Plan Overview

A Data Management Plan created using DMP Tool

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

Start date: 03-01-2022

End date: 12-31-2023

Last modified: 07-08-2024

Copyright information:

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

Expected Data Type

Describe the type of data (e.g. digital, non-digital), how it will be generated, and whether the data are primary or metadata.

- **Research examples include: lab work, field work and surveys.**
- **Education examples include: number of students enrolled/participated, degrees granted, curriculum, and training products.**
- **Extension examples include: outreach materials, number of stakeholders reached, number of activities, and assessment questionnaires.**

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.

Data Format

For scientific data to be readily accessible and usable it is critical to use an appropriate community-recognized standard and machine readable formats when they exist. If the data will be managed in domain-specific workspaces or submitted to public databases, indicate that their required formats will be followed. Regardless of the format used, the data set must contain enough information to allow independent use (understand, validate and use) of the data.

All survey data will be transposed and stored in csv format an 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.

Data Storage and Preservation

Data must be stored in a safe environment with adequate measures taken for its long-term preservation. Applicants must describe plans for storing and preserving their data during and after the project and specify the data repositories, if they exist. Databases or data repositories for long-term preservation may be the same that are used to provide Data Sharing and Public Access. Estimate how much data will be preserved and state the planned retention period. Include any strategies, tools, and contingency plans that will be used to avoid data loss, degradation, or damage.

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.

Data Sharing and Public Access

Describe your data access and sharing procedures during and after the grant. Name specific repositories and catalogs as appropriate. include a statement, when applicable, of plans to protect confidentiality, personal privacy, proprietary interests, business confidential information, and intellectual property rights. Outline any restrictions such as copyright, confidentiality, patent, appropriate credit, disclaimers, or conditions for use of the data by other parties.

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.

Roles and Responsibilities

Who will ensure DMP implementation? This is particularly important for multi-investigator and multi-institutional projects. Provide a contingency plan in case key personnel leave the project. Also, what resources will be needed for the DMP? If funds are needed, have they been added to the budget request and budget narrative? Projects must budget sufficient resources to develop and implement the proposed DMP.

During the grant period, the Project Director, Evaluator, and Admins will be responsible fo 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.