Example of Text for a Data Management Plan

Example for survey data gathered using Qualtrics, stored in DDI, analyzed in SPSS, and with all data publicly available without any restrictions or concerns.

Data Archiving:

The data collected during this study will be archived with and made publicly available through the UF Libraries in the Institutional Repository (IR@UF) or another of the UF Digital Collections (www.ufdc.ufl.edu). The University of Florida Libraries are committed to long-term digital preservation of all materials in the UF Digital Collections, including the IR@UF, and in UF-supported collaborative projects as with the Digital Library of the Caribbean (dLOC; www.dloc.com). Redundant digital archives, adherence to proven standards, and rigorous quality control methods protect digital objects. The UF Digital Collections provide a comprehensive approach to digital preservation, including technical supports, reference services for both online and offline archived files, and support services by providing training and consultation for digitization standards for long-term digital preservation.

The UF Libraries support locally created digital resources, including the UF Digital Collections which contains over 300,000 digital objects with over 24 million files (as of March 2013). The UF Libraries create METS/MODS metadata for all materials. Citation information for each digital object is also automatically transformed into MARCXML and Dublin Core. These records are widely distributed through library networks and through search engine optimization to ensure broad public access to all online materials.

In practice consistent for all digital projects and materials supported by the UF Libraries, redundant copies are maintained for all online and offline files. The digital archive is maintained as the Florida Digital Archive (FDA) (http://fclaweb.fcla.edu/fda) which was completed in 2005 and is available at no cost to Florida’s public university libraries. The software programmed to support the FDA is modeled on the widely accepted Open Archival Information System. It is a dark archive and no public access functions are provided. It supports the preservation functions of format normalization, mass format migration and migration on request.

As items are processed into the UF Digital Collections (UFDC) for public access, a command in the METS header directs a copy of the files to the Florida Digital Archive (FDA). The process of forwarding original files to the FDA is the key component in UF’s plan to store, maintain and protect electronic data for the long term. If items are not directed to load for public access, they do not load online and are instead loaded directly to the FDA.

Administrative Data Collected:

This data management plan (DMP) covers the data which will be collected for <input type of study> at the University of Florida. The study is projected to be conducted between <input dates of study>. The study will collect <input types of data to be collected>. No personal identifiers will be collected during the study.

<Data Sharing:

The researchers associated with this study are not aware of any reasons which might prohibit the sharing and reuse of the data being submitted. The data being submitted will be made publicly available through the IR@UF by <input date>. There will be no additional restrictions or permissions required for accessing the data. There is no agreement in place regarding either an embargo period <input embargo period if applicable> or right of first use for this data <if right of first use is applicable, suggested answer-There is an agreement regarding the right of the original data collector, creator or principal investigator for first use of the data>.
<data disposal requirements>

**Data Types:**

The associated data types will be captured using Qualtrics survey software <adjust software as needed>, which is a web-based survey application hosted by the University of Florida. Analysis will be performed using SPSS data analytics tools <adjust analysis tools as needed>, which has been adopted in the discipline and enables the execution of various analysis techniques. The researchers are not aware of any issues regarding the effects or limitations of these formats regarding the data being submitted.

General metadata related to the survey topic will be created for the data being submitted. The associated metadata will be manually created in XML file format <adjust file format as needed>. DDI metadata standards <adjust standards as needed> will be applied during the creation of the metadata. All supporting documentation and metadata including the digital files for codebooks, lab books, and instruments will be transferred to the UF Libraries for long-term management and preservation.

**Data Security Requirements:**

Any data collected during this study will be archived with UF Libraries. The UF Libraries’ experience with, and commitment to, secure data archiving is well established and is in keeping with established UF Information Security Policies. During the implementation of the survey, associated research data will be physically stored on a password-protected secure server maintained by <department, Research Computing, etc.> using standard SPSS file formats <adjust software as needed>. No data will reside on portable or laptop devices, and no other external media/format(s) will be used for data storage. Research data is backed up on a daily basis. The researchers are currently responsible for storage, security, maintenance, and back-up of the data. The specific storage volume of the data being submitted will be not more than 1GB maximum. The long-term strategy for the maintenance, curation and archiving of the data will be implemented when the data and associated research are transferred to the UF Libraries for archiving using the IR@UF. As a result of this arrangement, there are no specific financial considerations of which the researchers are currently aware which might impact the long-term management of the data.