**DATA MANAGEMENT PLAN**

*Project Title*

**Types of Data**

This project will produce a variety of data including:

* Data
* Samples
* Photography and videography
* Lesson plans, syllabi and/or course materials
* Guidelines, handouts, PowerPoints
* Survey data
* Software
* Blueprints

**Data Standards**

With consideration for future use, we intend to save the data in a non-proprietary format that is commonly used by the research community.

* Mention any fixed data formats; mention any chosen formats and why.
* Describe the types of documentation that will accompany the data including basic details that will help people to find the data, including who created or contributed to the data, its title, and date of creation.
* You may also want to include details on the methodology used, analytical and procedural information, definitions of variables, vocabularies, units of measurement, any assumptions made, and the format and file type of the data.
* Mention any other data standards issues particular to your field of research, or the funding agency.

**Ethics and Legal Compliance**

* Mention if an IRB consent form is needed and how this issue is addressed by any collaborators.
* Mention if the study will collect sensitive or non-sensitive data – are there copyright or licensing issues?
* Mention if you will have any Regulated Data that must comply with HIPAA, NIST 800-171, NIST 800-172, WA OCIO 141.10, GDPR, CMMC, FISMA, or FERPA. These contractual or federal regulations may require a managed environment to process the various forms of regulated data, see access and sharing section below.

**Storage, Access, and Sharing Policies**

* Describe how the data will be backed up and how often this will happen.
* Describe how the data will be recovered in the event of an accident.
* Describe how the data will be accessed and shared. Ex. The PI will use the following mechanisms to disseminate the data:
  + Scientific publications
  + Scientific meetings
  + Journal papers
  + Conference proceedings
  + Technical talks
  + Industry visits
  + Workshops on the \_\_\_campus
  + At the \_\_\_\_\_ Conference organized by \_\_\_\_\_\_.
* At \_\_\_ time, the PIs will make the data available it through the WSU Research Exchange (<https://research.wsulibs.wsu.edu:8443/xmlui/>) and similar means at [Collaborating University].
* The general public will have access to the data at \_\_\_ time.
* Requests for access to raw data will be made to the PIs. The PIs will track the data by\_\_\_\_\_.
* An embargo period associated with the data extends from the project conclusion date \_\_\_ until \_\_\_\_, when the embargo will be lifted.
* If your project will include Regulated Data, as defined above, work with your Area Technology Officer (ATO) to develop an appropriate plan to store, manage, interact, and process the regulated data associated with this project. Describe the plan here. Make sure to include who will need access to the regulated data and how the regulated data will be transmitted between originating source and a regulated data environment (<https://research.wsu.edu/centers-facilities-capabilities/rde/>).

**Re-use Policies and Provisions**

Anyone requesting re-use, re-distribution, or production of derivatives from the work will be required to acknowledge our original contribution.

**Plans for Archiving Data**

* Data collected during this study will remain archived at the WSU Research Exchange (<https://research.wsulibs.wsu.edu:8443/xmlui/>) and in a similar mechanism at our [Collaborating University].
* Annual reports and published research papers will be deposited and stored for at least \_\_\_ years beyond the life of the project.
* The researchers are aware of no specific financial considerations which might impact the long-term management of the data. The research and archival staff of the Office of Research will review this DMP upon accession of the data in order to ensure and demonstrate compliance.
* If the project includes regulated data, work with your ATO to develop appropriate plans for achieving the data and describe the plans here.

**Responsibilities and Resources**

* Outline the roles and responsibilities for all activities including data capture, metadata production, data quality, storage and backup, data archiving and data sharing.
* Describe who will be responsible for ensuring activities are executed and policies followed.
* If applicable, discuss how responsibilities will be split across partner sites.

\*Be aware that data management policies may be different for foreign collaborators. Make sure to discuss this issue with your international research partner and ORSO when first planning your collaboration.

***More samples and information about developing a Data Management Plan at:***

<http://libguides.libraries.wsu.edu/datamanagement/introduction>

<https://dmptool.org/>

Regulated Data Environment: <https://research.wsu.edu/centers-facilities-capabilities/rde/>