

WARC Data Management Plan Template

This form is designed to simplify the process for creating and modifying a project Data Management Plan (DMP). Almost all questions on this form are listed as optional so that users can submit and return to the document at a later date to add more information. However, most fields will be required before the DMP will be approved as part of the project Study Plan.

If you have questions or comments on any aspect of this form, please submit the form so your responses are saved and then contact the data manager.

Feedback is encouraged!

* Required

Project Information

Basic information about the project that will be collecting, generating, and/or analyzing the dataset described by this DMP.

1. **Project Title:** *

2. **BASIS+ Project Number:**

3. **Principal Investigator:** *

For projects involving more than one principal investigator, please indicate the PI that will take the lead role in initiating data release(s) to coincide with publications and/or conclusion of this project. *Enter only one.*

4. **Project Start Date:** *

Example: December 15, 2012

5. **Does this data collection have an end date?** *Mark only one oval.*

- Yes *After the last question in this section, skip to question 9.*
- No, this project is ongoing. *After the last question in this section, skip to question 10.*

6. **Information Specialist (IS):**

(Project member who should be contacted for questions regarding data management)

7. **IS email address:**

8. **Abstract:**

Project Information (continued)

9. **Project End Date:**

_____ *Example: December 15, 2012*

10. **Will this project involve collaborators outside of WARC?** *Mark only one oval.*

- Yes *Skip to question 11.*
- No *Skip to question 14.*

11. **Identify collaborators participating in this project.**

Include name(s) and organization(s) of all collaborators.

12. **Who will take ownership of the data at the end of this project?** *Mark only one oval.*

- USGS
- Collaborator

Project Information (end)

You have completed the Project Information section of the DMP. Choose to proceed to the next portion of the form or "Save and Exit" if you'd rather return to complete the form later.

13. **Would you like to save your responses and come back later?**

Mark only one oval.

- Proceed to the next Section
- Save and Exit *Stop filling out this form.*

Plan and Acquire

14. **What type(s) of data will be collected or created?**

i.e., geospatial layers (shapefiles; may include observations, models, imagery, etc.), tabular observational data, field/laboratory/mesocosm experiment data, numeric model input data and outputs, imagery, photographs, video

15. **Will this project use existing datasets?** *Mark only one oval.*

- Yes *After the last question in this section, skip to question 17.*
- No *After the last question in this section, skip to question 18.*
- Unknown *After the last question in this section, skip to question 18.*

16. Estimated volume of data that will be collected, acquired, transformed, and/or stored on WARC servers?

General estimate: Megabytes (data spreadsheets and related text files), Gigabytes (relational database, moderate number of images and/or videos, complex model outputs), Terabytes (large quantities of high quality videos) *Mark only one oval.*

- Megabytes
- Gigabytes
- Terabytes

Plan and Acquire (continued)

17. Please describe the name and location of existing dataset(s) that will be used in this project.

Plan and Acquire (continued)

18. Will this project use existing models and/or software?

Mark only one oval.

- Yes *Skip to question 19.*
- No *Skip to question 20.*
- Unknown *Skip to question 20.*

Plan and Acquire (continued)

19. Please describe any models and/or software that will be utilized in the project workflow.

Plan and Acquire (end)

You have completed the Project Information section of the DMP. Choose to proceed to the next portion of the form or "Save and Exit" if you'd rather return to complete the form later.

20. Would you like to save your responses and come back later?

Mark only one oval.

- Proceed to the next Section
- Save and Exit *Stop filling out this form.*

Describe and Manage Quality

21. **Describe the format in which the data or products will be collected and stored** (e.g., hardcopy notebook, instrument outputs, ASCII, html, jpeg or other formats)

22. **Document your proposed file naming conventions.**

Such as "<ISO date>_<Project Abbreviation>_<File description>" (Ex. 2015-10-24_USGS-NAS_Nonindigenous-Fish-List.csv)

23. **Will a version control system be used to track changes to project files?**

Mark only one oval.

- Yes *After the last question in this section, skip to question 26.*
- No *After the last question in this section, skip to question 27.*
- I don't understand the question *After the last question in this section, skip to question 27.*

24. **Who will be responsible for creating the project's metadata?** *Mark only one oval.*

- WARC Data Steward
- Project Staff
- Other: _____

25. **What procedures will be used to ensure data quality (QA/QC)?**

If your project has already documented QA/QC procedures in another document, use the following link to upload the file and copy the link you are provided into the answer space below.

Describe and Manage Quality (continued)

26. **Which version control system will be used?**

Mark only one oval.

- Stash
- GitHub
- BitBucket
- Other:

Describe and Manage Quality (continued)

27. Are there existing GIS data defining the geospatial scope of the research dataset(s)?

Mark only one oval.

- Yes Skip to question 28.
- No Skip to question 29.
- My data does not contain a geospatial component Skip to question 30.
- I don't know and/or I'm requesting some GIS assistance Skip to question 30.

Describe and Manage Quality (continued)

28. Please identify the file(s) that provide info related to the spatial scope of this research

Describe and Manage Quality (continued)

29. Geospatial footprint

Use the "Polygon" or "Rectangle" tool at <http://www.gmapgis.com/> to identify your research area(s).
Click the "Link" feature and copy the provided map link into this question's response field

Describe and Manage Quality (end)

You have completed the Project Information section of the DMP. Choose to proceed to the next portion of the form or "Save and Exit" if you'd rather return to complete the form later.

30. Would you like to save your responses and come back later?

Mark only one oval.

- Proceed to the next Section
- Save and Exit Stop filling out this form.

Backup and Preservation

31. Where will the project research files and data be stored to ensure their safety?

32. Where will hardcopy notebooks, disk copies of data, and physical samples be stored?

33. Describe data backup protocols.

(This will be "Default IT Protocols" if data are stored on WARC shared drive. Otherwise, please select "Other" and indicate who will backup the data, how often backups are performed, how many copies will be maintained, the physical location of the backups, the media on which backups are stored, and how long the backups will be kept.)

Mark only one oval.

- Default IT Protocols
- Other: _____

34. What are the intended final format(s) of the data?

35. Is/are the format type(s) mentioned above appropriate for long-term preservation

(non-proprietary and machine readable)

Mark only one oval.

- Yes
- No
- I don't know.

Backup and Preservation (end)

You have completed the Project Information section of the DMP. Choose to proceed to the next portion of the form or "Save and Exit" if you'd rather return to complete the form later.

36. Would you like to save your responses and come back later?

Mark only one oval.

- Proceed to the next Section
- Save and Exit *Stop filling out this form.*

Publish and Share

(The default policy at WARC will use the data repository ScienceBase as the publishing and sharing platform for peer reviewed data releases UNLESS specific language within project data sharing agreement(s) and/or MOUs prohibit data release in this manner, or the project has a comprehensive data storage and delivery system as part of the continued project funding)

37. Identify how the project will provide general access to the authoritative copy of the project data.

Mark only one oval.

- Data Repository *Skip to question 38.*
- Web Page *Skip to question 39.*
- Web Accessible Folder *Skip to question 40.*
- API *Skip to question 41.*
- Other *Skip to question 42.*

Publish and Share (continued)

Include "http://" in the URL. (Ex. ScienceBase URL = <http://www.sciencebase.gov>)

38. Please provide URL of the data repository that will host these data.*

Skip to question 43.

Publish and Share (continued)

Include "http://" in the URL. Website index or homepage is fine for now if a specific page has not yet been created.

39. Please provide URL of the website that will host these data.*

Skip to question 43.

Publish and Share (continued)

Include "http://" in the URL

40. Please provide URL to WAF containing these data.*

Skip to question 43.

Publish and Share (continued)

Include "http://" in the URL

41. Please provide URL to documentation of the API that will provide access to these data.*

Skip to question 43.

Publish and Share (continued)

42. Please explain how access to these data will be provided.

Skip to question 43.

Publish and Share (continued)

43. Identify the intended method(s) for publishing interpretive data?

Check all that apply.

- Open-File Report
- Fact Sheet
- General Information Product
- Scientific Investigations Report
- Techniques and Methods
- Professional Paper
- Other: _____

44. Identify the intended method(s) for publishing non-interpretive data?

Check all that apply.

- Open-File Report
- Data Series
- Data Release Website
- Other: _____

45. Describe project policies for data sharing.

("Data sharing" refers to the early release of data as "provisional data" prior to peer review, in response to a specific request from an interested party)

46. Will there be any restrictions on access to some or all of the data?

(e.g. sensitive data, restricted data, PII, etc.)?

<https://www2.usgs.gov/datamanagement/describe/accessrights.php>

Mark only one oval.

- Yes *After the last question in this section, skip to question 48.*
- No *After the last question in this section, skip to question 49.*

47. If applicable, identify any deadline or schedule for sharing your data as required by any funding entity?

If your project already has a detailed schedule created, use the following link to upload the file and copy the link you are provided into the answer space below.

Skip to question 49.

Publish and Share (continued)

48. Please explain any restrictions on access to project data.

Other Data Considerations

Responses on this page will not be included in the generated DMP. The responses will be visible only to the WARC Data Managers.

49. **Special comments**

Use this space to identify any other special data considerations, if any, that haven't been addressed by other questions on this form.

50. **Feedback**

Feel free to identify any suggestions for improving this information collection process. This question/response will not appear in the generated DMP document.
