**NSF Generic Data Management Plan Contents**

**(Version 2.2 of DMP Checklist)**

Plans for data management and sharing of the products of research. This supplement should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results (see [AAG Chapter VI.D.4](http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/aag_6.jsp#VID4)), and may include:

1. **Types of data**, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project;

### 4.1 What does the term ‘data’ comprise for the research? (Data description, including volume, type, content to be created etc.)

### 4.2 What data types will you be creating or capturing? (e.g. experimental measures, qualitative, raw, processed)

**4.4** How will you capture or create the data? (This should cover content selection, instrumentation, technologies and approaches chosen, methods for naming, versioning, meeting user needs, etc, and should be sensitive to the location in which data capture is taking place.)

1. **Standards** to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies);

**4.5** Which file formats will you use, and why? (e.g. recourse to staff expertise, Open Source, accepted standards, widespread usage.)

**4.6.1** What contextual details are needed to make the data you capture or collect meaningful?

**4.6.2** How will you create or capture these metadata?

**4.6.3** What form will the metadata take?

**4.6.5** Which metadata standards will you use?

**4.7** Why have you chosen particular standards and approaches for metadata and contextual documentation? (e.g. recourse to staff expertise, Open Source, accepted domain-local standards, widespread usage)

1. **Policies for access and sharing**

**3.2.2** How and when will you make the data available?

**3.2.4** What is the process for gaining access to the data?

**3.2.5** Will access be chargeable?

**3.3.1** Is there a right-of-first-use agreement for the original data collector/ creator/ principal investigator?

**3.3.2** Details of any embargo periods for political/commercial/patent reasons

**Provisions** for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;

**2.1.1** Are there ethical and privacy issues?

**2.1.2** If so, how will these be resolved? (e.g. anonymisation of data, institutional ethical committees, formal consent agreements.)

**2.1.3** Is the data 'personal data' in terms of the Data Protection Act 1998 (the DPA)? (Need equivalent HIPAA requirement)

**2.1.4** What have you done to comply with your obligations under the DPA? (Need equivalent HIPAA requirement)

**2.2.1** Is the dataset covered by copyright or the Database Right? If so, who owns the copyright and other intellectual property? (Ideally, this should address the risk of movement of staff between institutions mid-project.)

**2.2.2** How will the dataset be licensed if rights exist? (e.g. any restrictions or delays on data sharing needed to protect intellectual property, copyright or patentable data.)

1. **Policies and provisions for re-use, re-distribution**, and the production of derivatives;

**3.2.3** Will any permission restrictions need to be placed on the data?

**3.1.2** Which bodies/groups are likely to be interested in the data?

**3.1.3** What and who are the intended or foreseeable uses / users of the data?

**3.1.4** Are there any reasons not to share or re-use data? (Suggestions: ethical, non-disclosure, etc.)

**5.4.1** How will you manage access arrangements and data security?

1. **Plans for archiving** data, samples, and other research products, and for

**6.1** What is the long-term strategy for maintaining, curating and archiving the data? (Reminder that project can consult institutional archivist(s) and/or records managers in long-term retention plans.)

**6.3** Which archive/repository/central database/ data centre have you identified as a place to deposit data?

**6.5** What transformations will be necessary to prepare data for preservation / data sharing? (e.g. data cleaning/anonymisation where appropriate.)

**6.6** What related (representation) information will be deposited? (e.g. references, reports, research papers, fonts, the original bid proposal, etc.)

**Preservation of access** to them.

**6.2.1** On what basis will data be selected for preservation?

**6.2.2** How long will/should data be kept beyond the life of the project? (N.B. this may simply link to relevant institutional or funding body requirements/ policies: political, temporal, commercial, legal).

**6.8** What procedures does your intended long-term data storage facility have in place for preservation and backup?