Plan Overview

A Data Management Plan created using DMP Tool

Title: UNM OILS Student Recruitment

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Principal Investigator: Kathy Dorcas

Data Manager: Kathy Dorcas

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Copyright information:

UNM OILS Student Recruitment

Roles and responsibilities

The Data Management Plan should clearly articulate how the PI and co-PIs plan to manage and disseminate data generated by the project. The plan should outline the rights and obligations of all parties as to their roles and responsibilities in the management and retention of research data, and consider changes that would occur should a PI or co-PI leave the institution or project. Any costs should be explained in the Budget Justification pages.

[Information Redacted at Request of PIs]

Kathy Dorcas, OILS graduate student, will be responsible for implementing this data management plan.

Types of data

The Data Management Plan should describe the types of data, samples, physical collections, software, curriculum materials, or other materials to be produced in the course of the project. It should then describe the expected types of data to be retained and shared, and the plans for doing so. The DMP should cover how data are to be managed and maintained during the project.

1. Past and current OILS/OLIT enrollment student numbers. These reports will be provided by the UNM Registrar's department.
2. Name, title, and phone number of each faculty and staff member who is available for recruitment of new students.
3. Recruitment tools that are available to these members. A questionnaire/survey will be given to each member.
4. List and contacts for local community colleges, other UNM departments, and local organizations who hire OILS/OLIT graduates. A Microsoft Excel spreadsheet will be provided by the OILS department.
5. Recruitment ideas for OILS department recruitment of new students.

Policies for access and sharing and appropriate protection and privacy

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The Data Management Plan should describe the period of time the data will be retained and shared; factors that limit the ability to manage and share data, e.g., legal and ethical restrictions on access to human subjects data; and provisions for appropriate protection of privacy, confidentiality, security, and intellectual property.

This data will be inputted and stored in Microsoft Excel spreadsheets and Word documents as it is received from individuals in the OILS department, and the UNM Registrar's department. All documents will be given to Dr. Victor Law, OILS faculty member, via email. He will then copy them into the OILS shared WIZARD department folder. Once the documents are placed into the folder, all OILS faculty and staff members can access them. Periodically, the data will be extracted, analyzed, and archived for future recruitment purposes.

OILS members must have access to the shared WIZARD department folder. They can only access the folder from their personal work computer. If they do not have access, they must contact the UNM New Media & Extended Learning (NMEL) department for access.

No other UNM department or employee will have access to the shared WIZARD department folder unless it is approved by the OILS department, and NMEL gives them access.

Data storage and preservation of access

The Data Management Plan should describe the mechanisms and formats for storing data and making them accessible to others, which may include third party facilities and repositories; and other types of information that would be maintained and shared regarding data, e.g. the means by which it was generated, detailed analytical and procedural information required to reproduce experimental results, and other metadata.

The data will be archived in the OILS shared WIZARD department folder for all members (current and new) of the OILS department.

The student enrollment numbers, recruitment tools, local organizations who hire OILS graduates, and recruitment ideas will be archived in the UNM LoboVault institutional repository. The primary responsibility for curating and preparing the data for archiving are the Data Librarians at the University of New Mexico Libraries.

Additional possible data management requirements

Note that individual solicitations may have additional data management plan requirements. If guidance specific to the program is not available, then the requirements established in the Grant Proposal Guide apply.