

# **DATA MANAGEMENT PLANNING: THE BASICS**



**NCSU Libraries**  
**library\_datamanagement@ncsu.edu**  
**2013**

# AGENGA & OBJECTIVES | OUTCOMES

## **Agenda & Objectives:**

- Introductions
- What is a DMP
- Elements of a DMP
- Services and support at NCSU

## **Outcomes:**

- Understand components of a data management plan
- Learn about the DMPTool
- Learn about resources
- Handouts – Checklist, Resources, NSF FAQ, Example DMP

# INTRODUCTIONS

- Name
- Dept/Affiliation
- Your research (in brief)
- One thing you'd like to learn today



# WHAT IS A DATA MANAGEMENT PLAN (DMP)?

**WHAT:** A DMP is a document that describes how you will organize, store, and share your research data – during and after you complete your research.

## WHO REQUIRES A DMP:

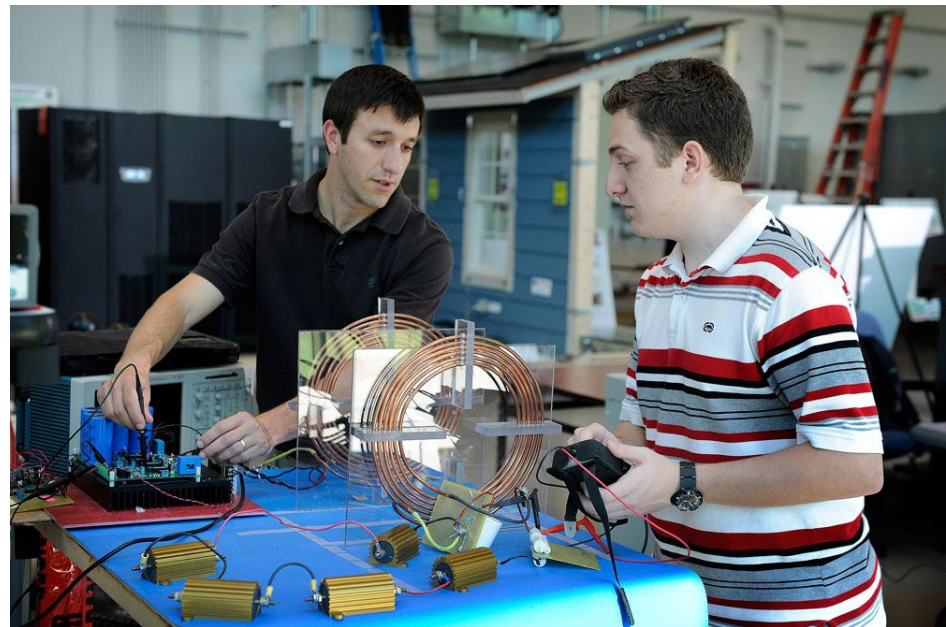
- Funders (e.g., NSF, NEH, NOAA, NIH, GBMF)
- Journals require data sharing (e.g., PLoS, PNAS, Nature, Dryad)
- Institutional Review Boards

## WHY:

- Preserve your data for transparency and replication
- Facilitate new discoveries via re-use
- Increase visibility of your work

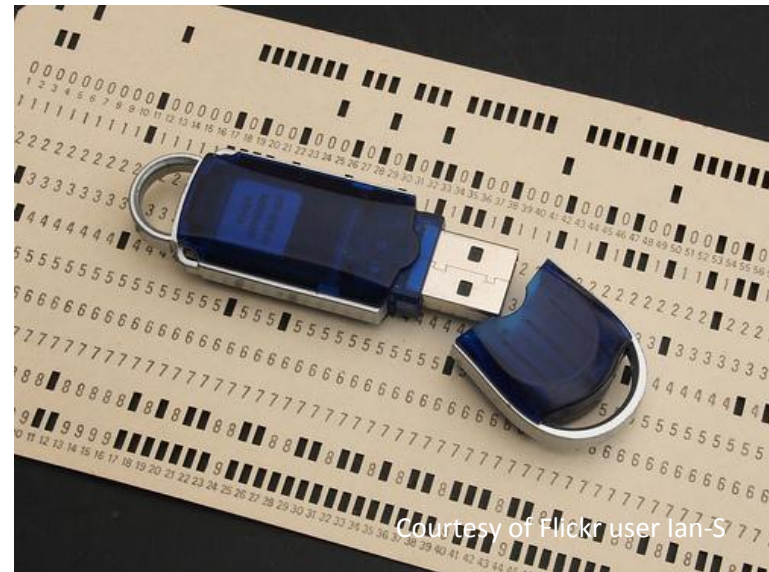
# PRODUCTS OF RESEARCH –OR- DATA TYPES

- What kind of data (observations) are you generating? How much?
- What types of data?
- How are you creating or capturing the data?
- Are you using existing data?



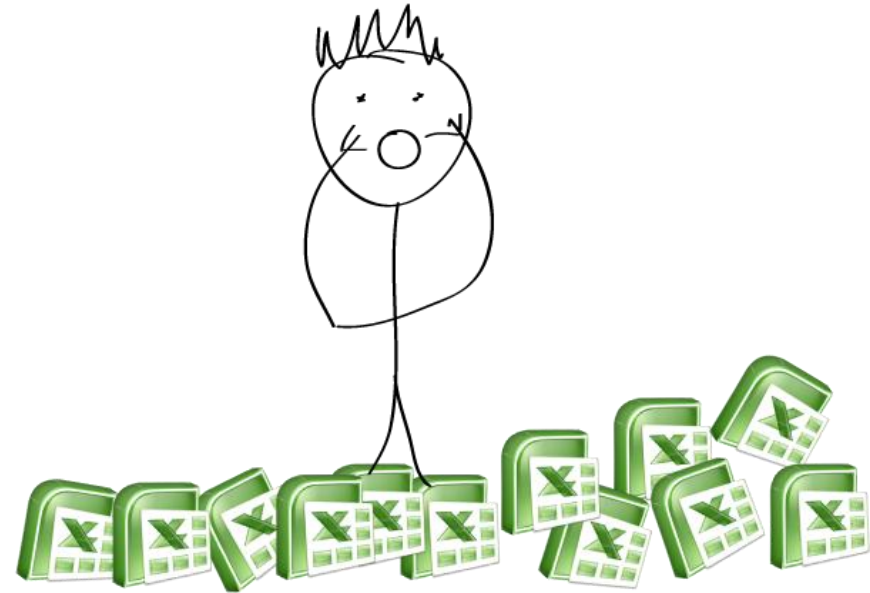
# DATA STORAGE & PRESERVATION

- What's the long-term strategy for maintaining, curating and archiving the data?
- How long should data be kept after project is over?
- Where will you deposit your data?
- What procedures are in place for preservation and backup?
- What transformations will be necessary to prepare data for preservation / data sharing?
- What documentation is needed to make the data reusable?



# DATA FORMATS & METADATA

- Which file formats will you use and why?
- What form will the contextual details (metadata) describing your data take?
- How will you create or capture the metadata?
- Which metadata standards will you use and why have you chosen them?
- What contextual details (metadata) are needed to make the data you capture or collect meaningful?



Courtesy of John Vickery



# DATA DISSEMINATION, SHARING, ACCESS

- How/when will data be available?
- How will access be provided & for how long?
- Will restrictions be placed on the data?
- Are there ethical & privacy issues? If so, how will these be resolved?
- What have you done to comply with IRB protocols?
- Who will hold the intellectual property rights to the data?
- Who/what are the potential users?
- Are there any reasons not to limit or withhold the data?





# ROLES & RESPONSIBILITIES

- Who is responsible for implementing the DMP?
- Who will confirm adherence to the DMP?
- How will responsibility of the data be transferred?
- Who is responsible for long-term decisions about the data?
- What training is necessary to manage the data?
- Who will pay for the management of the data?



Courtesy of conferencenike.com

# NCSU DATA MANAGEMENT PLANNING GUIDE

<http://www.lib.ncsu.edu/guides/datamanagement/>

NC STATE UNIVERSITY | 125 YEARS      DIRECTORY | LIBRARIES | MYPACK PORTAL | CAMPUS MAP | SEARCH NCSU


**NCSU LIBRARIES**      ASK US | MY ACCOUNT | HOURS | FAQ | LOG OUT | CHAT NOW!

FIND    GET HELP    SERVICES    LIBRARIES    ABOUT    Search books, articles, journals, & library website    Search

[Data Management Planning](#)  
[DMPTool](#)  
[Elements of a Data Management Plan](#)  
[Examples](#)  
[Defining Research Data](#)  
[Funding Agency Guidelines](#)  
[Data Storage & File Naming](#)  
[Metadata for Data](#)  
[Intellectual Property & Copyright](#)  
[Data Repositories](#)  
[Citing Data](#)  
[Sharing Data](#)  
[Workshops & Training](#)  
[Contacts](#)


## Data Management Planning for Researchers at NC State

Sponsored Programs and Regulatory Compliance



- Data Management Planning Tool (DMPTool) Now Available!
- What is a Data Management Plan (DMP)?
- How do you write a DMP?
- NSF Data Management Plan Requirements
- Who can you contact if you need help or have questions?

### Data Management Planning Tool (DMPTool) Now Available!



We are proud to offer the DMPTool as a resource for the NCSU research community. Developed by the California Digital Library and a group of major research institutions, the DMPTool is designed to help researchers:

- Create ready-to-use data management plans for specific funding agencies
- Get step-by-step instructions and guidance for data management plans
- Learn about resources and services available at their home institution to fulfill the data management requirements of their grants

To access the DMPTool, visit [https://dmp.cdlib.org/institutional\\_login](https://dmp.cdlib.org/institutional_login) and choose the "North Carolina State University" from the pull-down menu. From there you can log in with your Unity ID and password.

### What is a Data Management Plan (DMP)?


A data management plan is a formal document that outlines what you will do with your data during and after you complete your research. It describes the data that will be created, the standards used to describe the data (metadata), who owns the data, who can access the data, how long the data will be preserved (and/or made accessible), and what facilities and equipment will be necessary to disseminate, share, and/or preserve the data.

- For the NSF, the DMP is considered "an integral part of the proposal, coming under Intellectual Merit or Broader Impacts or both, as appropriate for the scientific community of relevance."
- In some cases, a valid DMP may include a statement that no detailed plan is needed, as long as the statement is accompanied by clear justification.

### How do you write a DMP?

A Data Management Plan consists of many elements describing the preservation, sharing, and access for your data. For a breakdown of the primary elements to include in your data management plan, see:

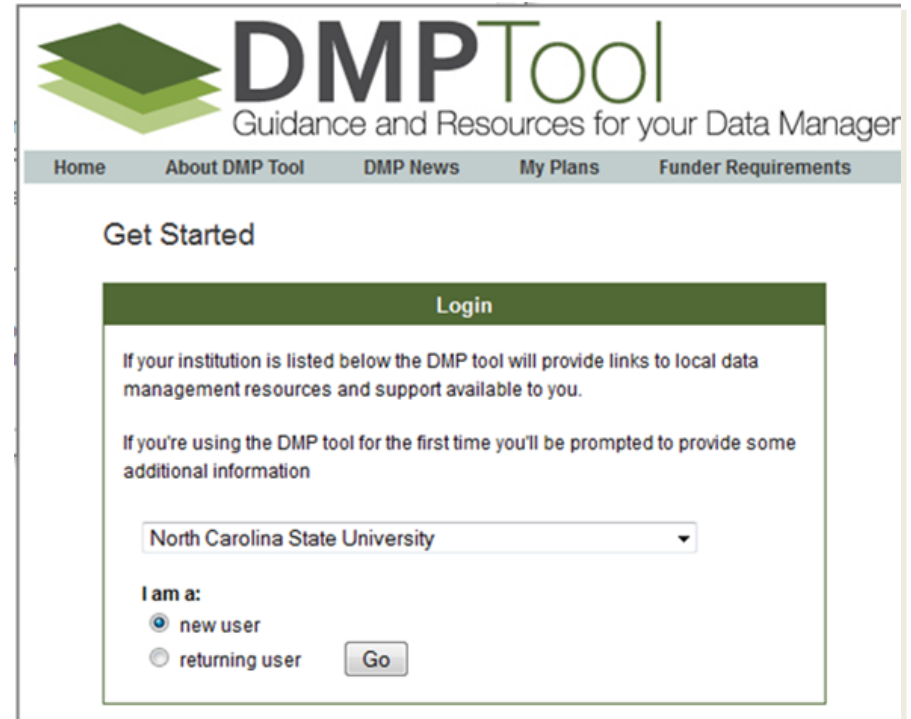
- [Elements of a Data Management Plan](#)
- [Examples of Data Management Plans](#)



10

# DMPTool

- Free scratch space
- Step-by-step guidance
- Use Unity ID to log-in
- Template for each funder
- Links embedded



The screenshot shows the DMPTool website interface. At the top, there is a logo consisting of three green squares of varying shades, followed by the text "DMPTool" in a large, bold, green font. Below the logo, the tagline "Guidance and Resources for your Data Manager" is displayed in a smaller, grey font. A navigation bar contains links for "Home", "About DMP Tool", "DMP News", "My Plans", and "Funder Requirements". The main content area is titled "Get Started" and features a "Login" section with a green header. The login form includes a dropdown menu with "North Carolina State University" selected, a "I am a:" label, and two radio buttons: "new user" (which is selected) and "returning user". A "Go" button is positioned to the right of the radio buttons. The form also contains two paragraphs of instructional text: "If your institution is listed below the DMP tool will provide links to local data management resources and support available to you." and "If you're using the DMP tool for the first time you'll be prompted to provide some additional information".

# NCSU SERVICES & SUPPORT – IP & COPYRIGHT

## What Do You Own?

- No © in data
- “Thin” © in compilations
- Supplementary materials



## How Will You Share?

- Preference for open access
- CC-BY or CC-0 license?



## NCSU's Copyright & Digital Scholarship Center

(<http://www.lib.ncsu.edu/cdsc>)

# NCSU SERVICES & SUPPORT

## Office of Information Technology:

- Shared Services: <http://oit.ncsu.edu/ac>
- Storage & Backup, HPC, Software licensing, IT security, web hosting, networking

## Research Administration:

- SPARCS: <http://research.ncsu.edu/sparcs/>
- Research Integrity, Compliance, Proposal development, IRB, REACH NC, Funding opps, Scholarly data ownership

## NCSU Libraries:

- DMP guide & DMPTool:  
<http://www.lib.ncsu.edu/guides/datamanagement/>
- Consultation and guidance for Storage & File-naming, Metadata, Citing data, Sharing data, Data Repositories



# SUMMARY & QUESTIONS

- NCSU DMP Guide:  
<http://www.lib.ncsu.edu/guides/datamanagement/>
- DMPTool
- [library\\_datamanagement@ncsu.edu](mailto:library_datamanagement@ncsu.edu)



Courtesy of Flickr member Gonzalo AR