# DMP Tool Question Resources: NSF – BIO

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.

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| ***NSF-BIO Requirements (2013-)*** | *Question Specific Resource URL* | *Question Specific Resource Link Text* | *Suggested Answer* | *Institution-Specific Help Text* |
| **Section 1: D**ata Collected, Formats and Standards | SU: Managing Your Data | https://lib.stanford.edu/ data-services/manage |  | The following are some of the commonly-used tools available to Stanford researchers who are collecting and managing patient health or other personal information. You may wish to include information about how you are using these tools to manage data for your specific project. See https://clinicalinformatics.stanford.edu/services/datamanage.html for more information.  REDCap:  REDCap (Research Electronic Data Capture) is an application for building and managing online databases. The Stanford Center for Clinical Informatics (SSCI) runs and supports a secure, local Stanford installation of REDCap for the Stanford research community at no cost. REDCap provides a web-based interface for collecting data with data validation and includes the ability for automated export to statistical packages. The software also includes data logging for HIPAA compliance and the ability for administrators to define access rights on a per-user basis. Data stored in production REDCap databases is not automatically purged, but archiving of completed within REDCap is recommended. In the event the REDCap service were to be replaced or discontinued, all project owners would be notified and plan devised that would allow ample time for owners to export their data.  See https://clinicalinformatics.stanford.edu/services/redcap.html for more information.  STRIDE:  The Stanford Center for Clinical Informatics (SSCI) provides access to clinical information for research purposes through STRIDE -- Stanford Translational Research Integrated Database Environment. The cornerstone of STRIDE is a clinical data warehouse that integrates historical and current clinical data from the Lucile Packard Children's Hospital and Stanford Hospital and Clinics. STRIDE is a highly secure environment utilizing encryption, fine-grained access control, robust auditing and detailed data segregation. Additionally, STRIDE has a robust access control framework with well-defined access granting authorities and access control groups. Consequently STRIDE meets or exceeds the requirements of the HIPAA Privacy and Security regulations. Privacy protection is further enhanced by requiring IRB approval for all research projects using STRIDE clinical data.  See https://clinicalinformatics.stanford.edu/research/stride.html for more information.  Qualtrics:  Qualtrics is an online survey tool with customizable templates, the ability to send and track invitations and reminders, and in-depth reporting. The service includes the ability to generate reports, view statistics, and export data for analysis. Qualtrics may be used to store and transmit restricted and confidential data, such as patient health information and research data.  See http://med.stanford.edu/irt/web/site\_tools/qualtrics.html for more information. |
| SU: File Formats | https://lib.stanford.edu/ data-management-services/file-formats |
| 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 |
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| **Section 2:** *Data Storage and Preservation* | 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: Back Up Your Data | https://lib.stanford.edu/data-services/manage#back-up-your-data |
| SU: Stanford Digital Repository Data Deposit | https://lib.stanford.edu/sdr/data-deposit |
| **Section 3:** *Dissemination Methods* | SU: Stanford Digital Repository Data Deposit | https://lib.stanford.edu/sdr/data-deposit | 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: Subject-Specific Repositories | https://lib.stanford.edu/?q=data-management-services/data-repositories |
| **Section 4:***Policies for Data Sharing and Public Access* | 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 5:** *Roles and Responsibilities* | SU: Stanford Digital Repository Data Deposit | https://lib.stanford.edu/sdr/data-deposit |  |  |
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