Data Management Plan Checklist

UNIVERSITY of WISCONSIN
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What data will I create?

- ☑ What data will be collected?
- ☑ Are my data unique? Are my data derived from existing data and are those data still available?
  Best practice: Prioritize the management of unique data that are not easy to reproduce.
- ☑ How big will my data be? How fast will my data grow?
- ☑ How will my data be stored?
  Best practice: Keep 3 copies, 2 onsite and 1 offsite. Automated backup is preferable.
- ☑ Who owns and is responsible for the data?

What standards will I use to document the data?

- ☑ Are there any community standards for documentation, such as an ontology or metadata schema?
  Best practice: Consult peers and disciplinary repositories to discover standards.
- ☑ How will I document and organize my data? What metadata schema will I use?
- ☑ How will I document my methods and other information needed for reproducibility?
  Best practice: Preserve code, surveys, codebooks, data dictionaries, etc. along with the data.

How will I protect private/secure/confidential data?

- ☑ What regulations apply to my data (HIPAA, FERPA, FISMA, etc.)?
- ☑ What security measures will I put in place to protect my data?
  Best practice: Consult the UWM Information Security Office for the best security practices.
- ☑ Who is allowed access to my data?
- ☑ Who will be responsible for data security?
- ☑ Will my data lead to a patent or other intellectual property claim?
  Best practice: Use the UWM Inventor Portal to disclose inventions.

How will I archive and preserve the data?

- ☑ How long will I retain the data?
  Best practice: Data must be retained for at least three years after the completion of the grant, preferably longer.
- ☑ What file formats will I use? Do I need to preserve any software?
  Best practice: Utilize open, standardized, well documented file formats that are in wide use or retain any software and hardware needed to read proprietary file types.
- ☑ Where will I archive my data?
  Best practice: Find a disciplinary data repository or journal that accepts data.
- ☑ Who will be responsible for my data in the long term?

How will I provide access to and allow reuse of the data?

- ☑ Is there a relevant sharing policy?
  Best practice: Check funding agency and directorate policies, as well as relevant journal policies.
- ☑ Who is the audience for my data?
- ☑ When and where will I make my data available? Do I have resources for hosting the data myself?
  Best practice: Hands-off sharing via a database or repository is preferable to sharing-by-request.

