National Science Foundation (nsf.gov): NSF-ENG: Engineering

Products of Research

What types of data (experimental, computational, or text-based), metadata, samples, physical collections, models, software, curriculum materials, and other materials will be collected and/or generated in the course of the project? The DMP should describe the expected types of data to be retained, managed, and shared, and the plans for doing so. What descriptions of the metadata are needed to make the actual data products useful and reproducible for the general researcher? For collaborative proposals, the DMP should describe the roles and responsibilities of all parties with respect to the management of data (including contingency plans for the departure of key personnel from the project) both during and after the grant cycle.

Guidance:

- Data Management for NSF Engineering Directorate Proposals and Awards
- NSF Proposal & Award Policies & Procedures Guide (PAPPG)
- NSF plans for data management and sharing of the products of research (PAPPG)
- NSF Frequently Asked Questions (FAQs) for Public Access

Data Formats and Standards

In what format and/or media will the data or products be stored (e.g., hardcopy notebook and/or instrument outputs, ASCII, html, jpeg or other formats)? Where data are stored in unusual or not generally accessible formats, how may the data be converted to more accessible formats or otherwise made available to interested parties? When existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies. In general, solutions and remedies to providing data in an accessible format should be offered with minimal added cost.

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Dissemination, Access and Sharing of Data

What specific dissemination approaches will be used to make data available and accessible to others, including any pertinent metadata needed to interpret the data? In this case, "available and accessible" refers to data that can be found and obtained without a personal request to the PI, for example by download from a public repository. What plans, if any, are in place for providing access to data, including websites maintained by the research group and contributions to public databases/repositories? For software or code developed as part of the project, include a description of how users can access the code (e.g., licensing, open source) and specific details of the hosting, distribution and dissemination plans. If maintenance of a website or database is the direct responsibility of the research group, what is the period of time the website or database is expected to be maintained? What are the practices or policies regarding the release of POST-AWARD MANAGEMENT data – for example, are they available before or after formal publication? What is the approximate duration of time that the data will be kept private? "Data sharing" refers to the release of data in response to a specific request from an interested party. What are the policies for data sharing, including, where applicable, provisions for protection of privacy, confidentiality, intellectual property, national security, or other rights or requirements? Research centers and major partnerships with industry or other user communities should also address how data are to be shared and managed with partners, center members, and other major stakeholders; publication delay policies (if applicable) should be clearly stated.

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Re-Use, Re-Distribution and Production of Derivatives

What are your policies regarding the use of data provided via general access or sharing? For data to be deemed "re-usable," it must be accompanied by any metadata needed to reproduce the data, e.g., the

means by which it was generated, detailed analytical and procedural information required to reproduce experimental results, and other pertinent metadata. Practices for appropriate protection of privacy, confidentiality, security, intellectual property, and other rights should be communicated. The rights and obligations of those who access, use, and share your data with others should also be clearly articulated. For example, if you plan to provide data and images on your website, will the website contain disclaimers or condition regarding the use of the data in other publications or products?

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Archiving of Data

When and how will data be archived and how will access be preserved over time? For example, will hardcopy logs, instrument outputs, and physical samples be stored in a location where there are safeguards against fire or water damage? Is there a plan to transfer digitized information to new storage media or devices as technological standards or practices change? Will there be an easily accessible index that documents where all archived data are stored and how they can be accessed? If the data will be archived by a third party, please refer to their preservation plans (if available). Where no data or sample repository exists for collected data or samples, metadata should be prepared and made publicly available over the Internet and the PI should employ alternative strategies for complying with the general philosophy of sharing research products and data as described above

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