Data Management Planning Checklist & Resources*

1. **What are the types of data that may be produced as part of this project?**
   - ☐ How will data be collected (e.g., instrumentation, observation, survey, etc.)?
   - ☐ Is it possible to regenerate the data? What are the implications for your research if the data are lost or became unusable later?
   - ☐ What types of data will be produced, how much, and at what rate? Are the data types or the creation rate of data expected to change over time?
   - ☐ What are the tools or software you will be using to create/process/analyze/visualize the data?
   - ☐ What are your access, storage, and backup strategies?

2. **What standards will you be using for data collection, documentation, description, and metadata?**
   - ☐ How do you document data collection procedures?
   - ☐ How will you ensure good project and data documentation? Who is responsible for implementing this data management plan?
   - ☐ What directory and file naming conventions will you be using?
   - ☐ What project and data identifiers will be assigned?
   - ☐ Will you use disciplinary or community standards for data formatting, description, interoperability, or sharing for any of the data you collect?

3. **What steps will you take to protect your or your participant's security, privacy/confidentiality, intellectual property, or other rights? (Check current university policies for requirements.)**
   - ☐ Who controls the data (e.g., PI, student, lab, University, funder), and at what level?
   - ☐ Any special privacy or security requirements (e.g., personal data, high-security data)?
   - ☐ Do you have any embargo periods to uphold?

4. **If you allow others to reuse your data, how will the data be accessed and shared?**
   - ☐ What are the data sharing requirements your work is subject to (e.g., funder, journal)?
   - ☐ Who is your possible audience? Who may use the data now, or later?
   - ☐ When will you publish the data and where?
   - ☐ What tools/software are required to access your data?

(continued on other side…)

5. **How will the data be archived for preservation and long-term access?**
   ☐ How long should the data be retained (e.g., 3-5 years, 10-20 years, permanently)?
   ☐ What file formats will you be using, or converting to? Are they sustainably accessible?
   ☐ Who will maintain my data for the long-term?
   ☐ Which data archives are your data appropriate for (subject-based? institutional)?

Graduate Center / CUNY Resources

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Graduate Center Library Data Management Guide
http://libguides.gc.cuny.edu/datamgmt

CUNY Security Policies
http://www.cuny.edu/about/administration/offices/CIS/security/pnp.html

Copyright @ CUNY
http://www.cuny.edu/libraries/services/copyright.html

Graduate Center Subject Librarians
http://library.gc.cuny.edu/about-the-library/librarians-by-subject-specialty/

Data Management Tools at CUNY
http://www.commons.gc.cuny.edu/wiki/index.php/Data_Management_Tools
Note: Some of the listed tools on this page may not be appropriate for data management plans or long-term data management.

Other Links

Columbia University Data Management Planning Templates
http://scholcomm.columbia.edu/data-management-plan-templates

IEDA Data Management Plan Tool (for NSF proposals)
http://www.iedadata.org/compliance/plan/

Metadata Schemas
http://www.dcc.ac.uk/resources/metadata-standards

Interuniversity Consortium for Political and Social Research (ICPSR)
http://www.icpsr.umich.edu/

Data Dryad
http://www.datadryad.org/

Re3data
http://www.re3data.org/