Template & Basic Content for a Data Management Plan

Expected Data
- Describe types of data, samples, physical collections, software, curriculum materials, and other materials produced during the project.
- Describe what will be retained.
- Describe the potential impact within and outside researcher’s own field and how you will maximize the data value.

Period of Data Retention
Describe a period that should be a minimum of three years after the award conclusion or three years after public release. You should reasonably be able to make data accessible immediately after publication. Take into consideration longer retention periods, such as with patents or longitudinal data sets.

Data Formats, Short-Term Storage, and Dissemination
- Describe the specific data formats, media, and dissemination approaches, including metadata. Important to use existing standards appropriate to the discipline.
- Describe how you will use local storage (and back up and security) prior to your long-term archiving and preservation.
- Describe policies for public access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property or other requirements.
- If a center or major partnership with industry or user communities, address how data are to be shared and managed with partners, center members, and other major stakeholders.
- If needed, state publication delay policies.

Long-term Data Storage and Preservation of Access
- Describe physical and cyber resources and facilities that will effectively store and preserve research data. Your options include the Scholar@UC institutional repository (boilerplate text below), or another appropriate data repository or archive (e.g., NCBI), or posted online on a project website.
- You will need to outline the roles and responsibilities of all parties in managing and retaining the research data. Include the plan for what happens if a PI or co-PI leaves the institution.
- Note: In collaborative proposals or proposals with sub-awards, the lead PI is responsible for assuring data storage and access.

Note: Explanations of costs should be in the budget justification page, not the DMP.

Boilerplate text: Data Sharing and Preservation with the Scholar@UC Institutional Repository
A long-term data sharing and preservation plan stores and makes publicly accessible the data beyond the life of the project. The data will be deposited into the UC Institutional Repository, Scholar@UC - http://scholar.uc.edu. Scholar is an open access platform based on the Samvera open source framework for dissemination and archiving of university research data. Data files in Scholar are written to an Isilon storage system with several backup copies, two in local geographically separated University of Cincinnati Data Centers and one in a remote data center. The local Isilon cluster stores the data in such a way that the data can survive the loss of any two disks or any one node of the cluster. Within two hours of the initial write, data replication to the 2nd Isilon cluster commences. The 2nd cluster employs the same protections as the local cluster, and both verify with a checksum procedure that data has not altered on write. In addition, Scholar provides long-term preservation of digital data files using services such as secure backup, bit-level checksums, and maintains a persistent DOIs for data sets, facilitating data citations. Archival copies and their associated metadata will be sent to Academic Preservation Trust for long-term preservation. APTrust keeps at least six copies of all content (files and metadata) in the cloud in two geographically distinct data centers and regularly uses checksum algorithms to confirm that all copies still agree.

For assistance, contact AskData@uc.edu or visit http://libraries.uc.edu/digital-scholarship/data-services

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