

## Data Management Plan Checklist

*This checklist is based on the generic NSF data management plan template. Always refer to the specific guidance for your grant proposal when writing a data management plan, as requirements differ.*

### Types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project

- What data will be created/used
- How big the data will be and how fast the data will grow
- The format(s) the data be will in
- Where the data will be stored

### Standards to be used for data and metadata format and content

*(Where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies)*

- How the data will be documented
- Any standards for documentation, such as an ontology or metadata schema, that will be used

### Policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements

- Whether the data will lead to a patent or other intellectual property claim
- What regulations apply to the data (HIPAA, FERPA, etc.)
- What security measures will be put in place to protect the data
- Who will be responsible for data security

### Policies and provisions for re-use, re-distribution, and the production of derivatives

- Where and when the data will be made available
  - *Data can be deposited in the CaltechDATA repository: <https://data.caltech.edu/>.*
- Any limitations on data sharing to due privacy restrictions, intellectual property, etc.
- What specific data will be shared
- What the reuse permissions for the shared data will be
- Whether research code will be shared and under what reuse permissions
  - *Code sharing can be integrated into CaltechDATA; contact [data@library.caltech.edu](mailto:data@library.caltech.edu)*

### Plans for archiving data, samples, and other research products, and for preservation of access to them

- How long the data will be retain
  - *Data must be retained for at least three years after the completion of the grant.*
- Who will be responsible for long-term data stewardship
- What file formats will be used for archiving
- Where the data will be archived
  - *Data can be archived in the CaltechDATA repository: <https://data.caltech.edu/>.*