Creating Data Management Plans for NSF Proposals: Template (Note: 2-page limit)

1. **Description of the project**
   Suggested practice:
   - Describe the purpose of the research
   - Describe the organizations and staff involved
   - Describe data management responsibilities: i.e., which persons will actually be responsible for ensuring data management; how will compliance with this plan be monitored and ensured over time?

2. **The types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project**
   Suggested practice:
   - Describe the materials to be produced in the course of the proposed project.
   - Describe what raw data will be generated, and what processed data will be generated
   - Indicate which will be shared and at what stage (raw, processed, analyzed).
   - Describe who is expected to use the (shared) data, and why the materials are of interest to a broader community (impact).

3. **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)**
   Suggested practice:
   - Identify the formats of data files created over the course of the project.
   - Select file formats for sharing that maximize the potential for reuse and longevity, and describe plans for conversion to those formats, if necessary.
   - Identify metadata standards to be used, who will create metadata and at what stage.

4. **Plans for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements**
   Suggested practice:
   - Plans for short-term storage and data management: e.g., file formats, local storage and back up procedures, and practices that will be used to maximize security and protect privacy, if applicable.
   - Legal and ethical issues: e.g., intellectual property, confidentiality of study participants
   - NSF recognizes that legal and ethical requirements may preclude sharing of some kinds of data. Trade secrets and commercial information are also not subject to the data sharing requirement.

5. **Policies and provisions for re-use, re-distribution, and the production of derivatives**
   Suggested practice:
   - Describe usage rights, licenses, or other policies related to re-use and redistribution of data. how will you make it available to others, any restrictions needed, etc.

6. **Plans for archiving data, samples, and other research products, and for preservation of access to them**
   Suggested practice:
   - Describe means by which you will provide access to data and applicable time frame.
   - Provisions for long-term archiving and preservation, if different from above, e.g., in a data archive