# DMP Tool Customized Text and Resources: IMLS

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: The University of North Carolina at Chapel Hill** | | | |
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| ***IMLS***  ***Requirements*** | *Question Specific Resource URL* | *Question Specific Resource Link Text* | *Suggested Answer* | *Institution-Specific Help Text* |
| **Section 1:** *Summary of Research and Data* |  |  | See below |  |
| **Section 2:** *Approval Requirements* | http://research.unc.edu/offices/human-research-ethics/index.htm | UNC Office of Human Research Ethics | See below |  |
| **Section 3:** *Data Restrictions* | http://research.unc.edu/offices/human-research-ethics/index.htm | UNC Office of Human Research Ethics | See below |  |
| http://www.lib.unc.edu/reference/data\_services/researchdatatoolkit/confidentialdata.html | UNC Protecting Confidential Data |
| **Section 4:** *Additional Documentation* |  |  | See below |  |
| **Section 5:** *Intellectual Property Rights* | http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html | Summary of HIPAA Privacy Rule | See below |  |
|  | http://research.unc.edu/offices/human-research-ethics/index.htm | UNC Office of Human Research Ethics |
|  | http://www.unc.edu/campus/policies/copyright%20policy%2000008319.pdf | UNC Copyright Policy |  |  |
| **Section 6:** *Tools Used in Collecting and Generating Data* |  |  |  | See below |  |
| **Section 7:** *Metadata* |  | http://www.lib.unc.edu/reference/data\_services/researchdatatoolkit/metadatastandards.html | UNC Metadata Standards/Schema | See below |  |
| **Section 8:** *Storage and access* |  | http://help.unc.edu/CCM3\_020433 | UNC Information Security Policies | See below |  |
| **Section 9:** *Long-term Planning and Archiving* |  | http://www.lib.unc.edu/reference/data\_services/researchdatatoolkit/campusresources.html | UNC Data Management Campus Resources | See below |  |
| http://www.lib.unc.edu/reference/data\_services/researchdatatoolkit/repositories.html | Data Repositories External to UNC |
|  | http://help.unc.edu/CCM3\_020433 | UNC Information Security Policies |
| **Section 10:** *Depositing Data in a Repository* |  | http://www.lib.unc.edu/reference/data\_services/researchdatatoolkit/campusresources.html | UNC Data Management Campus Resources | See below |  |
| http://www.lib.unc.edu/reference/data\_services/researchdatatoolkit/repositories.html | Data Repositories External to UNC |
| **Section 11:** *Data Management Plan Review* |  | http://www.lib.unc.edu/reference/data\_services/researchdatatoolkit/campusresources.html | UNC Data Management Campus Resources | See below |  |

**Suggested Answers**

**Disclaimer:** Suggested answers are not necessarily applicable or complete for all data. Please adjust and supplement all answers for your particular data management plan, for more information or assistance with DMPs please contact Odum Institute Data Archive: [odumarchive@unc.edu](mailto:odumarchive@unc.edu)

**Section 1:** This Data Management Plan (DMP) covers the data which will be collected for <input type of study> at The University of North Carolina at Chapel Hill. The study is projected to be conducted between <input dates of study>. The study will collect <input types of data to be collected>. No other personal identifiers will be collected during the study apart from those identified above.

<Input focus of study, information on selection of subjects, and how results will be recorded>

**Section 2:** There are no requirements <input requirements if applicable> stipulated by the funding or partner organizations regarding these data. Comprehensive institutional and research group guidelines specified by UNC-Chapel Hill were applied regarding the collection of this data. The research study, procedure, and methodology have been approved by the UNC-Chapel Hill Institutional Review Board. There are no additional requirements associated with the data being submitted.

**Section 3:** Sensitive data will be collected during this study and will include personal identifiers. Subject confidentiality will be maintained in strict compliance with HIPAA Privacy Rules and De-Identification Standards, as well as UNC Office of Human Research Ethics guidelines. Data collected during this study will be archived with H.W. Odum Institute for Research in Social Science located at UNC‐Chapel Hill, where it will be stored in the Odum Institute Dataverse Network (DVN). The DVN is a virtual archive application that provides long-term storage and enables public access to data sets. The data will be de‐identified prior to submission to the archive in accordance with all requirements of the UNC Institutional Review Board. There will be no additional restrictions or permissions required for accessing the data.

**Section 4:** This study will use a questionnaire <adjust as needed> as the data collection instrument. The instrument, codebooks, and all other associated documentation will accompany the data deposited into the Odum Institute Data Archive to ensure that all metadata required for subsequent analyses, verification, and interpretation are available.

**Section 5:** The study investigators retain copyright ownership of the data, while granting UNC-Chapel Hill a non-exclusive, non-transferable, royalty-free license to use the work for the University’s own educational or research use in accordance with the Copyright Policy of UNC-Chapel Hill updated on January 1, 2009. Upon depositing the data into the Odum Data Archive, the study investigators will give permission of rights to store, distribute, copy, and re-format the data for purposes of making the content available for preservation and access in accordance with Odum Institute’s Terms of Use for the DVN.

**Section 6:** This study will generate/create/capture <input type of data>. The associated data types will be captured using Qualtrics survey software <adjust software as needed>, which is a web-based survey application hosted by the Odum Institute at UNC. Analysis will be performed using SPSS data analytics tools <adjust analysis tools as needed>, which has been widely adopted in the discipline and enables the execution of various analysis techniques. The researchers are not aware of any issues regarding the effects or limitations of these formats regarding the data being submitted.

**Section 7:** General metadata related to the survey topic will be created for the data being submitted. The associated metadata will be manually created in XML file format <adjust file format as needed>. DDI metadata standards <adjust standards as needed> will be applied during the creation of the metadata. All supporting documentation and metadata including codebooks, and instruments will be transferred to the Odum Institute for long-term management and preservation.

**Section 8:** During the implementation of the survey, associated research data will be physically stored on a password-protected secure server maintained by UNC-Chapel Hill using standard SPSS file formats. No data will reside on portable or laptop devices, and no other external media/format(s) will be used for data storage. Research data is backed up on a daily basis. The researchers are currently responsible for storage, security, maintenance, and back-up of the data. The specific storage volume of the data being submitted will be not more than 1GB maximum <adjust size of storage volume as needed>.

**Section 9:** Any data collected during this study will be archived with H. W. Odum Institute for Research in Social Science located at UNC-Chapel Hill. The Odum Institute’s experience with, and commitment to, secure data archiving is well established and is in keeping with established UNC Information Security Policies. The long-term strategy for the maintenance, curation and archiving of the data will be implemented when the data and associated research are transferred to the Odum Institute for archiving using the Odum Institute Dataverse Network (DVN). As a result of this arrangement, there are no specific financial considerations of which the researchers are currently aware which might impact the long‐term management of the data.

**Section 10:** The data and metadata collected during this study will be deposited at the Odum Institute Data Archive. As a member of the Data Preservation Alliance for the Social Sciences (Data-PASS) and the Library of Congress National Digital Stewardship Alliance (NDSA), Odum provides a strong archival and data distribution resource to the project. As a member of Data-PASS, Odum is prepared to designate a successor for its holding if necessary and provides an infrastructure for storage of copies of data archives at several partner organizations.

There will be no additional restrictions or permissions required for accessing the data. There is no agreement in place regarding either an embargo period <input embargo period if applicable> or right of first use for this data <if right of first use is applicable, suggested answer-There is an agreement regarding the right of the original data collector, creator or principal investigator for first use of the data>.

**Section 11:** <Input plans for reviewing DMP prior to accession into Odum>. The research and archival staff of the Odum Institute will review this DMP upon accession of the data in order to ensure and demonstrate compliance. The DMP will again be reviewed by Odum Institute research and archival staff prior to ingest and release into the DVN.