Data Management Plan Template

Data Description

What data will be collected? (Check all that apply.)

- ☐ Name.
- ☐ Address including any of the following: street address, country, state, city, precinct, and zip code.
- ☐ All elements of dates (except year) for dates that are directly related to an individual, including birth date, admission date, discharge date, death date, and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older.
- ☐ Telephone numbers.
- ☐ Vehicle identifiers, including serial numbers and license plate numbers.
- ☐ Fax numbers.
- ☐ Device identifiers and serial numbers.
- ☐ Email addresses.
- ☐ Web universal resource locators (URL's).
- ☐ Social Security Numbers (SSN).
- ☐ Internet protocol (IP) addresses.
- ☐ Medical record numbers.
- ☐ Biometric identifiers, including finger and voice prints.
- ☐ Health plan beneficiary numbers.
- ☐ Full face photos and comparable images.
- ☐ Account numbers.
- ☐ Unique identifying number and code.
- ☐ Certificate/license number.
- ☐ Other (Please describe):_____

Note: if none of the above identifiers have been selected, a Data Management plan is not required, as this research does not involve HIPAA Data.

What is the nature, scope, and scale of the data (i.e. source of data, number of participants, data collection time period, anticipated audience, etc.)?

Are there other existing data that are relevant to what you are collecting, that may be integrated with your data, if yes please explain?

Data Responsibility

Please name the individuals responsible for data management in the research project.

Compliance Requirements

Please provide a list of any and all federal or funding sponsor requirements associated with the data management and sharing of this research data. (ex: HIPAA, ITAR/EAR)

Does your project have terms of use documents associated with the research? For example are there any Data Use Agreements, Data Sharing Agreements, Materials Transfer Agreements, or Business Associate Agreements associated with the research. ☐ Yes ☐No If so, please attach copies of such agreements to this data management plan.

Data Organization

Please describe how the data will be managed during the project, such as naming conventions, version control, etc.

Access, Format and Sharing

Who will have access to the data and for what time period will each individual have access to the data?

Please describe the formats in which the data will be generated, maintained, and made available to the reach team and or research sponsor, including any and all data sharing methods such as storage devices, third-party services such as Microsoft OneDrive or Qualtrics, etc. A justification for the selected method should be included as well.

_____
_____
_____
_____
_____

Metadata

What types of metadata (a set of data that describes and gives information about other data) will be produced to support the data?

_____
_____
_____
_____

What metadata standards will be used? A metadata standard establishes a common understanding of the meaning of the data. Such standards ensure that the use and interpretation of the data is appropriate.

☐ DDI – Data Documentation initiative

☐ EAD – Encoded Archival Description

☐ MIDAS – Heritage

☐ OAI-ORE – Open Archives initiative Object Reuse & Exchange

☐ QuDEx – Qualitative Data Exchange Format

☐ SDMX – Statistical Data and Metadata Exchange

☐ ABCD – Access to Biological Collection Data

☐ Darwin Core

☐ EML – Ecological Metadata Language

☐ Genome Metadata

☐ ISA – Tab

☐ MIBBI – Minimum Information for Biological and Biomedical Investigations

☐ Observ – OM

☐ OME – XML – Open Microscopy Environment XML

☐ PDBx/mm CIF – Protein Data Bank Exchange Dictionary and the Macromolecular Crystallographic Information Framework

☐ Protocol Data Element Definitions

☐ Repository – Developed Metadata Schemas

☐ Other (please describe): _____

Storage & Backup

Please describe the storage methods and backup procedures for the data, including the physical and technical resources and facilities that will be utilized.

Security

What technical and procedural controls will be implemented for data, including confidential or sensitive information?

How will access to data be provisioned, de-provisioned and managed during the course of the research project?

Will the provisioning of access be limited to the role of each researcher/investigator exercising the principal of least privilege? For example, will access to the master key, for de-identified data be limited to the PI or available to the entire research team?

Intellectual Property Rights

Who will own the rights to the data and other information produced by the research project?

Will any copyrighted materials be utilized within the research, if so please explain?

How will permission be obtained to use and disseminate the data?

Will these rights be transferred to another organization for distribution and archiving?

Data Retention

Please describe the procedures for data retention associated with the research data, including the duration of time the data will be preserved, location for the archived data, and how and when the data will be destroyed?

Ethics and Privacy

How is informed consent being handled?

If your study includes HIPAA data, how will you obtain authorization from the participant to obtain access to those records, (please explain)?

What procedures will be in place to ensure that the research participant's privacy being protected? For example, will the data be de-identified? Please explain in detail how the participant's data will be protected.

Quality Assurance

Please describe what procedures will be in place to ensure data quality during the project.