

Data Management Plan Instructions for Faculty portion Page 1

Many federal funding agencies, including NIH and most recently NSF, are requiring that grant applications contain data management plans for all projects. The National Science Foundation has released a new requirement for proposal submissions regarding the management of data generated using NSF support. Starting in January, 2011, all proposals must include a data management plan (DMP). NSF has restricted this DMP to only two pages of text.

Below is a list of elements that require specific PI knowledge to complete that will be incorporated into the Data Management Plan. The information you provide for this DMP is limited to one page. The Office of Sponsored Programs has created a template of institutional information required as part of the DMP. The Senior Research Administrator will assist you in combining your section and the template section of the DMP into one document for upload into the proposal application.

Data Management Plan Elements

- ❖ *Data description - Provide a brief description of the information to be gathered: the nature, scope and scale of the data that will be generated or collected*

- ❖ *Metadata – Provide a description of the metadata to be provided along with the generated data, and a discussion of the metadata standards used.*

- ❖ *Existing data – Provide a description of existing data relevant to the project and a discussion of whether and how these data will be integrated.*

- ❖ *Data organization – Provide a description how the data will be managed during the project, with information about version control, naming conventions, etc.*

- ❖ *Quality Assurance –explain the procedures that will be used to ensure data quality during the project*

- ❖ *Responsibility – Names of the individuals responsible for data management in the research project*

- ❖ *Audience – Describe the audience of users for the data*