# 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: The University of North Carolina at Chapel Hill** | | | |
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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** | http://research.unc.edu/offices/human-research-ethics/index.htm | UNC Office of Human Research Ethics | See below |  |
| **Section 2:** *Expected data* | http://research.unc.edu/offices/human-research-ethics/index.htm | UNC Office of Human Research Ethics | See below |  |
| **Section 3:** *Period of data retention* | http://policy.sites.unc.edu/files/2013/05/Copyright.pdf | UNC Copyright Policy | See below |  |
| **Section 4:** *Data formats and dissemination* |  | http://research.unc.edu/offices/human-research-ethics/index.htm | UNC Office of Human Research Ethics | See below |  |
|  | http://help.unc.edu/help/securing-sensitive-information/ | UNC Securing Sensitive Information |
| **Section 5:** *Data storage and preservation of access* |  | http://help.unc.edu/CCM3\_020433 | UNC Information Security Policies | 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) was created on <input date> for submission to the National Endowment for the Humanities (NEH) as required by NEH guidelines in the interest of securing funding for this project. The aim and purpose of this DMP is to detail and guarantee the preservation of data collected during this project, as well as any results derived from the associated research. This DMP is intended for review by relevant NEH personnel, as well as Odum Institute staff and The University of North Carolina at Chapel Hill (UNC‐Chapel Hill) staff affiliated directly with this study and the collection and preservation of the associated data and research. Pending project funding, ongoing review of this plan will ensure preservation of and access to this data.

The Principal Investigator <adjust as needed> will serve as the primary manager and custodian of the research data during the active phase of research. Any delegation of data management tasks to other project staff in the event of the PI leaving the project will be completed only after training by the PI. Technical and equipment support for data management is provided by current UNC-Chapel Hill technical infrastructure and research services. No additional funding will be required for data management tasks. <Input more specific information concerning project management, training, time allocations, and funding the management of your data as needed>

Upon completion of this project, data collected will be archived with H. W. Odum Institute for Research in Social Science located at the UNC-Chapel Hill <adjust as needed>. The data will be stored in a specific virtual archive and will be made publicly available through the Odum Institute Dataverse Network (DVN). The Odum Institute Data Archive is a well-established and trusted archive in the social science field. 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.

**Section 2:** This DMP covers the data which will be collected for <input type of project> at the UNC-Chapel Hill. The project is projected to be conducted between <input dates of project>. The project will collect <input types of data to be collected>. During the active phase of the project, associated research data will be physically stored on a password-protected secure server maintained by UNC-Chapel Hill using standard <input file format>. No data will reside on portable or laptop devices, and no other external media/format(s) will be used for data storage. Research data will be backed up on a daily basis. No personal identifiers will be collected during the study.

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

**Section 3:** The researchers associated with this study are not aware of any reasons which might prohibit the sharing and re‐use of the data being submitted. The data being submitted will be made publicly available through the Odum Institute for Research in Social Science located at UNC-Chapel Hill by <input date>. 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 4:** The associated data types will be captured using <input software as needed>. Analysis will be performed using SPSS data analytics tools <adjust analysis tools as needed>, which has been adopted in a variety of disciplines 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.

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>. Dublin Core 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 5:** Any data and supporting documentation 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 specific storage volume of the data being submitted will not be more than 2GB maximum.

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. 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.