

## Plan Overview

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*A Data Management Plan created using DMPTool*

**DMP ID:** <https://doi.org/10.48321/D1Q01V>

**Title:** MUSE 3 FARM - ST. HELENA PARISH FARM TO SCHOOL PROGRAM

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**Template:** USDA-NIFA: National Institute of Food and Agriculture

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## **MUSE 3 FARM - ST. HELENA PARISH FARM TO SCHOOL PROGRAM**

To collect metrics for this project, data will be collected after each event via a survey. Paper surveys will be issued to collect the data. The program director will be responsible for collecting and summarizing the data in a digital format that will be uploaded and stored on shared drive where data can be disseminated to interested parties. All data will be de-identified and coded to ensure anonymity of students, faculty and farmers. No personal or confidential data will be captured or stored in the digital format.

All survey data will be transposed and stored in csv format and uploaded to a shared drive. All summary documents produced i.e., communication plans, lesson learned, sustainability plans will be in pdf format and stored on a shared drive.

All data will be stored on password protected computers. A copy will be stored on an external drive. A copy of the data will also be given to the St. Helena Parish school systems to use as they see fit. Muse 3 Farm LLC will preserve a copy of all digital data for 5 years. Paper survey data will be collected and stored for 1 year and then destroyed.

During the grant period, Muse 3 Farm and the Project Director will maintain access to the data. Data will be stored on a shared drive and shared with USDA-NIFA FASLP. After completion of the project all data collected will be considered the property of St. Helena Parish school system. A copy of the data will be provided to the school system to use at its convenience.

During the grant period, anyone that want access to the data can do so by email communication to the project director.

There are no restrictions such as copyright, confidentiality, patent, appropriate credit, disclaimers, or conditions for use of the data by other parties.

During the grant period, the Project Director, Evaluator, and Admins will be responsible for the capture, quality and storage of the data. The Project Director is a former executive program manager with a fortune 100 company with a Computer Science background. The evaluator is a university Program Specialist and former extension administrator with 32 years of experience evaluating educational programs.

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