

Plan Overview

A Data Management Plan created using DMPTool

Title: Sample NEH Plan

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Project abstract:

This is a sample NEH DMP to use as a sample for creating your own DMP.

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Sample NEH Plan

Roles and responsibilities

The DMP should clearly articulate how sharing of primary data is to be implemented. It should outline the rights and obligations of all parties with respect to their roles and responsibilities in the management and retention of research data. It should also consider changes to roles and responsibilities that will occur if a project director or co-project director leaves the institution or project. Any costs stemming from the management of data should be explained in the budget notes.

This project will consist of students and the PI data-mining a large section of the Humanities literature in European Studies to determine trends in language terminology used to describe marriage.

It is expected the project will generate approximately 1TB of data from google documents such as google sheets, Excel spreadsheets with tabular and descriptive data.

Expected data

The DMP 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.

Project directors should address matters such as these in the DMP:

- the types of data that their project might generate and eventually share with others, and under what conditions;
- how data will be managed and maintained until shared with others;
- factors that might impinge on their ability to manage data, for example, legal and ethical restrictions on access to non-aggregated data;
- the lowest level of aggregated data that project directors might share with others in the scholarly or scientific community, given that community's norms on data;
- the mechanism for sharing data and/or making it accessible to others; and
- other types of information that should be maintained and shared regarding data, for example, the way it was generated, analytical and procedural information, and the metadata.

It is expected the project will generate approximately 1TB of data from google documents such as google sheets, Excel spreadsheets with tabular and descriptive data.

The lowest level of aggregate data available will be collected totals of terms and demographic information on source materials. It is expected data will have the least amount of publicly identifiable information.

Project PIs will have access to the complete dataset, while students and others contributing content will have access to the content they contribute.

Project data will be shared on a project website, with requests for data considered on an ad hoc basis.

Metadata for the project will conform to a modified Dublin Core schema, with a limited number of fields designated to provide access to the materials.

Period of data retention

NEH is committed to timely and rapid data distribution. However, it recognizes that types of data can vary widely and that acceptable norms also vary by discipline. It is strongly committed, however, to the underlying principle of timely access. In their DMP applicants should address how timely access will be assured.

Data is expected to be retained during the funding period for the project. Once the funding project is completed, data will be retained for a minimum of five years.

Access to data will be considered on an ad hoc basis according to the nature and use of the request.

Timely access to materials will be a priority for the PI and collaborators.

Data formats and dissemination

The DMP should describe data formats, media, and dissemination approaches that will be used to make data and metadata available to others. Policies for public access and sharing should be described, including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements. Research centers and major partnerships with industry or other user communities must also address how data are to be shared and managed with partners, center members, and other major stakeholders.

Data will be collected and stored in a variety of formats including Excel, Google Documents, and potentially more complex analysis tools such as SPSS and SAS. Many of these formats are proprietary. Public and open file formats will be used when possible to ensure robust preservation standards will be available.

Privacy of data will be observed and managed through the use of secure servers. Non-PIIs will have limited access to the full-dataset.

Intellectual property concerns will be brought to the attention of the Technology Transfer staff and offices. Potential issues will be discussed with them. It is expected there will be minimal issues in this area.

Data storage and preservation of access

The DMP should describe physical and cyber resources and facilities that will be used to effectively preserve and store research data. These can include third-party facilities and repositories.

Binghamton University Libraries uses Ex Libris' state-of-the-art digital preservation system known as Rosetta. Rosetta is a trusted digital repository used by leading institutions around the world including National Library of New Zealand and the Eidgenössische Technische Hochschule Zürich (ETH-Zurich). The Rosetta system follows international standards for digital preservation such as the Open Archival Information System (OAIS) Reference Model (ISO 14721:2003). The use of the Rosetta system provides for sustainable, long-term archiving of data and will provide the project, its primary investigator, and the literature community with an institutional commitment to data preservation and access that continues to be updated with the advent of newer technological advances.

Additional preservation opportunities will be explored through GitHub and other sites that provide open data to the public. It is expected this dataset will be of interest to those beyond the literature community.
