Completing the Project Data Management Plan

A Guide for Elements and Principal Investigator Teams

All HRP-funded proposals or project plans submitted to NASA for scientific research funding are required to include a Data Management Plan (DMP).

- A DMP addresses data requirements, documents data flow from acquisition through publication, and outlines data description, quality assurance, and backup and security throughout the life cycle of the task.
- Elements review data management plans as part of relevancy and selection decisions when reviewing proposals for award.

Condensed DMP vs. Full DMP

- **Directed Research** projects will use a **Condensed Data Management Plan** in the Task Synopsis because a full DMP is too large for the scope of this research type.
- For Directed Research, technology development/demonstration and Internal Scientist funding model procurement mechanisms, the Task Synopsis Form must provide a brief description of:
  - data generated as part of the proposed project,
  - data storage during and after work is complete,
  - special data access or sharing needs, including restrictions or limitations to data sharing and,
  - a recommendation on whether data is unique and high value.

Provide a CONDENSED DMP in a Task Synopsis for Directed Research.

Solicited or Unsolicited Proposals will use the Full DMP.

(Condensed DMP vs. Full DMP – continued)

- **Solicited or Unsolicited Proposals** will use the **Full DMP**.
- The Full DMP is a separate section of the proposal or project plan and should address all **information requirements** in Section 6.2.2.1 of the HRP DMP. *See below for quick reference.*
- A **Cross Cutting Project** DMP should include a data milestones schedule as well as describe research data generated or handled by the project, unique storage requirements, and how it will be organized, validated, secured, processed, transferred, and delivered, and preserved.
- The DMP should meet the general information requirements listed below as well as address any NASA specific requirements using the data management plan template in Appendix D.

6.2.2.1 Information Requirements

1. **The types of data to be produced** during the project (types, volumes, formats etc.).
2. **The standards to be used** for data and metadata format and content. If a standard is not provided by NASA, the proposer should provide their standard or reference one publicly available for NASA approval.
3. **The provisions for accessing and sharing the data**, including provisions for the appropriate protection of privacy, confidentiality, security, intellectual property, and other rights or requirements.
   a. Provision should include data storage and access plan both during active research and after completion.
   b. The plan for archival preservation of data as directed by HRP.
   c. Intramural investigators shall follow NASA, Center, and Laboratory Policies, Service Agreements and Procedures for data storage, backup, security, and retention.

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(6.2.2.1 Information Requirements - continued)

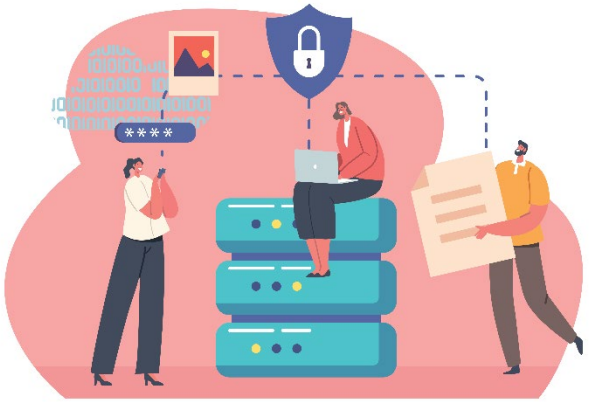
4. The provisions for reuse, redistribution, and the production of derivatives.
5. The plan for publishing summary report(s) including findings and methods in peer-reviewed publications or via NASA's STI program.
6. **The plans for providing access** to the data used in any science publication and the plans for archiving and preserving the data per direction from the Program, including how long the data will be preserved and accessible.
    a. **Peer-reviewed Publications and associated data should be deposited in NASA's Publication Repository**; research data necessary to validate non-peer reviewed publications published through the NASA STI program must be archived in LSDA.
7. **The restrictions that would limit or prevent the ability to disseminate data**. If there is a valid reason why data sharing or preservation is not possible or scientifically appropriate justification must be provided.
8. **The DMP must describe how data sharing and preservation will enable validation of results,** or how results could be validated if data are not shared or preserved.
9. **Software Sharing Plan** with appropriate times, if software development is a part of the proposal (current year HERO Overview).

The Proposal Budget must include the cost of data management in the SOW.

I'm a Data Steward – What's Your Superpower?

Data Management Costs

- Proposer must specify data management cost and whether it is a line item in budget or covered by indirect costs.
- Data management costs include, but are not limited to:
    - Completion of the Research Data Submission Agreement (RDSA).
    - Handling and backup of data during the period of performance.
    - Preparation of data for delivery sufficient to meet LSDA data submission guidelines, regardless of repository. See Life Science Data Archive Data Submission Guidelines.



Important Reminders

- Review submission requirements and timelines to ensure PI understanding.
- Ensure there is enough budget remaining at POP End for data cleanup and submission.
- Allow time for archivists to review and provide feedback that may increase cost of data submission and time making it hard to meet data submission deadline. *Review the "RDSA Training Guide"* or LSDA RDSA Blank Book.

DMIO DATA MANAGEMENT INTEGRATION OFFICE

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