Basic Content Template of Data Management Plan

Expected Data
- Describe types of data, samples, physical collections, software, curriculum materials, and other materials produced during the project.
- Describe what will be retained.
- Describe the potential impact within and outside researcher’s own field and how you will maximize the data value.

Period of Data Retention
Describe a period that should be a minimum of three years after the award conclusion or three years after public release. You should reasonably be able to make data accessible immediately after publication. Take into consideration longer retention periods such as with patents or longitudinal data sets.

Data Formats, Short-Term Storage, and Dissemination
- Describe the specific data formats, media, and dissemination approaches, including metadata. Important to use existing standards appropriate to the discipline.
- Describe how you will use local storage (and back up and security) prior to your long-term archiving and preservation.
- Describe policies for public access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property or other requirements.
- If a center or major partnership with industry or user communities, address how data are to be shared and managed with partners, center members, and other major stakeholders.
- If needed, state publication delay policies.

Long-term Data Storage and Preservation of Access
- Describe physical and cyber resources and facilities that will effectively store and preserve research data. Your options are the Purdue Repository for Research Data, another appropriate data repository or archive (e.g. NCBI, LTER), or posted online on a project website. [If using Purdue Repository for Research Data, you can tailor the boilerplate text and cite Purdue Libraries/OVPR source].

Somewhere you also need to outline the roles and responsibilities of all parties in managing and retaining the research data. Include the plan for what happens if a PI or co-PI leaves the institution.

Note: in collaborative proposals or proposals with sub-awards, the lead PI is responsible for assuring data storage and access.

Note: any explanation of costs should be in the budget justification pages, not in the DMP.