**Data Management Plan**

***\*READ THIS FIRST***

***\*USE THIS DOCUMENT AS AN OUTLINE AND GUIDE, DELETE ANY CONTENT NOT YOURS***

***\*DELETE THIS TEXT BOX PRIOR TO SAVING TO PDF.***

*A Data Management Plan* ***(DMP****) should clearly articulate how the project director (PD) and co-PDs plan to manage and disseminate the data generated by the project.* ***The DMP is limited to two pages****. These two pages do not count toward the page limits for the project narrative and should not be used to circumvent the project page limit.*

*If a project does not include data collection (e.g., a meeting with no proceedings), the DMP document may be limited to the statement “No data will be produced”, accompanied by a clear explanation of why there will be no data produced by the project. Otherwise, the DMP must address the following topics depending on the type of research, education, and extension activities being conducted, unless otherwise stated in the RFA.*

**Expected Data Type**

Describe the type of data (e.g., digital, non-digital), how it will be generated, and whether the data are primary or metadata.

• \_Research examples may include lab work, field work and surveys.

• \_Education examples may include number of students enrolled/participated, degrees granted, curriculum and training products

• \_Extension examples may include outreach materials, number of stakeholders reached, number of activities and assessment questionnaires.

For scientific data to be readily accessible and usable it is critical to use appropriate community- recognized standard and machine-readable formats. If the data will be managed in domain-specific workspaces or submitted to public databases, indicate required formats will be followed. The data set must contain enough information to allow independent use (understanding, validation, and analysis) of the data.

**Data Storage and Preservation**

Data must be stored in a safe environment with measures taken for long-term preservation. Applicants must describe plans for storing and preserving data during and after the project and specify data repositories (databases) if they exist. Data repositories for long-term preservation may be the same that are used to provide Data 2 Sharing and Public Access. Estimate how much data will be preserved and the planned retention period. Include strategies, tools, and contingency plans used to avoid data loss, degradation, or damage. Describe data access and sharing procedures during and after the grant. Name repositories and catalogs as appropriate.

**Data Sharing, Protection and Public Access**

Include a statement, if applicable, of plans to protect confidentiality, personal privacy, proprietary interests, business confidential information, and intellectual property rights. Outline restrictions (copyright, confidentiality, patent, appropriate credit, disclaimers, conditions) for use of the data by other parties.

**Roles, Responsibilities and Reporting**

State who is responsible for the DMP implementation. This item is particularly important for multi-investigator and multi-institutional projects. Provide a contingency plan in case key personnel leave the project. Consider the following questions: What resources will be needed for the DMP? If funds are needed, have they been added to the budget request and budget narrative? Projects must budget resources to develop and implement the proposed DMP. Applicants are encouraged to consider using platforms, catalogs and workspaces provided by USDA (e.g., the Ag Data Commons), and include adequate funds in the budget to support data management and submission fees as required by the platforms, catalogs, etc. Successful projects should monitor the implementation of the DMP throughout the life of the project. Implementation of the DMP must be a component of annual and final reports to NIFA and include progress in data sharing (publications, database, software, curriculum, outreach materials, etc.). The final report should also describe the data that was produced during the award period and the components that will be stored and preserved after the award ends. The DMP should be compliant with the Research Terms and Conditions that govern NIFA-funded projects. The DMP is not intended to be a replacement for other grant reporting requirements.

To learn more about DMPs, please see NIFA’s Data Management Plan resource page. This resource page also contains a DMP FAQ that addresses common applicant questions about the DMP.