# DMP Tool Customized Text and Resources: NEH Office of Digital Humanities: Digital Humanities Implementation Grants

Please fill out the following chart with information specific to your institution for this grant. (There is a separate form to provide info and links that will appear on every screen for your institution).

You are not limited to two resources for each question; just add a row in the table to provide additional resource links. You can repeat resources that are relevant to more than one question.

Institution-specific help text will appear after the help provided to all DMP Tool users. The default help text is included at the end of this document.

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|  |  | **Institution:** | | | |
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| ***NEH-DHIG***  ***Requirements*** | *Question Specific Resource URL* | *Question Specific Resource Link Text* | *Suggested Answer* | *Institution-Specific Help Text* |
| **Section 1: Roles and Responsibilities** | SU: Stanford Digital Repository Data Deposit | https://lib.stanford.edu/sdr/data-deposit |  |  |
| **Section 2:** *Expected data* | SU: Managing Your Data | https://lib.stanford.edu/ data-services/manage |  |  |
| SU: File Formats | https://lib.stanford.edu/ data-management-services/file-formats |
| SU: Preserve | https://lib.stanford.edu/data-services/preserve |
| SU: Back Up Your Data | https://lib.stanford.edu/data-services/manage#back-up-your-data |
| **Section 3:** *Period of data retention* | SU: Decide How to Share | https://lib.stanford.edu/data-services/plan#decide-how-to-share |  |  |
| SU: Intellectual Property | http://rph.stanford.edu/Chpt5.html |
| SU: IRB - Protecting Patient Information | http://humansubjects.stanford.edu/hrpp/Chapter11.html#ch11\_2 |
| **Section 4:** *Data formats and dissemination* |  | SU: File Formats | https://lib.stanford.edu/ data-management-services/file-formats |  |  |
| SU: Decide How to Share | https://lib.stanford.edu/data-services/plan#decide-how-to-share |
| SU: Intellectual Property | http://rph.stanford.edu/Chpt5.html |
| SU: IRB - Protecting Patient Information | http://humansubjects.stanford.edu/hrpp/Chapter11.html#ch11\_2 |
| SU: Metadata Overview | https://lib.stanford.edu/data-management-services/metadata-overview |
| SU: A Basic Approach to Metadata | https://lib.stanford.edu/ data-management-services/basic-approach-metadata |
| SU: Metadata for Long-Term Preservation | https://lib.stanford.edu/ data-management-services/metadata-long-term-preservation |
| **Section 5:** *Data storage and preservation of access* |  | SU: Preserve | https://lib.stanford.edu/data-services/preserve | Digital content ingested to the Stanford Digital Repository’s preservation core is replicated multiple times and stored in geo-diverse locations on different media types. All content is audited systematically to ensure that the bits are maintained exactly as deposited, and a log of preservation actions is kept to help ensure the content’s integrity. The repository is built using open-source software widely adopted across the research community, with dedicated staffing by digital preservation experts. Access is controlled using strict authentication policies and enterprise-level security mechanisms. Metadata describing the content is indexed for searching, and copies of ingested content are provided via persistent URLs to authorized users via Stanford’s digital library environment. | The Stanford Digital Repository (SDR), a service offered by the Stanford University Libraries, provides digital preservation, hosting, and access services that enable researchers to preserve, manage and share research data in a secure environment for long-term citation, access and re-use.  Depositing data into the Stanford Digital Repository requires your acceptance of the Terms of Deposit set forth by the University and may incur associated fees.  Before you commit to using the Stanford Digital Repository for your ongoing data preservation and access needs, please contact [sdr-contact@lists.stanford.edu](mailto:sdr-contact@lists.stanford.edu" \t "_blank) for detailed information regarding terms of deposit, terms of use, fee structure, as well as embargo and licensing options. |
| SU: Stanford Digital Repository Data Deposit | https://lib.stanford.edu/sdr/data-deposit |
| SU: Subject-Specific Repositories | https://lib.stanford.edu/?q=data-management-services/data-repositories |