

## **1 Overview**

*Title of plan; Author; Date; Revision; etc.*

*Project name; Award information; Funding Agencies; etc; reference to main proposal*

## **2 Expected Data**

### 2.1 Data

*What data gets created by the project, and what form?*

*What raw data is generated, what processed data is generated?*

*What data is expected to be managed by the project for sharing and later archiving?*

*Who is expected to use the (shared) data?*

### 2.2 Data Formats

*What data formats will be used for data generated?*

*What tools will be required to read the data?*

### 2.3 Data Generation & Acquisition

*How is the data generated and how is it acquisitioned?*

*What quality control/standards are applied to data generation, acquisition and storage?*

*When is data generated?*

*What is the frequency and 'rate' of data generated?*

### 2.4 Software

*What software does the project create?*

*What will be managed and what data won't be managed?*

*Will software be archived?*

*Will software be made available for sharing?*

*Will there be any licensing, if so what?*

### 2.5 Documentation and Meta Data

*What data and meta-data standards will be employed?*

*How will meta-data be generated (automatically or manually, or both)?*

*How will meta-data be stored and managed?*

*How will unique identifiers be managed?*

*What naming schemes will be used?*

*Data Dictionaries/Taxonomies/Ontologies?*

## **3 Data Storage and Preservation**

### 3.1 Storage and Backup During the Project

*Who is responsible for the stored data?*

*Who is responsible for data backups?*

*What digital and non-digital data will be stored?*

*Where will the data be stored and backed up, what policies will be in place?*

*What will be the access controls on data stored?*

*What are the backup procedures for data generated?*

### 3.2 Data Capacity & Volume

*Volumes of data and rates of creation and ingestion?*

### 3.3 Security

*Are there any data with specific security issues?*

*How will security be enforced in the system?*

### 3.4 Operation Storage Post-Project Completion

*How will data be stored after the project has been completed?*

*What mechanisms, policies, agreements, etc. will be used to manage data after the project has been completed?*

### 3.5 Long Term Archiving and Preservation

*What data will be archived?*

*Where will data be archived?*

*Who will manage and administer the archive?*

*What meta-data will be required?*

*What will be the access controls?*

*What will be the retention and disposition policies?*

### 3.6 Roles and Responsibilities

*Who makes decisions regarding the overall data management (e.g., PI)?*

*Who makes decisions regarding day-to-day data management (e.g., PI)?*

*What is the role and responsibility of the organization that preserves the data (e.g., JHU Sheridan Libraries)?*

## 4 Data Retention

*How long will each type of data be kept? And why?*

*When will data be made available for sharing?*

*Are there any data embargoes, if so what?*

*When will the data be made public?  
What is the archival lifecycle and retention policy for archived data?*

#### 4.1 Operational Data

*Who will be responsible for the data in the near-term following project completion?*

#### 4.2 Archival Data

*Who will be responsible for the data for long-term archiving (beyond the most active use of the data)?*

### 5 Data Sharing and Dissemination

*What data will be shared?  
When will data be shared?  
What restrictions are there on subsequent data use?  
How will the data be made available?  
What meta-data will be generated to ensure the data is accessible?*

#### 5.1 Stakeholders

*Who will data be made available to?  
What data will be made available to what stakeholders?*

#### 5.2 Privacy and Confidentiality

*Are there any data with privacy issues?  
Are there any data relating to human subjects, and what policies need to be adhered to?  
How will any such privacy requirements be enforced?*

#### 5.3 Ownership, Copyright and IP

*Is any of your data copyrightable (i.e. non-factual in nature)? If so, who holds that copyright (e.g. PI, university, funder)?*

#### 5.4 Third Party Data

*Is any of the data owned by someone else?  
What are the conditions of use, sharing and dissemination?*

## 5.5 Legal and Regulatory

*Describe any other legal and/or regulatory constraints on sharing and dissemination of data.*

## 5.6 Re-Use

*What is the policy on re-use of the data, citations, and production of derivatives?*

## 5.7 Ethical Requirements

*Does this work involve human subjects, and if so what policies and procedures must be adhered to?  
What other ethical requirements are in place for the data generated?*

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