

# Coastal and Marine Science Center Data Management Plan

## Project Information

Project Name:

*This should be the same name entered into BASIS. The name must be unique.*

---

BASIS Number:

*This will allow future entries in Compass to use the DMP and update the DMP*

---

Principal Investigator(s):

---

Collaborating Agencies/Organizations:

---

Collaborator Contact Info:

---

Summary of Project:

*This should be the same as in BASIS*

---

**Project Start Date:**

*This should be the same as in BASIS.*

(YYYY-MM-DD)

click in the text field to set the date

**Project End Date:**

*This should be the same as in BASIS.*

(YYYY-MM-DD)

click in the text field to set the date

**Information Specialist:**

*This could be the PI or a designee who has overall responsibility for data acquisition, processing, quality control, documentation, and preservation. This person is likely to be helped by data specialists and oversee their work.*

---

## **Plan and Acquire**

Will this project collect new data?

- Yes
- No

Will this project use existing USGS data?

- Yes
- No
- Unknown

If you answered 'Yes' above, where did existing dataset(s) come from?

---

Is that data published or publicly available?

- Yes
- No

Will this project use contracted or donated datasets (data from external sources)?

- Yes
- No
- Unknown

If you answered 'Yes' above, where did contracted or donated dataset(s) come from?

---

Will you be able to store a local copy of the contracted/donated data?

- Yes
- No
- Unknown

Estimated volume of all the data that will be collected, acquired, and/or generated:

---

MB or TB?

---

Will the project need to buy any new software, licenses, or IT equipment to collect or process the data?

- Yes
- No
- Unknown

If you answered 'Yes' above, please explain below.

---

How many payperiods have been requested for project staff to assist with these tasks?

1. Project planning: \_\_\_\_\_
2. Data acquisition: \_\_\_\_\_
3. Data processing: \_\_\_\_\_
4. Data analysis: \_\_\_\_\_
5. Data backup and archiving: \_\_\_\_\_
6. Publication and data release: \_\_\_\_\_
7. Prepare metadata and documentation: \_\_\_\_\_
8. QA/QC: \_\_\_\_\_

## **Describe and Manage Quality**

Are you publishing or archiving data in a proprietary or non-proprietary format?

- Proprietary
- Non-proprietary
- Both

Are you archiving data in a digital or non-digital form?

- Digital
- Non-digital
- Both

Are file naming conventions going to be used that help describe the data?

- Yes
- No

How will the raw, unpublished data files be documented for future usefulness?

---

Who is going to be responsible for producing your metadata in a FGDC-endorsed standard?

---

Describe planned QA/QC procedures during data acquisition and processing.

---

Which of the following will be included with your data?

- Supporting documents (i.e. fieldbooks)
- Standardized logs (i.e. FACS logs)
- Standard operating procedure

## **Backup/Secure and Preservation**

See your local IT group for help on these questions.

Where does the project plan to store copies of research files and data to ensure their safety?

---

Where are hardcopy notebooks, disk copies of data, and physical samples going to be physically stored?

---

How many copies of data will be maintained and how will they be kept synchronized?

---

Are the data and backups going to be stored in multiple places and on different media types to protect against a single-point failure?

- Yes
- No

Who will be responsible for archiving project data on the server?

---

Will there be an easily accessible index that documents where all archived data are stored and how they can be accessed?

*There will be if you use Compass.*

- Yes
- No
- Not sure

If your data is not on the SPCMSC project server, how often will backups be performed?

---

Who will be responsible for the backups?

*This will be IT, if you store data on SPCMSC project server.*

---

How long are backups going to be kept?

---

What will the final format of the data be? Check all that apply.

- ArcASCII
- AVI
- CSV
- DOC
- DOCX
- JPEG
- MAT
- MOV
- MPEG-4
- netCDF
- PDF

- SEGY
- SHP
- TIFF
- TXT
- XLS
- XLSX
- XML

List other formats here.

---

Is that format appropriate for long-term preservation (i.e. non-proprietary, machine readable)?

- Yes
- No
- Not sure

## **Release, Publish, and Share**

What methods will be used to improve access to data after it is released?

---

What methods will be used to publish data interpretations and/or new methods?

---

How is non-interpretive data going to be released?

---

Will there be a webpage associated with this project?

- Yes
- No

If there is an existing web page, enter the URL below.

---

Describe project policies for sharing data with internal and external sources before publication.

---

Will there be any access or use restrictions on the data (e.g. sensitive data, restricted data, etc.)?

- Yes
- No

If you answered 'Yes' above, please explain.

---

Is there a deadline for sharing your data as required by the funding agency?

- Yes
- No
- Unknown

If you answered 'Yes' above, what is the deadline?

---

**Submit**