*This preliminary README will be used to evaluate a project's plan to successfully manage source code developed as part of an ITS JPO-funded project, including the project's commitment to open source development and publicly accessible code in a way that addresses Confidential Business Information and Personally Identifiable Information (PII) concerns. Successful Applicants should use the inputs of this Preliminary README as the basis for their source code's post-award README. Applicants are encouraged to provide any additional information in this template that they believe relates to successful source code management. Italicized text provides instructions or examples for this template and should be deleted and replaced with information from the Applicant before submission. **ITS JPO understands that not all the below information may be known before a project begins, but asks that Applicants provide as much information as possible for their plans to create and manage source code.***

1. Project Overview

1.1 Project Description

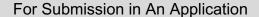| Project Title	Project Description
Provide your project's anticipated title	*Insert a two-three sentence description of your project, including the purpose and goals of the project and how developed source code is anticipated to contribute to the goals of the project*

1.2 Source Code Structure

Provide a description and, as appropriate, a diagram of the anticipated structure of your source code, such as how many repositories and sub-repositories you anticipate creating and how they relate to each other.

2. Code Stewardship

- **Source Code Owner**: *List who the owner of the source code is intended to be. The source code owner is the person or organization that has the authority, ability, and responsibility to access, create, modify, store, use, share, and protect the source code. Source code owners have the right to delegate these privileges and responsibilities to other parties. Please note the source code owner may be the U.S. DOT for U.S. DOT-funded research projects.*
- **Source Code Steward**: *List who the steward for the source code is intended to be. The source code steward is, at the direction of the source code owner, the person or organization that is delegated the privileges and responsibilities to manage, control, and maintain the quality of a source throughout the source code life cycle. The source code steward may also apply appropriate protections, restrictions, and other safeguards depending on the nature of the source code, subject to the direction of the source code owner. The source code steward may be the recipient of U.S.DOT-funded research projects or one of the recipient's partner organizations.*

Source Code Repository Title	Source Code Owner	Source Code Steward
Title of anticipated source code repository for the project	*Ex. U.S. DOT*	*Ex. City of Tampa DOT*

3. Access

3.1 Access Level

Can all anticipated source code from this project be shared with the public or is controlled access anticipated to be required for at least some of the source code?

☐ All Public Access ☐ Some/All Controlled-Access

3.1.1 Source Code Requiring Controlled Access

This section is required if "Some/All Controlled Access" is selected above.

Source Code Repository Title	*Reason(s) for Controlled Access*	*Safeguarding Methods and Processes*
Anticipated title of source code repository for the project	*Detail what in the source code is anticipated to require controlled access and why controlled access may be needed for those elements*	*Describe the planned methods and processes that will be taken to safeguard elements of the code anticipated to require controlled access, such as redacting elements of the code*

2.2 Licensing

List and hyperlink, if possible, what license will be applied to each source code repository. Multiple repositories may reference the same license. The ITS JPO recommends the use of the Creative Commons Zero (CC0) license. See the [ITS JPO's Open License Guide](#) for more details regarding ITS JPO's guidelines on use of licenses for source code. If any license other than CC0 is selected for a repository, please describe why that license was chosen.

Source Code Repository Title	License Used	Reason(s) for Other License
Title of anticipated source code repository for the project	*[Creative Commons Zero (CC0) 1.0 Universal](#)*	*N/A*

2.3 Source Code Storage and Retention

List where the source code is anticipated to be stored, who owns that storage system, when source code storage is anticipated to begin, how frequently new versions of the source code are anticipated to be released once development begins, and how source code is anticipated to be preserved in that storage system.

Source Code Storage System Name	Source Code Storage System Owner	Source Code Title(s)	Initial Storage Date	Frequency of Update	Archiving and Preservation Period
Ex. GitHub	*Ex. USDOT*	*Name the anticipated source code repository(ies) that may be stored in this system*	*Ex. Six months after award*	*Every two weeks*	*Ex. Five years*