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Data Management Plans

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Research Data Services



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Qualtrics Workshops

Research Data Services will be presenting a series of [workshops on using Qualtrics](#) online survey software!!

Related Sites

- [Numeric Data Resources](#)
- [GIS - Geographic Information Systems](#)
- [Resources for Doctoral Dissertation / Thesis Writers](#)
- [SURFACE](#)
- [Electronic Theses and Dissertations](#)
- [Data Science](#)
- [Arts and Humanities Funding](#)

Contact Us

SU Libraries Research Data Services

SU Libraries offers a broad range of research data services related to the identification, collection, management, analysis, and curation of quantitative and qualitative research data. To contact the Research Data Services group, please send an email to datasvcs@syr.edu.

Data Management Planning

Many funding agencies, such as the National Science Foundation (NSF) and the National Institutes of Health (NIH), have requirements for data sharing and data management plans. Research Data Services can help you to put together such a plan to comply with the requirements.

Data Collection and **Data Discovery**

Research Data Services can provide consulting in research methods, study design, and questionnaire and interview design. We also provide assistance in locating and using freely available as well as proprietary quantitative, qualitative, and GIS data.

Data Analysis

Research Data Services can assist you with quantitative and qualitative data analysis, use of software, especially SAS, Stata, SPSS, Qualtrics, and ArcGIS. Services include research methodology, instrument design, and data analysis.

Data Visualization

Research Data Services can help you identify data visualization and [GIS](#) tools and resources.

What Is a Data Management Plan?

- » A DMP describes how you will collect, organize, store, secure, back up, preserve and share your data
- » the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project;
- » 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);
- » policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;
- » policies and provisions for re-use, re-distribution, and the production of derivatives; and
- » plans for archiving data, samples, and other research products, and for preservation of access to them.

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

Points to Ponder

- » Data format and size over the course of the project
- » Retention period
- » Privacy and security requirements – IRB!
- » A plan to back up the data
- » Who needs to access the data during the project and how they will do so
- » Designate a data manager
- » The tools or software needed to create, process, visualize the data

DMPTool

- » Online tool to assist in completing a DMP
- » Has templates for all NSF and NIH directorates as well as several other funding agencies
- » Has samples, suggestions
- » <https://dmptool.org/>



DMPTool



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Welcome to the DMPTool

Create data management plans that meet institutional and funder requirements.

[Get started](#)

DMPTool by the Numbers


41,640
Users


38,632
Plans
[More](#)


257
Participating Institutions
[More](#)

Top Templates

Digital Curation Centre
NIH-GEN: Generic
NSF-SBE: Social, Behavioral, Economic Sciences
Data Management Plan - AUS Funded Research
NSF-BIO: Biological Sciences

[More](#)

DMPTool News

[What's new with our machine actionable DMP work?](#)

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☑ Notice: Successfully signed in

My Dashboard



Create plan

The table below lists the plans that you have created, and that have been shared with you by others. You can edit, share, download, make a copy, or remove these plans at any time.

Project Title ▾	Template ▾	Edited ▾	Role	Test	Visibility	Shared	
tst	Institute of Education Sciences (U.S. Department of Education IES)	03-22-2018	Owner	<input type="checkbox"/>	Private	No	Actions▾
doe	Institute of Education Sciences (US Dept of Education)	04-03-2015	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions▾
doj	NSF-SBE: Social, Behavioral, Economic Sciences	04-03-2015	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions▾

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The table below lists the plans that users at your organization have created and shared within your organization. This allows you to download a PDF and view their plans as samples or to discover new research data.

Project Title ▾	Template ▾	Owner	Updated ▾	Download
Listening to offshore ecosystems: rem...	BCO-DMO NSF OCE: Biological and Chemical Oceanography	sparks@syr.edu	02-08-2018	
Engaging College Sports Fans and Stud...	NSF-EHR: Education and Human Resources	easchiff@syr.edu	11-07-2018	

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















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Funder Requirements

Templates for data management plans are based on the specific requirements listed in funder policy documents. The DMPTool maintains these templates, however, researchers should always consult the program officers and policy documents directly for authoritative guidance. Sample plans are provided by a funder or another trusted party.

Template ▲	Download	Funder ▾	Last Updated ▾	Funder Links	Sample Plans (if available)
Alfred P. Sloan Foundation	 	Alfred P. Sloan Foundation	04-18-2018	Sloan Grant Proposal Guidelines	
Arctic Data Center: NSF Polar Programs [DRAFT]	 	National Science Foundation (NSF)	08-23-2018	NSF Arctic Data Center DMP Resources	
BCO-DMO NSF OCE: Biological and Chemical Oceanography	 	National Science Foundation (NSF)	04-24-2018	NSF OCE Sample and Data Policy NSF GEO Directorate Guidance	
Department of Defense (DOD)	 	Department of Defense (DOD)	09-13-2018	DOD Public Access Plan Data Archiving Plans for NIJ Funding Applicants	
Department of Energy (DOE): Generic	 	Department of Energy (DOE)	04-25-2018	DOE Policy for Digital Research Data Management DOE Suggested Elements for a Data Management Plan	
Department of Energy (DOE): Office of Energy Efficiency and Renewable Energy (EERE)	 	Department of Energy (DOE)	08-02-2019	EERE Digital Data Management Suggested Elements for an EERE Data Management Plan	
Department of Energy (DOE): Office of Science	 	Department of Energy (DOE)	04-10-2018	DOE Office of Science Statement on Digital Data Management DOE Suggested Elements for a Data Management Plan	
Digital Curation Centre	 	Digital Curation Centre (DCC)	05-29-2018		

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
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Public DMPs

Public DMPs are plans created using the DMPTool service and shared publicly by their owners. They are not vetted for quality, completeness, or adherence to funder guidelines.

Project Title	Template	Organization	Owner	Download
Example 1	NSF-GEN: Generic	The University of Texas at Arlington (UTA)	Hammad Khan	
Análise de série temporais	Institute of Education Sciences (U.S. Department of Education IES)	Non Partner Institution	Douglas Chagas	
Protected Areas in the Southwest Atlantic Ocean	NSF-GEN: Generic	Non Partner Institution	Ralf Riedel	
Experimental investigation of the dynamics of trapped non-wetting droplets subjected to the seismic stimulation in constricted tubes	Digital Curation Centre	Missouri University of Science and Technology (MST)	Wen Deng	
The Jakalteko language of Guadalupe Victoria: documenting a highly endangered dialect of the Mayan language Jakalteko-Popti' [jac] in Chiapas, Mexico	NSF-SBE: Social, Behavioral, Economic Sciences	University of Wisconsin-Madison	GRANT ARMSTRONG	
FRG20-S: Cosmic-Ray Acceleration Based on Cyclotron Auto-Resonance	Data Management Plan - AUS Funded Research	American University of Sharjah (AUS)	Yousef Salamin	
Collaborative Research: Quantifying the ecological role of Gulf of Maine deep sea coral gardens at multiple spatial scales.	BCO-DMO NSF OCE: Biological and Chemical Oceanography	University of Maine System (UMS)	Rhian Waller	
green city development plan for sebeta city	Digital Curation Centre	Non Partner Institution	manaye teshome	
The prevalence of contagious infections in Adama city	Digital Curation Centre	Non Partner Institution	Geleta Dugassa Barka	
CAREER: Sexual Orientation and Gender Identity Discrimination	NSF-SBE: Social, Behavioral, Economic Sciences	Tulane University	Patrick Button	

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Demo for OSP

Project Details

Plan overview

Write Plan

Share

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* Project title

Demo for OSP

☒ mock project for testing, practice, or educational purposes

Funder

Institute of Education Sciences (US Dept of Education IES)

Grant number (optional)

Project abstract

Principal Investigator

Name

Paul Bern

ORCID iD

Email

Plan Guidance Configuration

To help you write your plan, DMPTool can show you guidance from a variety of organizations.

Select up to 6 organizations to see their guidance.

☐ Cold Springs Harbor Laboratory (CSHL)

☒ DMPTool

Find guidance from additional organizations below

[See the full list](#)

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Institute of Education Sciences (U.S. Department of Education IES)

This plan is based on the "Institute of Education Sciences (U.S. Department of Education IES)" template provided by Institute of Education Sciences (US Dept of Education IES).

[Write plan](#)

Instructions

Type of data to be shared

- Type of data to be shared

Procedures for managing privacy and confidentiality

- Procedures for managing and for maintaining the privacy and confidentiality of the data to be shared

Roles and responsibilities

- Roles and responsibilities of project or institutional staff in the management and long-term preservation—to the extent legally permissible—of research data, including a discussion of any changes to the roles and responsibilities that will occur should the PD/PI and/or Co-PDs/Co-PIs leave the project or institution.

Expected schedule for data sharing

- Expected schedule for data access, including how long the data will remain accessible (at least 10 years, unless a shorter period of time is required to comply with applicable Federal or State laws or agreements promulgated to ensure compliance with such laws in which the destruction of records or personal information is required within a shorter period of time) and acknowledgement that the timeframe of data accessibility will be reviewed at the time of annual progress reviews and revised as necessary.

Format of the final dataset

- Format of the final dataset and any standards to which the data conform.

Documentation to be provided

- Documentation to be provided.

Method of data sharing

- Location where data will be stored and method of data access (e.g., via a publicly accessible data archive, institutional repository, or from the Project Director/Principal Investigator).

Data sharing agreement

- Address whether or not a data agreement that specifies conditions under which the data will be made accessible is required.

Any circumstances that prevent the data from being shared

- Any circumstances that prevent all or some of the data from being made accessible. This includes data that may fall under multiple statutes and hence must meet the privacy and confidentiality requirements for each applicable statute (e.g., data covered by the Common Rule for Protection of Human Subjects, FERPA, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule (45 CFR Part 160 and Subparts A and E of Part 164), section 182 of the Education Sciences Reform Act, or the Privacy Act of 1974, as amended).

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0/9 answered

+ Type of data to be shared (0 / 1)

+ Procedures for managing privacy and confidentiality (0 / 1)

+ Roles and responsibilities (0 / 1)

+ Expected schedule for data sharing (0 / 1)

+ Format of the final dataset (0 / 1)

+ Documentation to be provided (0 / 1)

+ Method of data sharing (0 / 1)

+ Data sharing agreement (0 / 1)

+ Any circumstances that prevent the data from being shared (0 / 1)

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0/6 answered

+ Roles and responsibilities (0 / 1)

+ Expected data (0 / 1)

+ Period of data retention (0 / 1)

+ Data format and dissemination (0 / 1)


+ Data storage and preservation of access (0 / 1)

+ Additional possible data management requirements (0 / 1)

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Type of data to be shared (0 / 1)

Procedures for managing privacy and confidentiality (0 / 1)

Procedures for managing and for maintaining the privacy and confidentiality of the data to be shared

B *I*    

Save

Guidance

Comments

IES

DMPTool

Researchers funded by IES must be committed to protecting the rights and privacy of human subjects at all times. Data sharing must not compromise this commitment. IES recognizes that providing access to data may be complicated or limited by institutional policies, local Institutional Review Board (IRB) rules, as well as state and federal laws and regulations that address issues of the rights and privacy of human subjects. It is the responsibility of the researchers to develop a data management plan that protects the rights of study participants and confidentiality of the data, as required by their IRB and state and federal laws and regulations.

Data that are to be shared should be free of identifiers that would allow linkages to individuals participating in the research as well as other elements that could lead to deductive disclosure of the individual study participants.

To prepare for providing public access to data, investigators should plan their study design and procedures to enable data access. One important consideration will be the consent forms and agreements used in recruiting individuals and/or institutions (e.g., schools, early childhood programs) to participate in research studies.

If researchers believe that full data sharing is not possible, they must provide a comprehensive written rationale in their DMP. IES approval of the DMP is required prior to the commitment of funds for the grant.

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0/6 answered

+ Roles and responsibilities (0 / 1)

Expected data (0 / 1)

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.

B I [List Icon] [List Icon] [Link Icon] [Table Icon]

Save

Guidance

Comments

NSF

Expected data (SBE):
Give a short description of what *data* will mean in the context of your research project. Explain what types of data you plan to generate including size, file formats, and number of files. Briefly describe your methods for collecting data. Consider the following:

- What data will be generated in the course of your research?
- What data types will you be creating or capturing?
- How will you capture or create the data?
- If you will be using existing data, how will you acquire it?
- What is the relationship between the data you are collecting and the existing data?
- What data will be preserved and shared?

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Set plan visibility

Public or organizational visibility is intended for finished plans. You must answer at least 50% of the questions to enable these options. Note: test plans are set to private visibility by default.

- ☐ Private: visible to me, specified collaborators and administrators at my organization
- ☐ Organization: anyone at my organization can view
- ☐ Public: anyone can view

Manage collaborators

Invite specific people to read, edit, or administer your plan. Invitees will receive an email notification that they have access to this plan.

Email address	Permissions	
phbern@syr.edu	Owner	

Invite collaborators

* Email

* Permissions

- ☐ Co-owner: can edit project details, change visibility, and add collaborators
- ☐ Editor: can comment and make changes
- ☐ Read only: can view and comment, but not make changes

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Download settings

Optional Plan Components

☐ project details coversheet

☒ question text and section headings

☒ unanswered questions

Format

pdf

PDF formatting

Font

Face

Size (pt)

Margin (mm)

Top	Bottom	Left	Right
<input type="text" value="25"/>	<input type="text" value="20"/>	<input type="text" value="12"/>	<input type="text" value="12"/>

[Download Plan](#)

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Online Research Tools

Researchers may find the following tools useful in their work. Emphasis is given to free (or at least having free components) and online tools or services.

Electronic Lab Notebooks:

- [Electronic Lab Notebooks](#) - Guide for prospective users; Information for researchers who are interested in adopting an Electronic Lab Notebook system for documenting research and managing data.
- [ELN at Harvard Medical School](#) - The Electronic Lab Notebook Matrix has been created to aid researchers in the process of identifying a usable Electronic Lab Notebook solutions to meet their specific research needs. Through this resource, researchers can compare and contrast the numerous solutions available today, and also explore individual options in-depth.
- [RSpace](#) - An ELN for researchers to organize, manage and collaborate on their projects.

Data Management and Sharing

Many funding agencies, particularly the National Science Foundation and the National Institutes of Health, require grant recipients to make their data public after a certain amount of time. The exact specifications regarding who, when and how to publish your data vary depending on the funding directorate and the exact nature of your research. Nonetheless, there has been a fundamental shift from keeping the data private to making it public. To ensure the usability of the data and protection of the subjects participating in the study, grant applicants are required to submit a Data Management or Data Sharing Plan. This plan is a brief outline of what data you will collect, how you will collect it, how you will keep it safe during the course of your project, and how and where you will make it public ally available.

Be sure to also look at our page on [Data Curation](#).

Research Data Services can assist you in preparing your DMP. It is best to send an email to [Research Data Services](#) to set up an appointment so we can discuss your project.

Federal Funding Agency Guidelines

[Dear Colleague Letter: Effective Practices for Data](#) - Published May 20, 2019, this letter announces that new NSF Data Management Plans must include persistent IDs for data (i.e., a DOI) and must be machine-readable. The letter specifically encourages the use of DMPTool (see below) to generate DMPs.

[Federal Agency Access Compliance](#) - A comprehensive guide to federal public access policies

[OSTP Responses](#) - A table summarizing the Federal public access policies

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- [ELN at Harvard Medical School](#) - The Electronic Lab Notebook Matrix has been created to aid researchers in the process of identifying a usable Electronic Lab Notebook solutions to meet their specific research needs. Through this resource, researchers can compare and contrast the numerous solutions available today, and also explore individual options in-depth.

Data Curation

Research Data Services can assist you in preparing your data for publishing as well as finding a suitable repository in which to place it. Given that different repositories have different rules regarding what can be stored and how, we strongly recommend that you consult with us as early in the research process as possible. Also, be aware that most repositories have a size limit for individual files as well as total size limit for all files in a project. Below are some links to help you get started:

- [DataCite](#) - Provides DOIs for data, by searching their database, you can find appropriate repositories for your data.
- [re3data.org / Registry of Research Data Repositories](#) (formerly Databib)
- [PLOS.org List of Recommended Repositories](#) - The PLOS family of journals requires authors to publish their data as a condition of publishing their manuscript; this is their list of acceptable repositories.
- [Comparison of general data repositories](#) - a spreadsheet comparing some of the most common repositories

Choosing among the many repositories can be a rather daunting task. Here are some things to consider when making your decision:

- Is the repository a reputable source? Don't put your data just anywhere just to fulfill the terms of your grant. After doing all that work, why not get the most out of it by putting it in a repository that will preserve your data and make it discoverable? Repositories that other researchers in your discipline are a good place to start. Make sure it is endorsed by a funding agency, scholarly journal, professional society, library, or if it is listed in the Registry of Research Data Repositories. Other things to consider are how

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Notebook Matrix has been created to aid researchers in the process of identifying a usable Electronic Lab Notebook solutions to meet their specific research needs. Through this resource, researchers can compare and contrast the numerous solutions available today, and also explore individual options in-depth.

- [RSpace](#) - An ELN for researchers to organize, manage and collaborate on their projects.
- [Hivebench](#) - Biology-focused experiment, lab and project management.
- [Docollab](#) - Project management system, collaboration.
- [Benchling](#) - Life Sciences focused experiment, lab and project management.

Data Analysis/Visualization:

- [TableauPublic](#) - Free version of their desktop and online data visualization platform. All data uploaded to TableauPublic is available to everyone on the Internet. The paid versions allow restricted access.
- [StatCrunch](#) - Simple online data analysis and survey package.

of the most common repositories

Choosing among the many repositories can be a rather daunting task. Here are some things to consider when making your decision:

- Is the repository a reputable source? Don't put your data just anywhere just to fulfill the terms of your grant. After doing all that work, why not get the most out of it by putting it in a repository that will preserve your data and make it discoverable? Repositories that other researchers in your discipline are a good place to start. Make sure it is endorsed by a funding agency, scholarly journal, professional society, library, or if it is listed in the Registry of Research Data Repositories. Other things to consider are how long the repository has been in existence, how much data are archived there and how often that data has been downloaded.
- You also want other researchers to be able to find your data! Two very important steps in this is making sure the file has a Digital Object Identifier (DOI) and proper metadata. A DOI is a permanent identifier that will always apply to your data regardless of where it is stored. This allows others to properly cite your data and allow even more researchers to find your data. Metadata is the information about the files - filename, creation date, size, etc. (as well as a codebook, questionnaires, programs, etc needed to make proper use of the data). Metadata is used to not only describe your data, but make it findable by common search engines as well as the search function of the repository.
- What file formats does the repository allow? Your data may be in a special format having been collected by specialized lab equipment. You will need to make sure that the repository can handle the types of files you have produced.
- What are your legal rights? Be sure you have read and understand the terms of service for the repository. Do you need to transfer copyright of your data? Who owns the data once you deposit it? What of you want or need to remove the data? Along the same lines, what license agreements can you place on your data allowing how others can use it? There are dozens of different kinds of licenses such as those from Creative Commons as well as some pertaining specifically to computer programs and other types of files. You want to make sure you use the license appropriate for your project, funder and journal.
- How sustainable is the repository? Will the repository be in existence 5, 10 or even 20 years from now? How is it being funded? What will happen to your data if the repository closes? What kind of preservation/disaster plans do they have? What does the repository do to ensure the integrity of the files - do they make regular checks that they have not been corrupted and therefore unusable?
- What features does it have beyond just storing your data? Several repositories can integrate with other services such as Github and DMPTool

Research Data Services

Service	A	B	C	D	E	F	G	H	I
1	Service	Disciplines	Workflow/Embargo	Types of Files	Size Limit	Cost	Licensing	Usage Statistics	Notes
4	Mendeley	Any	Yes	Any	10G per dataset; can connect to other services such as Google Drive, dropbox	Free up to 10G. May develop fee structure in the future	Several	Yes	Mendeley is an interdisciplinary data repository administered by Elsevier. It has many of the standard features of a data repository (DOI, indexing, download stats, etc). It is currently free to researchers, supported by the institution's contract with Elsevier, but there may be charges in the future.
5	Figshare	Any	Yes, provides workspace	Any	5G per file; 20G private; unlimited public	Free up to size limits, contact for fees above.	Any	Only for Institutions	Figshare is a general- purpose data repository. It is not discipline-specific, allows for many types of licensing, collaborative workspace, workflow with publishers, usage and download stats
6	Open Science Framework	Any	Yes	Any	5G per file though larger files can be stored elsewhere and linked to OSF (link to your GSuite account and get unlimited storage)	Free	Several, can create your own	Yes	OSF is the only repository developed with the whole research lifecycle in mind. OSF provides collaborative workspace, the ability to have private and public pages for the same project, and the ability to store project manuscripts with the data.
7	Zenodo	Any	Yes	Any	50G per dataset		Several	Yes	Zenodo is developed and run by CERN and is funded by the European Commission, Alfred P Sloan foundation and others. Although it accepts data from any discipline, it is heavy on the STEM disciplines.
8	ICPSR	Social and Behavioral Sciences	Yes	Any		Free		Yes	ICPSR was founded in 1962 and is considered the standard in data curation. Only researchers from member institutions may deposit at ICPSR. Unlike most other archives, ICPSR will curate the data where the "data are organized, described, cleaned, enhanced, and preserved for public use." ICPSR is specifically mentioned by the NSF Social, Behavioral and Economic Sciences Directorate as a suitable archive. https://www.nsf.gov/sbe/ses/common/archive.jsp
9	OpenICPSR	Social and Behavioral Sciences		Any	2G	Free	Attribution 4.0 Creative Commons License	Yes	OpenICPSR is run by the main ICPSR service. Unlike ICPSR, anyone may deposit data at OpenICPSR and the data are not curated.
10	Qualitative Data Repository	Qualitative Social Science	draft, review and published versions	Any		Cost for deposit very, please contact QDR for specifics.	Creative Commons Attribution Share-Alike	Yes	QDR is a unique and first-of-its-kind repository in the U.S. Specifically dedicated to archiving qualitative data from virtually any discipline. QDR will work with researchers in crafting DMPs and well as preparing their

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