# {TITLE} National Science Foundation DMP Template {Title}

### Roles and responsibilities

The DMP should clearly articulate how the "sharing of primary data" is to be implemented. It should outline the rights and obligations of all parties as to their roles and responsibilities in the management and retention of research data. It must also consider changes to roles and responsibilities that will occur should a principal investigator or co-PI leave the institution. Any costs should be explained in the Budget Justification pages.

{Example} The role of overseeing all aspects regarding the data management of this project will be the responsibility of Dr. Jane Doe (University of Dayton School of Engineering) who is the Primary Investigator (PI) on this project.

The PI will be responsible for {onsite data collection} and {will supervise the two research assistants}.

The PI will share the primary data and supporting materials that was created over the course of this project with other researchers, {when requested/will make available for download/etc.}, at {no cost/no more than incremental cost}, and within {a reasonable period of time}.

The PI will ensure that {specific data} is retained and preserved.

The PI will prepare and submit findings for {publication}, with authorship that accurately reflects the individual contributions of researchers and the significant findings generated within this project.

### Expected data

The Data Management Plan should describe the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project. It should then describe the expected types of data to be retained.

{Example} This project expects the following types of data to be generated {E.g. Audio/video formats, datasets, digital images, materials to be used in classes or workshops, physical or organic materials, software/programming languages, spreadsheets, etc.).

The data that will be retained from this project includes: {list the data that will be retained}.

{If necessary, include a statement about any restricted data that you will use or retain (E.g. Proprietary/restricted data due, data involving human subjects, etc.)}

{Statement regarding the roles and responsibilities of the PI (and Co-PI if needed) in regards to the management and retention of research data.}

{Example} The PI will have decision making authority over all data management aspects. The two graduate students participating in this project will have secondary roles in {backing up data and copying lab books}. The {University of Dayton/University of Dayton School of Engineering}, will assume all data management responsibilities if the PI leaves the University.

### Period of data retention

The DMP should describe the period of data retention. Minimum data retention of research data is three years after conclusion of the award or three years after public release, whichever is later.

{Example} The data that has been generated from within this project will be retained for {the absolute minimum requirement regarding data retention of research data is three years from the conclusion of the grant award or three years after public release (whichever occurs later)}.

Public access to the data will occur immediately after publication of the research. {Exceptions to this rule do occasionally occur (such as when data supports patents)}.

### Data formats and dissemination

The DMP should describe the specific data formats, media, and dissemination approaches that will be used to make data available to others, including any metadata.  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.  Publication delay policies (if applicable) must be clearly stated.  Investigators are expected to submit significant findings for publications quickly that are consistent with the publication delay obligations of key partners, such as industrial members of a research center.

{Example} This project will generate {list data formats}.

{Data should always be stored in a commonly used format such as ASCII, CVS, JPG, etc.}

The data generated from within this project will be made publicly available through {list repositories, websites, etc.}. The data within these repositories will utilize {ex. Dublin Core} metadata schema.

{State if there will be any issues or provisions regarding confidentiality, security, proprietary data needing an embargo period, publication delay policies, or any other issues that will effect data dissemination. Such issues must be clearly described}.

### Data storage and preservation of access

The DMP should describe physical and cyber resources and facilities that will be used for the effective preservation and storage of research data. In collaborative proposals or proposals involving sub-awards, the lead PI is responsible for assuring data storage and access.

{Example} The storage and preservation of the datasets will be administered through {University of Dayton eCommons, subject specific repository, etc.}.

Access to the data through this resource will be available for {at least three} years {from the conclusion of this project}.