VI. IEP Data Management Plan

YEAR: PEN: DATE UPDATED: START DATE:

STUDY TITLE:

PRINCIPAL INVESTIGATOR: Individual(s) responsible for the project. Include name, agency, e-mail, & phone.

POINT OF CONTACT: Individuals who data users should contact for access to the data or questions about the data. Include name, agency, e-mail, & phone number or write "same as above."

DATA DESCRIPTION: A very brief description of the information to be gathered; the nature and scale of the data that will be generated or collected. Include approximate size (in MB) of the resulting data set.

RELATED DATA: Optional. Existing datasets that you incorporate into analysis and reporting for this program element, existing data that are relevant to your study, or data that are collected simultaneously.

METADATA: A description of the metadata to be provided along with the generated data, including the metadata standards used. Provide the file name and information on how users can access the metadata (e.g., a link).

STORAGE & BACKUP: A description of the short-term storage methods and backup procedures for the data, including the physical and electronic resources to be used for the short-term storage of the data.

ARCHIVING & PRESERVATION: The procedures for long-term archiving and preservation of the data, including succession plans for the data should the expected archiving entity go out of existence.

ACCESS & SHARING: A description of how data will be shared. Include (1) access procedures, (2) embargo periods, (3) technical mechanisms for dissemination (e.g., website addresses, listserv information), (3) whether access will be open or granted only to specific user groups, and (4) a timeframe for data sharing and publishing.

FORMAT: Formats in which the data will be generated, maintained, and made available. Include BOTH general data type (e.g., spreadsheet, relational database) and file format (extension).

QUALITY ASSURANCE: Brief description of procedures for ensuring data quality. Provide links to Quality Assurance Project Plan and/or QA/QC Standard Operating Procedures.

RIGHTS & REQUIREMENTS: A link to or instructions to locate the agency's rights and requirements for data use