

## Plan Overview

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*A Data Management Plan created using DMPTool*

**Title:** Inexpensive aerogel panes for window retrofit

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## **Inexpensive aerogel panes for window retrofit**

The data generated during the project will be preserved in form of laboratory notebooks for the synthetic part. Materials characterization will generate data via dedicated software. This data will be backed up on a quarterly basis and exported in text format whenever possible to facilitate data access even in case the dedicated software were not any more available.

The data will be saved when possible in text format to avoid compatibility issues with later versions of software. Data will be backed up on google drive. Google is registered with the US-EU Safe Harbor agreement, which helps ensure that our data protection compliance meets European Union standards for educational institutions, VCU's contract with Google allows for secure cloud storage and automatic backup, storage of most data types, encrypted browser sessions, and control of permissions for all files in Google Drive. (further information on setting up Google Drive folders can be found here: <http://guides.library.vcu.edu/data/GoogleDrive> )

We deposit our publications/data in VCU Scholars Compass, the institutional repository for Virginia Commonwealth University. It uses Digital Commons software, powered by bepress, to host, share and disseminate the intellectual output of VCU's academic and research communities to a global audience. Scholars Compass supports a multi-tiered disaster recovery plan for all of its contents, full-text indexing in major search engines for maximized discoverability of content, and ongoing support through bepress and VCU Libraries. Investigators can consult with the VCU Libraries to facilitate the ingestion of publications/data into Scholars Compass and to ensure that appropriate descriptive metadata standards are in place for all datasets and their supplementary materials. The publications/datasets will be held in Scholars Compass for long-term preservation with unique, persistent URLs.

The research will not cover patients, human and animal subjects. Confidential data generated by the research will be disclosed to VCU's Office of Technology Transfer and dealt with in accordance with DOE's guidelines regarding proprietary information.

Data will be archived on Google Drive. Publications will be deposited on Scholar Compass.

Laboratory books will be digitized and archived on Google Drive.

Data generated by materials characterization techniques will be backed up every 3 months and stored on Google drive as well.

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