**Data Management Plan – Background information for Seattle University PIs:**

Format

* Must be no more than 2 pages, and uploaded under the “Data Management Plan” in the supplementary documentation section of FastLane
* If a PI feels that no data management plan is needed, a statement to that effect along with a clear justification can be included in this section. Note that this is rarely the case, though.
* Some NSF units/programs have specific requirements for this section – these guidelines are available here: <http://www.nsf.gov/bfa/dias/policy/dmp.jsp>
* The below provides a general outline for the Data Management Plan, along with guidance taken from the [2020 NSF Proposal & Award Policies & Procedures Guide](https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#dmp) (in quotes).

Purpose – To demonstrate to NSF program directors and reviewers that the research team…

* has a plan for managing the data that will be generated through the projects project
* is aware of and has made all efforts to maximize efficiency in designing the project
* will make efforts to strengthen knowledge through replication and sharing
* have thought through potential risks related to data management (e.g. confidentiality breaches, lost data, etc.) and have a plan in place to eliminate/minimize those risks

\*\*Note that the Data Management Plan will be reviewed by NSF as an “integral part of the proposal, considered under Intellectual Merit or Broader Impacts or both, as appropriate for the scientific community of relevance.”

**Seattle University**

**Data Management Plan**

**Data Types**

[Insert a description of “the types of **data**, **samples**, **physical collections**, **software**, **curriculum materials**, and/or **other materials** that will be produced in the course of the project.” Be sure to note all products that will be generated.]

**Standards and Formatting**

[Insert a description of “the **standards** to be used for data and **metadata format and content** (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies.” Note that the methods you used to document your data will vary quite widely by discipline. For social science, [ICPSR](https://www.icpsr.umich.edu/icpsrweb/content/datamanagement/lifecycle/metadata.html) has a minimal list of metadata elements that might offer a good starting point.]

**Policies for access and sharing**

[Insert a description of your proposed “**policies for access and sharing”** including the steps you will take to protect **“privacy**, **confidentiality**, **security**, **intellectual property**, or other rights or requirements.” As you develop these steps, be aware of privacy/confidentiality standards from your discipline and the institutions involved, and consider intellectual property implications. Also be sure to define how the data will be kept private, secure, and confidential not only within the life of the project, but also after it concludes.]

**Policies for re-use and re-distribution**

[Insert a description of your proposed “policies and provisions for re-use, re-distribution, and the production of derivatives.” If you will be allowing others to reuse the data generated, describe how it will be accessed and shared, and in such a way that the subject’s privacy and confidentiality are preserved. Specifically, note a) what data will be shared; b) when it will be shared; c) how you will make others aware of it; and d) who the primary contact will be. Be sensitive to the discipline-specific cultures around data access and reuse, and consider open access to research publications as feasible.]

**Archiving**

[Insert a description of your plan for “archiving data, samples, and other research products, and for preservation of access to them” for long-term access. Specifically discuss (as appropriate) a) what you will do with the data and for how long after the projects ends; b) Identify resources to keep the data usable over time (as appropriate); c) How physical (e.g. audio recordings, paper transcripts, notes)and digital objects (e.g. electronic files, spreadsheets, etc.) will be stored. For the social sciences [ICPSR](https://www.icpsr.umich.edu/icpsrweb/content/datamanagement/lifecycle/metadata.html) can be an appropriate data archive. Seattle University’s Lemieux Library provides the ScholarWorks repository to host data and publications. [Learn more here](https://scholarworks.seattleu.edu/).]