

Science Center Data Management Responsibilities						
Actions to be Completed	Science Center Director	Data Management role	Approval and Release role	Long-term Preservation role	Public Access role	Research Teams
Provide funds, staff, and governance	R	--	--	--	--	--
Write and update DMPs	A	C	--	--	I	R
Establish partner data responsibilities	A	C	I	I	I	R
Preserve data during project	A	C	--	--	--	R
Write metadata	A	C	--	--	--	R
Release approved data when required	A	I	I	I	C	R
Document review and approve the data release in IPDS	R	--	C	--	--	I
Preserve DMPs	A	R	--	--	I	--
Submit metadata to SDC	A	--	--	--	R	--
Preserve data after project ends	A	--	--	R	I	--
Update metadata after project ends	A	--	--	I	R	--

*The matrix uses the RACI model (<http://racichart.org/>) to designate responsibilities:

- R stands for Responsible — the employee who will do the work.
- A stands for Accountable — the employee who approves the work and ensures that it is completed.
- C stands for Consulted — employees who provide advice, assistance, or agreement before the step is completed.
- I stands for Informed — employees who must be told after the step is completed.