# 1. General Description of Data to be Acquired and Managed

## 1.1. Name of the Data, data collection Project, or data-producing Program:

## 1.2. Project or data collection goal:

[Short paragraph description of the goals of the project or data collection program]

1.3. Is this a one-time data collection, or an ongoing series of measurements?

## 1.4. Organization(s) involved in data collection:

## 1.5. Brief description of sample or data collection methods:

[Very short description of how samples are collected]

Examples: CTD casts from research vessel, filters from autonomous underwater vehicles, trawl surveys from a research vessel, museum specimens

## 1.6. Actual or planned temporal coverage of the data:

[provide range of dates with year/month/day, or single date]

## 1.7. Actual or planned geographic coverage of the data:

[provide list of latitude and longitude, ranges of latitude and longitude, or name of geographic location (e.g., 5 sites in Biscayne Bay, FL)]

## 1.8. Types of data:

[Provide a table of data types that will be generated, with file formats and metadata standards if applicable)

## 1.9. Are there any restricted designations for acquired data?

# 2. Point of Contact for this Data Management Plan

[who will be carrying out the data management activities, provide a table if more than 1 person]

2.1. Name:

2.2. Title:

2.3. Affiliation or facility:

2.4. E-mail address:

2.5. Phone number:

# 3. Data Management Workflow

Processing workflow of the data from collection or acquisition to making it publicly accessible (describe or provide URL of description):

[Work flows should describe sample collection and storage, collection and storage of sample metadata, storage of processed samples (eg, extracted DNA, PCRs), storage of raw and processed data, and how data and metadata will be made publicly accessible. Also address: how will the data be protected from accidental or malicious modification or deletion prior to receipt by an archive?]

## 3.1. Sample collection, storage, and processing

[How are samples collected? How are they stored? How are they associated with sample metadata?]

## 3.2. Sample metadata storage and processing

[What additional information is collected about samples? How is that sample metadata stored? What standards are used? How is sample metadata backed up?]

## 3.3. Processed sample storage and accessibility (eg, extracted DNA, PCRs)

[How are samples processed for omics analysis? How and where are the processed materials stored? Are they publically available?]

## 3.4. Raw data storage and accessibility

[What format is raw ‘omics data in? Where is it stored? How is it backed up? Where will raw ‘omics data be submitted for public accessibility?]

3.5 Processed data storage and accessibility

[What types of processed ‘omics data will be generated? Where will it be stored and how will it be backed up? How will these data be made publicly available? How will these data be associated with raw data and sample data?]

3.6 Analysis metadata accessibility

[What format is your analysis metadata (eg, scripts, details on analysis workflow)? Where will it be stored and how will it be backed up? How will these data be made publicly available? How will these data be associated with raw data and sample data?]

3.7 Quality control procedures employed (describe or provide URL of description):

# 4. Data Access

## 4.1 Are there any restrictions on access or use of the data?

4.2 Intended data access method(s):

[Specify: Web Service; API; FTP Bulk Download; HTTP Bulk Download; Website, web page, or portal; Asynchronous Ordering Service; To Be Determined; Unable to Provide

Access; Limited Access Only; or No Access Intended]

4.3 Tentative dissemination date by which data will be made publicly available per

timeliness requirement:

[(Specify: [Exact Date]; No Delay; one year from Collection; one year from QA/QC; or

2 years from QA/QC; Exceeds 2 years from QA/QC; To Be Determined; Unable to

Provide Access; Limited Access Only; or No Access Intended]

# 5. Data Preservation and Protection

## 5.1 Actual or planned long-term sample and data archive location:

[recommend bullet points or a table with rows for each data and sample type, including the data/sample storage facility prior to being sent to an archive facility (if any), long-term archive location, whether a repository or physical storage location]

5.2. Approximate delay between data/sample collection and submission to an archive facility:

5.3. How will the data be protected from accidental or malicious modification or deletion

prior to receipt by the archive? Discuss data back-up, disaster recovery/contingency

planning, and off-site data storage relevant to the data collection:

# 6. Resources

*Programs must identify resources within their own budget for managing the data they produce.*

6.1. Are there the appropriate level of resources available to manage these datasets

throughout the data life cycle, including dissemination (make publicly available) and archiving?

6.2. What is the approximate percentage of the overall project budget for these data

devoted to data management to ensure compliance with data management

requirements (specify percentage or “unknown”):