Completing the RDSA, Data Submission & Acceptance Process
A Guide for Elements and Principal Investigator Teams

Has the RDSA been created and signed by the due date?

Have ALL data been submitted as agreed to in the RDSA?

- The Research Data Submission Agreement (RDSA) is used by the LSDA and Principal Investigator (PI) to plan the delivery of research-generated data and metadata to a repository.
- The RDSA outlines the deliverables of the research agreement as they pertain to the research data acquired, the analytical methodologies utilized, intermediate analytical files produced, and study findings.
- This guide will help you quickly find answers with links to detailed information. Documents are under configuration management and stored in the HHPD Hall Library: LSDA RDSA Blank Book, HRP Data Management Plan.

LSDA is responsible for the RDSA

- The LSDA is responsible for development and implementation of the RDSA.
- The Archivist assists the funded investigator, project scientist or designated party document the following:
  - Repository
  - Data dictionary outlining what data will be collected.
  - Description of methods, measurements, and process of data acquisition (metadata).
  - The data pedigree.
  - Data format – Data should be submitted using file name conventions and format standards documented in LSDA RDSA Blank Book.
  - Data quantity (estimate of the number of files and file sizes).
  - Data submission schedule based on the complexity of the study and anticipated time needed for acceptance review.
  - Quality assurance and quality control measures for submission.
- The RDSA does not take the place of the PIs' internal data management plans for the active research phase of their project.

The RDSA may be updated as needed.

Complete RDSA Within a 3-Month Timeframe

Completing the RDSA is a coordinated effort between the LSDA Archivist, PI, and Element.

- **Flight/Analog:** ROI should notify the Archivist to start the RDSA after requisite experiment documentation has completed the HRPCB and ROICB.
- **Terrestrial:** The Element POC notifies the Archivist to start the RDSA immediately after completing the grant kickoff with the PI.
- The RDSA should be completed typically within a 3-month timeframe using the suggested timeline below.

0 - 3 weeks	Archivist Drafts RDSA
3 - 4 weeks	LSDA Team Reviews Internally
4 - 6 weeks	Sends Draft to PI/AOR for redlines or signature, cc: Element
6 - 7 weeks	Archivist sends Final for PI signature; cc: Element
7 - 10 weeks	PI returns Signed RDSA to Archivist
10 - 11 weeks	Archivist sends RDSA to Element requesting signature
11 - 12 weeks	Archivist Signs and posts RDSA in SharePoint library.
	LSDA RDSA - All Documents (nasa.gov)

- If the PI doesn't sign and return by the due date, the Archivist can escalate for non-compliance.

The RDSA is a Controlled Document

- The RDSA generated for each experiment being archived is signature-controlled. Modifications to the document must be processed within 30 days of a change.
- The initial RDSA is signed by PI, Project Scientist or other entity, and archivist with concurrence by the funding Element.
- he RDSA can be updated to finalize data and metadata to be submitted as needed (e.g., when data collection is complete or other frequency if study length exceeds 3 years).
- When additional PI or a new type of data is added to the project, the RDSA is amended and routed for new signatures.

The RDSA establishes an agreement between the LSDA team, HRP Element, and the PI.

- Once an RDSA is signed, **any future changes or augmentations to research <u>may</u> require an update to the RDSA** and routed again for signatures.

Data Submission

- It is imperative that data submitted to the archive follow a form and structure that supports long-term digital preservation and access.
- The RDSA outlines the submission requirements, dataset guidelines, and data transmission systems. For details, review the [Data Submission Guidelines](https://nlsp.nasa.gov/explore/lsdahome/datasubmit). https://nlsp.nasa.gov/explore/lsdahome/datasubmit
- The PI submits data to the designated data repository in accordance with the RDSA

Data Submittal Reminders

- The Archivist sends data submission reminders to the PI as scheduled:
  1. **-120 days from POP End**, Archivist sends email to PI requesting data NLT -60 days prior to POP End.
  2. **-90 days**, Archivist sends a reminder to PI requesting data.
  3. **-60 days**, Archivist alerts the PI and Element that data has not been received and will be past due and an escalation should be initiated.

Data Delivery, Verification and Acceptance

- Data and supporting documentation are delivered to LSDA according to terms specified in grant awards, ATP, agreements, or other procurement instruments, and described in detail in RDSAs (Section 6.2.3).

- Once data is delivered the Archivist becomes the custodian; however, the Funding Element or Project and the PI will have access for the purpose of verifying submissions against the data submission agreement and addressing any identified corrections or updates.
- Data management, including activities related to archiving and accessing data from terrestrial, analog, and flight studies, is an important component of the HRP.

Non-Compliance and Escalations

- There are several options to consider when a PI misses a due date. The Archivist is tracking due dates and will notify the Element, TO, and/or DMIO depending on the action needed.
  - ✓ Contact the PI and resolve within 10 business days.
  - ✓ Delay funding until the data requirement is met.
  - ✓ Reach out to the DMIO team to assist with escalations: jsc-hrp-data-management@mail.nasa.gov.

- **The PI will need to be compliant on data deliveries within 30 days**.
- The HRP Grants Technical Officer will issue a formal letter to the PI and AOR documenting non-compliance.
- Refer to the Escalations reference guide or consult the HRP Data Management Plan for details.

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!