***Guidelines for NSF Data Management Plan (***[***Chapter II.C.2.j***](https://www.nsf.gov/pubs/policydocs/pappg19_1/pappg_2.jsp#IIC2j)***)*** *Updated Feb. 2019*

***Instructions for proposals submitted or due on or after February 25, 2019***

***under NSF PAPPG 19-1***

*-No more than two pages supplementary document and must not be used to circumvent the 15-page Project Description*

*- FastLane will not permit submission of a proposals missing a Data Management Plan (DMP) except for Proposals for supplementary support to an existing award which are not required to include a DMP.*

*- As a top priority, follow specific requirements provided in the funding opportunity synopsis. If no requirements are included but the funding opportunity is associated with and NSF Directorate that has issued guidance, follow the Directorate’s requirements (see “Requirements by Directorate…” at* [*https://www.nsf.gov/bfa/dias/policy/dmp.jsp*](https://www.nsf.gov/bfa/dias/policy/dmp.jsp) *”). If your NSF Directorate is not listed, follow general requirements.*

*-Simultaneously submitted collaborative proposals and proposals including subawards are considered a single unified project and should include ONLY ONE combined DMP discussing relevant data issues in the context of the collaboration.*

*-A valid Data Management Plan may include only the statement that no detailed plan is needed, as long as the statement is accompanied by a clear justification.*

*-If the DMP plan cannot fit within the 2-page limit proposers may use part of the 15-page Project Description for additional data management information.*

***REMOVE ALL INSTRUCTIONS IN BLUE ITALIC BEFORE UPLOADING***

**Data Management Plan**

1. **Products of the Research:**

### *Describe the types of data, samples, physical collections, software, or other material to be produced in the course of the project.*

### *How much data will be generated in the research?*

*How will you create the data?*

* + *If you will be using existing data? If so, what is the source of the data?*
  + *What is the relationship between the data you are collecting and the existing data?*

1. **Data Formats and Standards**

### *Which file formats will you use for your data ((e.g., hardcopy notebook and/or instrument outputs, ASCII, html, jpeg or other formats) and why?*

### *What form will the metadata describing/documenting your data take?*

### *How will you create or capture these details?*

### *Which metadata standards will you use and why have you chosen them? (e.g. accepted domain-local standards, widespread usage)*

### *What contextual details (metadata) are needed to make the data you capture or collect meaningful?*

### *What physical and/or cyber resources and facilities will be used to store and preserve the data?*

1. **Policies and Practices for Data Access, Sharing and Privacy**

### *“Access to data” refers to data made accessible without explicit request from the interested party, for example those posted on a website or made available to a public database: describe plans for providing general access to data, including websites and direct contributions to public databases. Describe your practice or policies regarding the release of data for access, for example, will data be posted before or after formal publication.*

### *“Data sharing” refers to the release of data in response to a specific request from an interested party. Describe your policies for data sharing, including (if applicable) provisions for protection of intellectual property, national security, or other rights or requirements. Which data will be shared?*

### *How will you make the data available? Include resources needed to make the data available: equipment, systems, expertise, etc.)*

### *When will you make the data available?*

* + *What is the process for gaining access to the data?*
  + *How long will the original data collector/creator/principal investigator retain the right to use the data before opening it up to wider use?*
  + *Are there embargo periods for political/commercial/patent reasons? If so, explain details*
  + *Are there ethical and privacy issues? If so, how will these be resolved?*
  + *What have you done to comply with your obligations in your IRB Protocol?*
  + *Who will hold the intellectual property rights to the data and how might this affect data access?*

1. **Policies for Re-Use, Re-Distribution, and Production of Derivatives**
   * *Describe your policies regarding the use of data provided via general access or sharing. For example, if you plan to provide data and images on your website, will the website contain disclaimers, or conditions regarding the use of the data in other publications or products? Describe these disclaimers and/or terms of use.*
   * *Will there be limit or restrictions on re-use or re-distribution of your data? If so, why and for how long?*
   * *Which bodies/groups are likely to be interested in the data?*
   * *What and who are the intended or foreseeable uses / users of the data?*
   * *Are there any reasons not to share or re-use data?*
2. **Archiving and Preservation of Access**
   * *Describe how data will be archived and how preservation of access will be handled. For example, will hardcopy notebooks, instrument outputs, and physical samples be stored in a location where there are safeguards against fire or water damage?*
   * *What is the long-term strategy for maintaining, curating and archiving the data?* *(plans to transfer digitized information to new storage media as technological standards change)*
   * *Which archive/repository/database have you identified as a place to deposit data?* *Will there be an easily accessible index that documents where all archived data are stored and how they can be accessed?*
   * *What procedures does your intended long-term data storage facility have in place for preservation and backup?*
   * *How long will/should data be kept beyond the life of the project?*
   * *What data will be preserved for the long-term?*
   * *What transformations will be necessary to prepare data for preservation / data sharing?*
   * *What metadata/ documentation will be submitted alongside the data or created on deposit/ transformation in order to make the data reusable?*
   * *What related information will be deposited?*