

DATA MANAGEMENT PLANNING: THE BASICS

Checklist



Sept 2014

1. What type of data will be produced?

- How will data be collected?
- Will it be reproducible? What would happen if it got lost or became unusable later?
- How much data will your project produce, and at what growth rate? How often will it change?
- Are there tools or software needed to create/process/visualize the data?
- Storage and backup strategy?

2. What standards will be used for documentation and metadata?

- How will you document data collection methods?
- Is there good project and data documentation?
- What directory and file naming convention will be used?
- What project and data identifiers will be assigned?
- Is there a community standard for data sharing/integration?

3. What steps will be taken to protect privacy, security, confidentiality, intellectual property or other rights?

- Who controls it (e.g., PI, student, lab, University, funder)?
- Any special privacy or security requirements (e.g., personal data, high-security data)?
- Any embargo periods to uphold?

4. If you allow others to reuse your data, how will the data be accessed and shared?

- Any sharing requirements (e.g., funder data sharing policy)?
- Audience? Who will use it now? Who will use it later?
- When will you publish it and where?
- Tools/software needed to work with data?

5. How will the data be archived for preservation and long-term access?

- How long should it be retained (e.g., 3-5 years, 10-20 years, permanently)?
- What file formats? Are they long-lived?
- Are there data archives that my data is appropriate for (subject-based? Or institutional)?
- Who will maintain my data for the long-term?

For more information, please consult the NCSU Libraries' Data Management Planning Guide:
<http://www.lib.ncsu.edu/guides/datamanagement/> or contact us at library_datamanagement@ncsu.edu

Data Management Resources

NCSU Libraries

- **Managing Your Data:** <http://www.lib.ncsu.edu/guides/datamanagement/>
- **DMPTool:** <http://www.lib.ncsu.edu/guides/datamanagement/dmptool>
- **Data Repositories:** <http://www.lib.ncsu.edu/guides/datamanagement/repos>
- **Metadata:** <http://www.lib.ncsu.edu/guides/datamanagement/metadata>
- **Subject Librarians:** <http://www.lib.ncsu.edu/staff/subjectspecialists/>
- **Copyright & Digital Publishing Center:** <http://www.lib.ncsu.edu/cdsc>
- **University Retention Policies for Grant-funded Research Data:**
<http://www.lib.ncsu.edu/universityarchives/retentionschedules/UNCGenSch14062007OCR.pdf>

Office of Information Technology

- **Campus IT Advanced Computing Services:** <https://oit.ncsu.edu/n/welcome-information-researchers>
 - **Eric Sills, Director of Shared Services, NCSU OIT (eric_sills@ncsu.edu)**
 - **Data Sensitivity Framework:** <http://oit.ncsu.edu/security-standards-compliance/storage>
 - **High Performance Computing:** <http://www.ncsu.edu/itd/hpc/main.php>
 - **Software Licensing:** <http://software.ncsu.edu/>
 - **IT Security:** <http://oit.ncsu.edu/n/welcome-it-security>
 - **Website hosting options:** <http://getontheweb.ncsu.edu/>
- **Back-up and Storage Options**
 - **OIT Storage Services:** <http://oit.ncsu.edu/unit-iso/infrastructure-provisioning>
 - **NCSU File Space:** <http://oit.ncsu.edu/unity-accounts/file-space>

Research Administration & Campus Support

- **Sponsored Programs & Regulatory Compliance:** <http://research.ncsu.edu/sparcs/>
 - **John Chafee, Director, Sponsored Programs and Regulatory Compliance Services, SPARCS, john_chafee@ncsu.edu**
- **Funding Opportunities:** <http://research.ncsu.edu/rdo/funding/funding-databases/>
- **Human Subjects (IRB):** <http://research.ncsu.edu/sparcs/compliance/irb/>
- **Office of Technology Transfer:** <http://research.ncsu.edu/ott/for-inventors/resources/>
- **Proposal Development Unit:** <http://research.ncsu.edu/rdo/pdu/>
- **Research & Oversight/Compliance Committees:** <http://research.ncsu.edu/sparcs/committees/>
- **Research, Engagement, and Capabilities Hub (REACH NC):** <http://www.experts.scival.com/reachnc/>
- **Research Integrity:** <http://research.ncsu.edu/sparcs/compliance/integrity/>
- **Scholarly Data Management & Ownership:** <http://research.ncsu.edu/sparcs/compliance/integrity/ncsu-patent/>
- **Systems Portal (PINS, RADAR, COI, NOI, etc.):** <http://research.ncsu.edu/sparcs/systems-portal/>
- **Statistical Consulting Service:** <http://www.stat.ncsu.edu/information/consulting/>
- **Training Opportunities:** <http://research.ncsu.edu/rdo/training/>

Web-Based Tools – Licenses, Author Identifiers, Dataset Identifiers

- **Creative Commons licenses:** <http://creativecommons.org/choose/>
- **Open Data Commons Public Domain Dedication & License:** <http://www.opendatacommons.org/licenses/pddl/>
- **ORCID Researcher Identifier:** <http://orcid.org/>
- **EZID (dataset identifiers):** <http://www.cdlib.org/services/uc3/ezip/>
- **DataCite (citing data):** <http://www.datacite.org/>

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