

Include information about the plans for archiving data, samples, and other research products, and for preservation of access to them.

Sample Language for “Data Preservation and Archiving”

The collected data will be stored in the formats that are compatible with the software that are available in public domain. Specifically, the Theoretical Data will be stored in MS Word, Excel, and PDF format. The experimental Data will be converted and stored in MS Excel files. The Image Data will be stored in JPEG format and PDF. As the project progresses, the stored data will be disclosed and uploaded to a dedicated Website for NSF evaluation and reference use. The experimental data along with digital image data will be backed up on the main server of the University of Louisiana at Lafayette. Also, these data will be backed up on external hard drives connected to every computer automatically on a daily basis for the duration of the project.

***Special Note for NSF Proposals:** This supplement should state that the proposal will conform to NSF policy on the dissemination and sharing of research results. A valid Data Management Plan may include only the statement that no detailed plan is needed, as long as the statement is accompanied by a clear justification. Proposers who feel that the plan cannot fit within the limit of two pages may use part of the 15-page Project Description for additional data management information. Proposers are advised that the Data Management Plan must not be used to circumvent the 15-page Project Description limitation. The Data Management Plan will be reviewed as an integral part of the proposal, considered under Intellectual Merit or Broader Impacts or both, as appropriate for the scientific community of relevance.