



# HRP Data Management & Grant Lifecycle

## Guides for Elements and Principal Investigator Teams



**Excellent data stewardship is at the core of a data centric culture and** HRP promotes data management literacy along with its core values across the whole organization. HRP requires all stakeholders supporting a research procurement project to be aware of their responsibilities managing the research project, the research data, or work-related tasks supporting research experiments.

The **HRP Data Management Plan, Science Management Plan, and NASA Grants & Cooperative Agreements (GCAM)** are the authoritative documents that address data management and help HRP facilitate research procurements.

Training guides have been developed for a few key areas to assist the completion of milestone tasks or parts of a research procurement.

Explore the links to the guides, read the NASA [GCAM](#), the [HRP Science Management Plan](#) or the [HRP Data Management Plan](#).

For questions regarding research procurements, contact:  
**HRP Grants Office**

[jsc-sa-grants@mail.nasa.gov](mailto:jsc-sa-grants@mail.nasa.gov)

**Chief Scientist Office**

[jsc-hrp-chief-science-office@mail.nasa.gov](mailto:jsc-hrp-chief-science-office@mail.nasa.gov)

### Grant Closeout

NASA & HHPC utilize the Award Closeout process to determine all administrative actions and work completed by the award recipient meet federal requirements.

[GCAM Section 37](#)  
[HRP DMP Section 8.4](#)

### Escalations

Refer to the escalation process guidelines if a PI is likely to be late or is already late meeting a milestone.

[HRP DMP Section 8.7](#)

### PI Compliance Score

How well is the PI meeting milestone task due dates identified in the Data Integrated Schedule?

[HRP DMP Section 8.5, 8.6](#)

### Mods/Changes

Change in project scope, change in key personnel, funded extensions, and no-cost extensions are monitored by the GO and TO. [GCAM Section 32](#)

### Data Management Plan

All solicited and single-source proposals must include a DMP that describes what data will be generated through the course of the proposed research and how it will be shared and preserved.

[HRP DMP Appendix D](#)

### Research Data Submission Agreement

Establishes the data delivery contract between the LSDA team, HRP Element, and PI.

[HRP DMP Section 4.2.3](#),  
[LSDA RDSA Blank Book](#)

### Data Submission Guidelines

The Do's & Don'ts to successfully complete the submission task.

<https://nslp.nasa.gov/explore/lisahome/datasubmit>

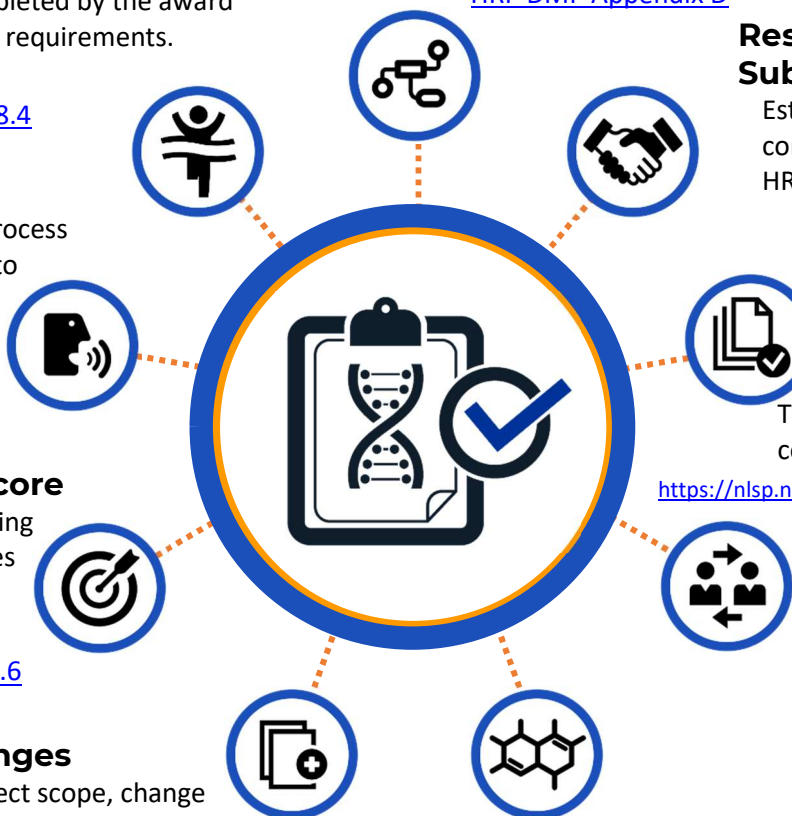
### Data Sharing

Ensuring data sharing is documented for investigators through flight subject specific Data Sharing Plans and Data Sharing Agreements.

[HRP DMP Sections 4.5, 10](#)

### Directed Research

Elements identify PIs to initiate directed tasks through a single source proposal process. [HRP DMP Section 7.1.3](#)



For questions about this guide, contact the HRP Data Management Integration Office (DMIO):

[jsc-hrp-data-management@mail.nasa.gov](mailto:jsc-hrp-data-management@mail.nasa.gov)

For users with JSC network access, check out the [HRP Data Management Plan](#) in the HHPC Hall Library!