**NEH**

Read one of the research cases. Fill in the areas below based on what you read and determine if there are areas that cannot be answered.

1. Responsibilities: Outline the staff/organizational roles and responsibilities for implementing this DMP.
   1. What are the contributions of named parties, including non-project staff?   
      *(Who will be responsible for data management and for monitoring the DMP? How will adherence to this DMP be checked or demonstrated? Who will have responsibility over time for decisions about the data once the original personnel are no longer available? What process is in place for transferring responsibility of the data?)*
2. Data Details
   1. What data will be generated in the research?
   2. How will you capture or create the data?
   3. Which file formats will you use for your data and why?
3. Storage
   1. Where (physically) and on what media will you store the data during the project’s lifetime?
   2. How will you back up the data during the project’s lifetime and how regularly will backups be made?
4. Contextual Details Needed to Make Data Meaningful to Others
5. What contextual details (metadata) are needed to make the data you capture or collect meaningful? Which metadata standards will you use and why?
6. Preservation and access
   1. What data will be preserved and shared? What transformations will be necessary to prepare data for preservation and data sharing?
   2. How long will the original data collector/creator/PI retain the right to use the data before opening it to wider use? Explain details of any embargo periods for political, commercial, patent, or publisher reasons.
   3. Will any permission restrictions need to be placed on the data and what is the process for gaining access to the data?
   4. How will you manage data with sensitive information?