

Data Management Plan Instructions

Introduction

All proposals submitted in response to this Request for Proposals (RFP) must include a Data Management Plan (DMP) that uses the template below to describe what data will be generated through the course of the proposed research and how it will be shared and preserved (including timeframe). All proposers approved for data access under this RFP are required to 1) specify how data will be preserved, handled, and subsequently deleted at the end of the project period, 2) make any software developed from the research available to TRISH at the end of the performance period, and 3) make articles published in peer-reviewed scholarly journals and papers published in peer-reviewed conference proceedings publicly accessible via NASA's Publication Repository website. Only DMPs that incorporate these requirements are acceptable for proposals submitted in response to this RFP.

The template below shall be used to prepare an acceptable DMP. Proposers are required to address each section of the template. The completed template must not exceed 2 pages. The text in italics is descriptive of what is required to be addressed in that section and may be removed, replaced, and/or added to when filling out the template. Non-italicized text is required to be included. Every section must be addressed. If a particular section does not apply, the proposer shall instead state that the section does not apply and provide a brief (approximately one paragraph) explanation as to why it does not apply. Proposers are encouraged to take a broad view of what represents data derived from their projects and would therefore be of interest to TRISH with regards to data management.

Resources

Data Submission Guidelines: <https://lsda.jsc.nasa.gov/Home/DataSubmissionGuidelines>

DataONE Resources for Data Management and Life Cycle Planning:

DataONE promotes best practices in data management through responsive educational resources and materials and works to ensure preservation, access, use and reuse of multi-scale, multi-discipline and multi-national science data. <https://dataoneorg.github.io/Education/>

Desirable Characteristics of Data Repositories for Federally Funded Research: <https://www.whitehouse.gov/wp-content/uploads/2022/05/05-2022-Desirable-Characteristics-of-Data-Repositories.pdf>

Data Management Plan Template

1. Research Data Summary

The data generated as part of the proposed project is expected to include *[describe generated data here: types, volumes, formats, and (where relevant) data and metadata standards]*. If a standard is not provided by TRISH, the proposer should provide their standard or reference one publicly available.

2. Overall Data Storage and Archive Plan

Data shared by TRISH during the investigation is stored, during analysis, in *[describe data storage solutions, identifying organizations]*. Once analyzed, raw and analyzed data will be stored in: *[describe storage solution, identifying organizations and individuals by designations given in the Expertise and Resources document, if necessary; describe any repositories to be used]*. Responsibility for required sharing of data during the period of performance will belong to *[person assigned this role]*. Describe the plan for meeting data archival requirements, the timeline for submitting data to TRISH for the EXPAND database, and a NASA Archive (if requested by TRISH). Include a schedule for providing the data; (e.g., quarterly, annually, at the time of publication of results, at the end of the award period). Describe the plan for deletion of local copies of data following deposit into the EXPAND Database at the end of the award period.

3. Providing Publications to NASA's Publication Repository (PubSpace; <https://sti.nasa.gov/submit-to-pubspace/>)

Articles published in peer-reviewed scholarly journals and papers published in peer-reviewed conference proceedings will be provided to NASA's Publication Repository by *[person assigned this role]*. This person will abide by the NASA's Publication Repository submission requirements and follow the specific data input procedures as provided by NASA. The timeline for providing the data into the NASA's Publication Repository is: *[include a schedule for providing the data; e.g., quarterly, annually, after one year of publication.]*

4. Restrictions or Limitations to Sharing, if applicable

As research conducted under this RFP will involve Human Subjects (covered by 12 CFR Part 1230), provisions for the appropriate protection of privacy, confidentiality, security, intellectual property, and other rights or requirements are required. Describe how results could be validated if data are not shared or preserved. If there is a valid reason why data-sharing or preservation under the auspices of the EXPAND Database is not possible or scientifically appropriate, some justification must be provided. All data are expected to be deposited in the EXPAND Database, and local copies subsequently destroyed.

5. Software Sharing, (if software development is part of the proposal)

Describe how relevant methods, technologies, tools, software, source code, software documentation (including start up directions), training etc. will be delivered to TRISH.