

## Data Management Plan (outline)

The Data Management Plan (DMP) for a proposal is a two-page document that describes (1) the investigator's commitment to the funder's Data Policy and (2) how the investigator plans to manage the data generated by the proposed research during and after the project.

The DMP should cover the following topics:

1. Information about the data
  - Describe the data generated in the proposed research.
  - How will the data be acquired? (When? Where? With what methods?)
  - If you will use existing data, describe the data (spatial and temporal coverage, parameters, format) and how it will be obtained.
2. Description of data
  - In what formats will the data be saved? Roughly how many data files will be compiled and what is the expected volume?
  - How will the data be processed? (Software used, Algorithms, Workflows).
  - Describe how data quality will be ensured.
3. Metadata content and format
  - Describe the metadata used to document the data so that others can readily use the data.
  - How will the metadata be created and in what format or standard?
4. Policies for access, sharing, and re-use
  - Describe the data sharing planned during and after the proposed project.
  - Are there any ethical, privacy, intellectual property, and copyright issues for the data set?
  - What is the schedule for delivery of data and related metadata to the community?
5. Long-term archival
  - Which of the data generated will become mature enough to submit to a long-term archive for sharing with the broader scientific community?
  - Where will the data be archived?
  - What steps need to be taken to prepare the data and documentation for the archive? Who will be responsible for preparing the data for the archive? When will the data be submitted to the archive?