FORT Data Management Plan

These questions are designed to help you outline what data management tools will be needed to properly document and archive your project data.

PI Name:
Project Title:

1) Will your Project utilize existing or historic data? ☐Yes/☐No
   a. Where is the existing or historic data hosted/stored?
   b. Are there access/use limitations associated with your historic data?
      ☐Yes/☐No (If yes, please provide a brief description of the limitations.)

2) Will your Project collect new data? ☐Yes/☐No
   a. What file format will be used to collect the data?

3) Will this project collect physical samples? ☐Yes/☐No
   a. Will physical samples need long-term storage? ☐Yes/☐No

4) Is raw or analyzed data considered proprietary or sensitive (and shouldn’t be publically available)? ☐Yes/☐No
   a. If yes, and you are releasing data, please specify the techniques you will use to obscure sensitive data (i.e. omission of particular field(s), aggregation):

5) What distribution platform will your data release use? (Per FSP requirements, data approved for release must be placed in an acceptable digital repository)
   ☐ScienceBase ☐National Water Information System (NWIS) ☐USGS Biodata
   ☐USGS NatWeb ☐EROS Data Center ☐Other: ____________
   (A full list of Trusted Digital Repositories can be found at https://www2.usgs.gov/fsp/acceptable_repositories_digital_assets.asp)

6) What Open Source format will your data be released in?
   ☐CSV ☐Shapefile ☐GeoTIFF ☐Other: ____________

7) Will your original input/raw data also be made available to the public (discoverable)?
   ☐Yes/☐No

8) Is your project creating software/scripts? ☐Yes/☐No
a. Will the software/scripts also be made available to the public (discoverable)? Yes/□No

9) How will the data for this project be archived?

10) Are you collaborating with another entity other than FORT on this project? □Yes/□No
   a. If yes, who will be responsible for releasing the data to ensure compliance with
      policy requiring public access to open data? □Self/□Other:
   b. If yes, your project also requires that a Data Sharing Agreement for each collaborator
      be uploaded to DataDash.

11) Does data for this project rely on proprietary or licensed software? List software:
   a. If so, how will it be submitted in a non-proprietary format for release? List
      format(s):

12) What products or deliverables will your project produce? (check all that apply)
   □ Data Release □ Journal/Periodical Article □ USGS Data Series □ Open-File Report
   □ Other (list multiple products if necessary): _____________

13) Articulate quality assurance and/or quality control procedures that are associated with each
    product (These procedures may not get fully developed until later in the project’s lifecycle):

14) What is your anticipated timeline for the Project in relation to these key time points?
    a. End Data Collection
    b. End Data Analysis
    c. Publication of Products/Deliverables (may include multiple dates)
    d. Completion of Project (Archiving)

15) Is this project considered Mission Critical? □Yes/□No
    a. Is a FOIA request likely? □Yes/□No
    b. Is this high profile research? □Yes/□No
    c. Is this research project related to topics in litigation? □Yes/□No
    d. Does this project contain high value / long term data sets? □Yes/□No
    e. Does this project contain data about endangered / threatened Species
       □Yes/□No
    f. Would products produced be considered ‘Influential Products’ by FSP
       (Fundamental Science Practices) and require additional OMB review?
       □Yes/□No
    g. Other:

Revised 11-1-16