

## Data Management Plans for NSF Proposals

Beginning January 18, 2011, proposals submitted to NSF must include a supplementary document of no more than two pages labeled "Data Management Plan" (DMP). This supplementary document should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results. Proposals that do not include a DMP will not be able to be submitted. Individual Directorates within NSF have additional guidelines regarding the Data Management Plan.

In an effort to provide guidance on developing Data Management Plans for future NSF submission, the following template has been developed. In general, the objective is to provide for the NSF requirements with a plan that is simple yet satisfactory

- Provide a description of the data, identifying what will be measured, computed, or modeled. Include some description of how these tasks are to be performed.
- Provide an explanation as to why the data is important and necessary for the work
- Provide an explanation regarding the nature of the data. Data includes laboratory notebooks, survey reports, computer files created by data acquisition systems, images, etc. Include an estimate on the quantity of data. Include metadata (laboratory notebook entries, software codes, etc.) that will be needed in translating the data within the context of the project
- Provide a description of how the data will be preserved, including data storage and backup.
- Provide instructions on how others may access the data if a request is submitted.
- Provide affirmation that the data will be preserved for at least three years after the award ends as is required by NSF.
- If there are privacy / ethical issues associated with the data, describe how these will be addressed.
- If there are intellectual property/patent issues associated with the data, describe how these will be addressed.