The Data Management Plan (DMP)

A DMP outlines what you will do with your data during and after you complete your research project. It is a formal (but evolving) document in which you lay out a plan to ensure that your data will be safe for the present and the future.

Unorganized Research

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Why you should prepare a DMP

- It saves time in the long run > you'll know what the plan is from the start and will be better able to keep everything organized
- It increases efficiency > it will be easier for you and others to understand and re-use your data in the future
- Prevents duplication of effort > it will be more obvious what has been done in your lab in the past (and how it turned out!)
- Makes it easier to keep your data organized for later preservation
- It may be required by your funding agency

Component 1: Info about data & data formats

- Description of data to be produced
- How data will be acquired
- How data will be processed
- File formats of data
- Quality assurance and control processes to be used during sample collection, analysis, and processing

Definition: Metadata

Metadata is the documentation about the data. It contains contextual details critical for understanding and using the data, including spatial and temporal details, instruments, parameters, units, files, etc.

Component 2: Metadata content & format

- What metadata are needed?
- How will metadata be created and/or captured?
- What format will be used for the metadata?

Component 3: Policies for access, sharing, re-use

- Obligations
- Ethical issues
- Privacy issues
- IP issues
- Copyright issues
- Intended future uses & users
- How data should be cited

Component 4: Long-term storage & management

- What data will be preserved?
- Where will it be preserved?
- What data transformations/formats will be used?
- Who will be responsible for the long term?
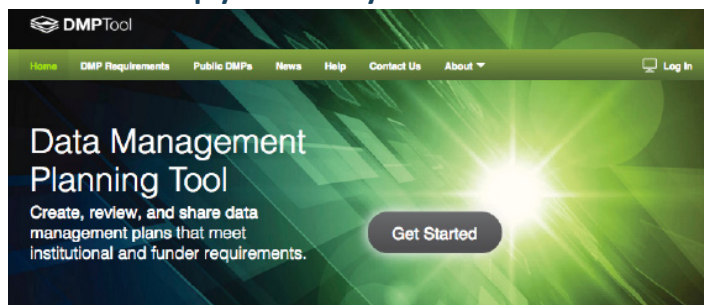
Component 5: Budget

- Anticipated costs for data management
- How these costs will be covered

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A tool to help you create your DMP: the DMPTool

NSF Data Management Plan Requirements

http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/gpg_2.jsp#dmp

Local contact information