

Data Management Plans & the DMPTool



- Workshops/Webinars
- Web guide: <http://libraries.mit.edu/data-management>
- Individual consultations
 - includes help with creating/reviewing data management plans

Why a DMP? Why data management?

- Meet funder requirements
 - DMPs required within grant applications
 - Researchers required to share data collected
- Saves time and prevents data loss
- Makes it easy to share data later, increasing research impact



The screenshot shows the top of a webpage for the Office of Science and Technology Policy (OSTP). The header is blue with the OSTP seal on the left and the text 'Office of Science and Technology Policy' on the right. Below the header is a navigation bar with links: 'About OSTP', 'Pressroom', 'OSTP Blog', 'Divisions', 'Initiatives', 'R&D Budgets', and 'Resource'. The main content area features a red headline: 'Expanding Public Access to the Results of Federally Funded Research' with a 'Subscribe' button to its right. Below the headline, it says 'Posted by Michael Stebbins on February 22, 2013 at 12:04 PM EST'. There are social media sharing buttons for 'E-Mail', 'Tweet', 'Share', and a plus sign. The main text begins with: 'The Obama Administration is committed to the proposition that citizens deserve easy access to the results of scientific research their tax dollars have paid for. That's why, in a policy memorandum released today, OSTP Director John Holdren has directed Federal agencies with more than \$100M in R&D expenditures to develop plans to make the published results of federally funded research freely available to the public within one year of publication and requiring researchers to better account for and manage the digital data resulting from federally funded scientific research. OSTP'.

“The Obama Administration is committed to the proposition that citizens deserve easy access to the results of scientific research their tax dollars have paid for.”

Funder Requirements

Research Funder Open Access Requirements

The table below summarizes major US Research funder open access requirements for publications and data, and links to information on related journal requirements.

For questions, please contact:

- For publications: [Ellen Finnie](#), Head, Scholarly Communications & Collections Strategy
- For data: data-management@mit.edu
- See also more information on the [Research Funder Policies and Related Legislation](#) page.

Agency / Entity	Publications	Data
White House Office of Science and Technology Policy Directive	All federal agencies over \$100M annually in R&D required to make peer-reviewed manuscripts available within 12 months. 2013, with implementation beginning October 2014 and timetable varying by agency.	All federal agencies over \$100M annually in R&D required to make data stored and publicly accessible search, retrieve, and analyze. Scope: data necessary to validate research findings, including data sets used to support scholarly publications. (Lab notebooks not included)
Office of Science & Technology Policy	View the Directive	
DoD US Department of Defense	Public Access Plan Draft in 2015, takes effect FY16 Authors will be required to upload their final accepted peer-reviewed journal manuscripts (or the final published article, if the author has sufficient rights) to the Defense Technical Information Center (DTIC) at the time of acceptance. Articles will be available no later than 12 months following publication.	Public Access Plan Draft in 2015, compliance begins FY17 Data Management Plans (DMPs) will be required, focusing on data "necessary to validate research findings." Metadata for each data set, "including subject, characteristics, and location, will be shared via DTIC's DoD data set catalog.
DOE US Department of	Public Access Plan October 1, 2014	Public Access Plan October 1, 2014 for Office of Science requirements .

List of major funder requirements:
<http://libraries.mit.edu/scholarly/publishing/research-funders/research-funder-open-access-requirements/>

1. **The What**

Content of a data management plan

2. **The How**

The DMPTool

General content of a DMP

1. Project, experiment, and data description
2. Documentation, organization, and storage
3. Access, sharing, and re-use
4. Archiving

Always check for and follow a funder's specific requirements

Details for each of these areas can be found on our website at: <http://libraries.mit.edu/data-management/plan/write/>

1. Project, experiments, and data generated

Data description

- What is it?
- How will it be collected?
- What format is it in?
- How much data will be generated?

Secondary data

- Are you using data that someone else produced? If so, where is it from?

Roles and Responsibilities

- Who is responsible for managing the data?

2. Documentation, organization, and storage

Documentation (aka metadata)

- What **documentation** will you create in order to make the data understandable by other researchers?
 - What types of information are important for describing, discovering & using the data?
 - Which mechanisms for metadata capture make sense given your research workflow?
- Are you using documentation standard to your field?
 - See **Digital Curation Centre's browsable database of disciplinary metadata** for examples

More information on documentation/metadata can be found on our website at: <http://libraries.mit.edu/data-management/store/documentation/>

2. Documentation, organization, and storage

Organization

- What directory and [file naming](#) conventions will you use?

More information on file organization can be found on our website at:
<http://libraries.mit.edu/data-management/store/organize/>

2. Documentation, organization, and storage

Storage

- What are your **local storage and backup procedures**?
- Will this data require secure storage?
- What tools or software are required to read or view the data?

More information on backups & MIT resources can be found on our website at: <http://libraries.mit.edu/data-management/store/backups/>

3. Access, sharing, and re-use

- What data will be **shared**, when, and how?
 - Will this research be published in a **journal** that requires underlying data to accompany articles?
 - Will there be any embargoes on the data?
- Does sharing the data raise **privacy, ethical, or confidentiality concerns**?
 - Do you have a plan to protect or anonymize data, if needed?

More information on sharing data can be found on our website at: <http://libraries.mit.edu/data-management/share/>

3. Access, sharing, and re-use

- Who holds **intellectual property rights** for the data and other information created by the project?
 - Will any copyrighted or licensed material be used?
 - Do you have permission to use/disseminate this material?
- Are there any **patent- or technology-licensing-related restrictions** on data sharing associated with this grant?
- Will you **permit re-use**, redistribution, or the creation of new tools, services, data sets, or products?

4. Archiving

- Will you store the data in an archive or repository for long-term access?
If not, how will you preserve access to the data?
 - Is a [discipline-specific repository](#) available?
 - Or is there a funder-mandated repository?

Resources for finding a repository

- Registry for Research Data Repositories: re3data.org
- Our website: <http://libraries.mit.edu/data-management/share/find-repository/>

4. Archiving

- How will you prepare data for preservation or data sharing?
 - Will the data need to be anonymized or converted to more stable file formats?
 - Are software or tools needed to use the data? Will these be archived?
- How long should the data be retained? 3-5 years, 10 years, or 'forever'?

1. The What?

Content of a data management plan

2. The How?

The DMPTool



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Data Management Planning Tool

Create, review, and share data management plans that meet institutional and funder requirements.

[Get Started](#)

<https://dmptool.org>



PUBLIC DMPs

List of sample data management plans provided by DMPTool users.

- » [A Political Ecology of Value: A Cohort-Based Ethnography of the Environmental Turn in Nicaraguan Urban Social Policy](#)
- » [A unified approach to preserving cultural software objects and their development histories](#)
- » [Acequia Model Project Environmental Decision Support Tool](#)



DMPTOOL NEWS

Latest information about data management and the DMPTool.

- » [DMPTool maintenance and a roadmap](#)
- » [New NSF-BIO template](#)
- » [New DOE "Generic" template](#)
- » [New template: NIH Genomic Data Sharing](#)
- » [New templates for IMLS](#)



DMPTOOL HELP

Overview of how to use the tool, plus resources and guidance on data management.

- » [Frequently Asked Questions](#)
- » [Create a DMP](#)
- » [Administer the DMPTool](#)
- » [Data management guidance](#)
- » [Community resources](#)

MIT OpenCourseWare
<http://ocw.mit.edu/>

RES.STR-002 Data Management
Spring 2016

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