# 1. General Description of Data to be 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. Organization(s) involved in data collection:

## 1.4. 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

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

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

## 1.6. 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)]

## 1.7. Types of data:

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

# 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?]

# 4. Quality Control

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

## 4.1 Sample metadata (e.g., sample date, GPS coordinates):

## 4.2 Data provenance:

## 4.3 Omics data QC:

# 5. Data Preservation and Protection

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

[recommend bullet points or a table with rows for each data type, including the long-term archive location, whether a repository or physical storage location]