

**FACULTY  
SUCCESS  
SEMINARS**



**University  
of Idaho**

*Please keep your microphone  
muted until the Q&A session*

# **DEVELOPING DATA MANAGEMENT PLANS: BEST PRACTICES & RESOURCES**

**RESEARCH AND FACULTY DEVELOPMENT  
FACULTY SUCCESS SEMINAR SERIES**

Kendra Mingo, Senior Proposal Development Specialist  
Office of Research and Faculty Development

Jeremy Kenyon, Research Librarian  
University of Idaho Library

*Please note that this session is being recorded*

# OFFICE OF RESEARCH AND FACULTY DEVELOPMENT

I We provide proposal development assistance across the spectrum\*



I Meet goals in the UI strategic plan – grow research and creative efforts across all disciplines

I Reach out to discuss ideas with us and request service – [uidaho.edu/orfd](http://uidaho.edu/orfd)

*All services are optional and are granted on a first come, first served basis*

\*Not including budget preparation



# FACULTY SUCCESS SEMINARS



## FALL 2020

- Sept. 9** NSF Research Traineeship (NRT) Program: Tips for Writing a Competitive Proposal
- Sept. 23** NSF CAREER All Year: Getting Ready to Apply
- Sept. 30** NSF EPSCoR RII Track-2: Tips for Writing a Competitive Proposal
- Oct. 7** Find Funding Opportunities: Introduction to Pivot
- Oct. 21** NSF CAREER All Year: Getting Started on Your Proposal
- Nov. 4** UPDATE: Mountain West Clinical and Translational Research-Infrastructure Network (MW CTR-IN) Funding Opportunities
- Nov. 18** Myth-busting Department of Defense Funding Opportunities
- Dec. 2** M. J. Murdock Trust's Commercialization Initiation Program: Tips for Writing a Competitive Proposal

## SPRING 2021

- Jan. 13** Find Funding Opportunities: Introduction to Pivot
- Jan. 27** Funding Research and Scholarly Work in the Humanities
- Feb. 3** Idaho is an EPSCoR State - What This Means for Supporting Your Research
- Feb. 17** How to Develop and Deliver an Effective Pitch
- Mar. 3** Assessing Your Grant Readiness
- Mar. 24** Early Career Faculty Research - Grant Programs
- Apr. 7** USDA NIFA AFRI: Tips for Getting Started with Your Next Proposal
- Apr. 14** Developing Data Management Plans - Best Practices and Resources
- Apr. 28** Equipment Grant Programs: An Overview

ZOOM ID

[uidaho.zoom.us/j/95865360877](https://uidaho.zoom.us/j/95865360877)



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**WE GUIDE THE DEVELOPMENT  
OF COMPETITIVE EXTERNAL  
GRANT PROPOSALS**

**Office of Research and  
Faculty Development**

Email: [ored-rfdteam@uidaho.edu](mailto:ored-rfdteam@uidaho.edu)

Website: [uidaho.edu/orfd](https://uidaho.edu/orfd)

# OBJECTIVES

IN THIS SESSION, WE WILL DISCUSS:

- I Overview of Data Management Plans (DMP) & funder requirements
- I Elements of a good data management plan
- I DMP resources and support for UI investigators
- I DMP tools, templates, examples
- I Q&A Session: Jeremy Kenyon, Natural Resources & Research Librarian, University of Idaho Library (from 1-1:30 p.m.)



# WHY DATA MANAGEMENT?



## PURPOSE OF DATA MANAGEMENT PLANS:

**I** Meet funder requirements

- DMPs required within grant applications
- Researchers required to share data collected

**I** Saves time and prevents data loss

**I** Makes it easy to share data later and increase research impact

# FUNDER REQUIREMENTS



Highlights of [GAO-20-81](#),  
a report to congressional  
requesters

“Citizens deserve easy  
access to the results of  
scientific research their  
tax dollars have paid for.”



United States Government Accountability Office

Report to Congressional Requesters

November 2019

## FEDERAL RESEARCH

Additional Actions  
Needed to Improve  
Public Access to  
Research Results



# FUNDER REQUIREMENTS



**SPARC\*** Who We Are What We Do Why It Matters Become a Member f t in ✉ 🔍

## Browse Data Sharing Requirements by Federal Agency

This is a community resource for tracking, comparing, and understanding current U.S. federal funder research data sharing policies. Originally completed by SPARC & Johns Hopkins University Libraries in 2016, the content of this resource was updated by [RDAP](#) and SPARC in 2021.

Click the icons below to select up to three agencies to view or compare. The full data set and documentation can be found [here](#). Email corrections and broken links to [nick@sparcopen.org](mailto:nick@sparcopen.org).

[VIEW ARTICLE SHARING POLICIES](#)

🔍 Search for an agency...

**Scholarly Publishing and Academic Resources Coalition (SPARC)**  
<https://sparcopen.org/>



# CONTENT OF A DATA MANAGEMENT PLAN



1. Description of project, experiments, and data
2. Data documentation, organization and storage
3. Plans for access, sharing and re-use
4. Preservation and archiving

See [Data Management @ the University of Idaho Library](#) for resources

**\*NOTE: Always check and follow funder's specific data management requirements**



# 1. Project, experiments, data description



## I Data description

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

## I Secondary data

- Will you use data produced by others? If so, where is it from?

## I Roles and Responsibilities

- Who is responsible for managing the data?



# 2. Documentation, organization, storage



## I Documentation (metadata)

- How will you document your data to make it understandable to other researchers?
- What types of information are important to describe, discover and use the data?
- What methods of metadata capture make sense given your research workflow?
- Are you using documentation/metadata standards in your field?

See [Data Management @ the University of Idaho Library](#) for more information on documentation & metadata

Adapted from: MIT, 2017

The screenshot shows the University of Idaho Library website. The header includes the library logo and navigation links: Find, Services, Collections, About, and Updates. A yellow 'Ask Us' button is in the top right. Below the header is a 'Data Management Guide' section with a sidebar menu. The sidebar menu items are: Intro and Contents, Data Management Planning, Data Documentation & Metadata (highlighted with a red box and a red arrow), Data Sharing & Preservation, Copyright & Intellectual Property, Data Citation, Contact Us, and Acknowledgements. The main content area shows the breadcrumb trail: Home / Data Services / Data Management @ the University of Idaho Library, followed by the title 'Data Management @ the University of Idaho Library' and the subtitle 'Data Management Resources and Services'. The main text states: 'The University of Idaho Library strives to help researchers at the University of Idaho become familiar with data management practices. Library faculty endeavor to communicate information about data storage standards and protocols, metadata reporting requirements and best practices, and the requirements and recommendations of national funding bodies and/or professional associations.'



# 2. Documentation, organization, storage



## I Organization

- What directory and file naming conventions will you use?

## I Storage

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

See [Data Management @ the University of Idaho Library](#) for more information on documentation & metadata

Adapted from: MIT, 2017

The screenshot shows the University of Idaho Library website. The header includes the library logo and navigation links: Find, Services, Collections, About, and Updates. A menu icon is in the top right. The main content area is titled 'Data Management Guide' and features a sidebar with a list of links: Intro and Contents, Data Management Planning, Data Documentation & Metadata (highlighted with a red box and a red arrow), Data Sharing & Preservation, Copyright & Intellectual Property, Data Citation, Contact Us, and Acknowledgements. The main content area displays the title 'Data Management @ the University of Idaho Library' and a sub-section 'Data Management Resources and Services' with a brief introductory paragraph.

# 3. Access, sharing, re-use



## I Data Sharing

- What data will be shared, when, and how?
- Will results be published in journals that require data be attached to articles?
- Will there be limits on when or how data is shared?
- Does data sharing raise privacy, ethical, or confidentiality concerns?
- What is the plan to protect data privacy?

See [Data Management @ the University of Idaho Library](#) for more information on documentation & metadata

University of Idaho Library

Find Services Collections About Updates

Ask Us

MENU

Data Management Guide

Intro and Contents

Data Management Planning

Data Documentation & Metadata

Data Sharing & Preservation

Copyright & Intellectual Property

Data Citation

Contact Us

Acknowledgements

Data Services / Data Management @ the University of Idaho Library

Data Management @ the University of Idaho Library

Data Management Resources and Services

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Adapted from: MIT, 2017



# 3. Access, sharing, re-use



## I Data use

- Who holds intellectual property rights to the project's data?
- Will any copyrighted or licensed material be used?
- Do you have permission to use or disseminate project data?
- Are there any patent or technology licensing related data restrictions?
- Will you permit re-use and redistribution of data sets, products, tools, or services from this project?

See [Data Management @ the University of Idaho Library](#) for more information on documentation & metadata

University of Idaho Library

Find Services Collections About Updates

Ask Us

MENU

Data Management Guide

Intro and Contents

Data Management Planning

Data Documentation & Metadata

Data Sharing & Preservation

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Home / Data Services / Data Management @ the University of Idaho Library

## Data Management @ the University of Idaho Library

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# 4. Preservation & archiving



## I Archiving & preservation

- How will data be stored and preserved for long-term access?
- Will you store data in an archive or repository?
- Is a discipline-specific repository available?
- Does the sponsor require a specific repository?
- How will you prepare data for preservation and sharing?
- How long should the data be retained?

## I Resources

- UI – [Northwest Knowledge Network](#)
- UI – [INSIDE Idaho](#) – Geospatial Data
- Other - [Re3data.org](#)

The screenshot shows the University of Idaho Library website. The header includes the library logo and navigation links: Find, Services, Collections, About, and Updates. A search bar and an 'Ask Us' button are also present. The main content area is titled 'Data Management Guide' and includes a breadcrumb trail: / Data Services / Data Management @ the University of Idaho Library. The page title is 'Data Management @ the University of Idaho Library'. The left sidebar contains a list of links: Intro and Contents, Data Management Planning, Data Documentation & Metadata, Data Sharing & Preservation (highlighted with a red box), and Copyright & Intellectual Property. The main content area displays 'Data Management Resources and Services'.



# DATA MANAGEMENT RESOURCES @ UI

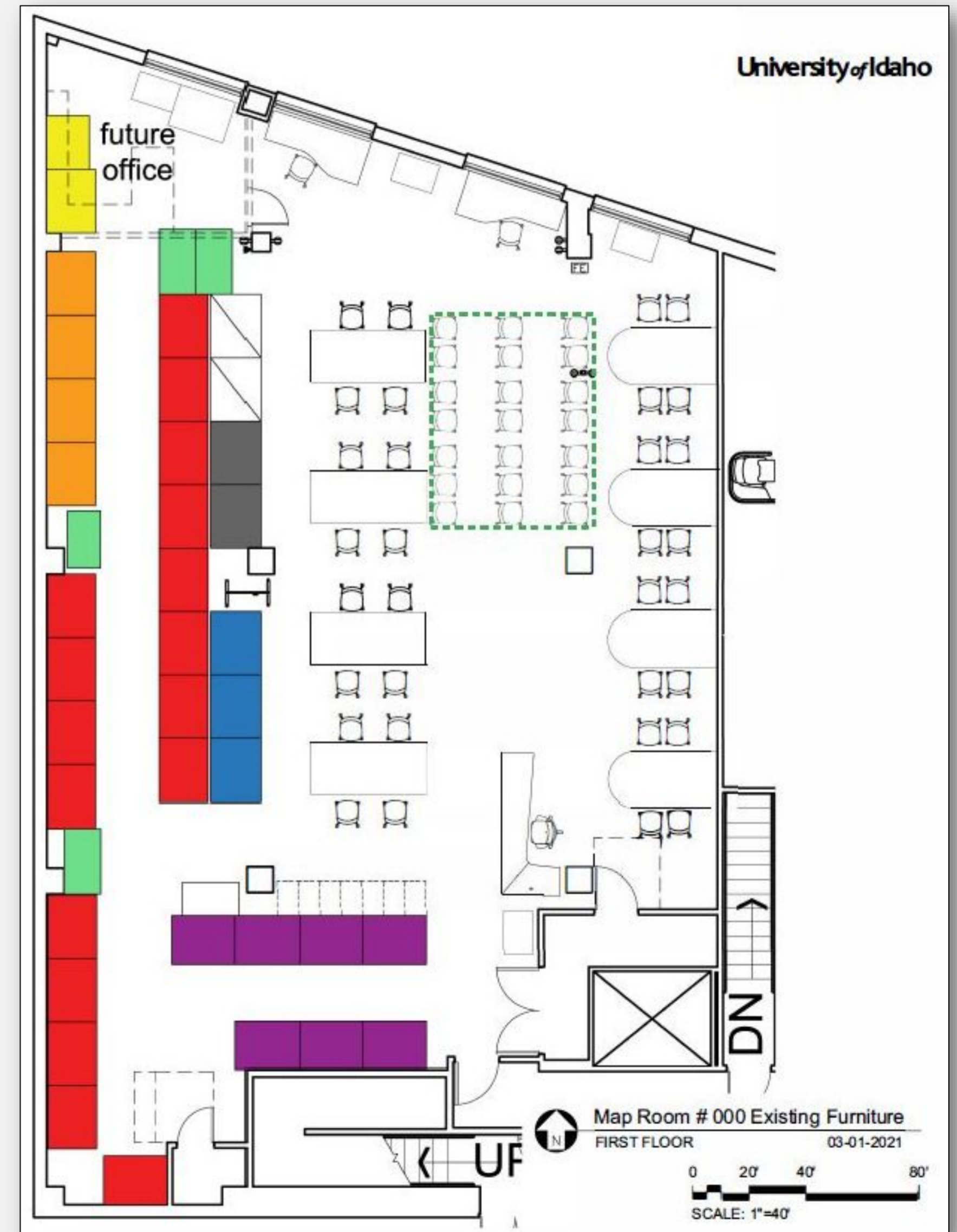


## I University Library

- Data Hub: Geospatial and Data Science Support
  - Located in the Map Room, First Floor, Rm 107
  - Collaborative work areas focused on supporting data sciences analysis and visualization
  - Service desk staffed by U of I Data and GIS Librarians
  - Other Campus Units encouraged to collocate in the Data Hub, including NKN and Statistical Consulting
  - Website: <https://www.lib.uidaho.edu/datahub/>

## I Other University-wide Resources

- IBEST and the Northwest Knowledge Network (ORED)
- Statistical Consulting Services (Statistics Dept)



# DATA MANAGEMENT RESOURCES @ UI



## I Data Services at the University of Idaho Library

- [Help with your Data](#)

### Contact Us

If you have any questions about data management, please contact **Jeremy Kenyon** or the library **Reference Desk**

### Data Services Team

**Jeremy Kenyon**, Natural Resources Librarian, [jkenyon@uidaho.edu](mailto:jkenyon@uidaho.edu), (208) 885-7955

**Devin Becker**, Head, Data & Digital Services, [dbecker@uidaho.edu](mailto:dbecker@uidaho.edu), (208) 885-7040

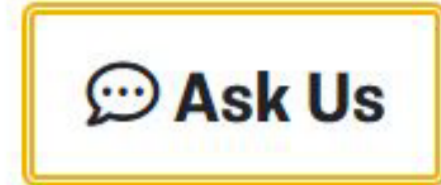
**Jylisa Doney**, Social Science Librarian, [jylisadoney@uidaho.edu](mailto:jylisadoney@uidaho.edu), (208) 885-0959

**Bruce Godfrey**, GIS Specialist, INSIDE Idaho, [bgodfrey@uidaho.edu](mailto:bgodfrey@uidaho.edu), (208) 292-1407

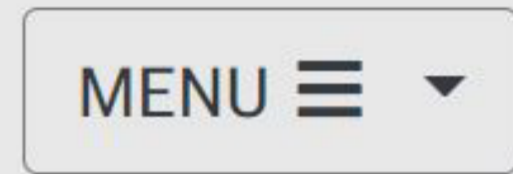
**Evan Williamson**, Digital Infrastructure Librarian, [ewilliamson@uidaho.edu](mailto:ewilliamson@uidaho.edu), (208) 885-6260



# DMP EXAMPLES & TEMPLATES



- Find
- Services
- Collections
- About
- Updates



## Data Management Guide

Intro and Contents

Data Management Planning ▾

Why Manage Your Data?

Funding Agency Guidelines

Data Planning Checklist

Example DMPs

Data Documentation & Metadata ▾

Data Sharing & Preservation ▾

Copyright & Intellectual Property

Data Citation

Contact Us

Acknowledgements

Home / Data Services / Data Management @ the University of Idaho Library

## Data Management @ the University of Idaho Library

### Data Management Resources and Services

The University of Idaho Library strives to help researchers at the University of Idaho become familiar with data management practices. Library faculty endeavor to communicate information about data storage standards and protocols, metadata reporting requirements and best practices, and the requirements and recommendations of national funding bodies and/or professional associations.

### Data Management Planning

- Why Manage Your Data?
- Funding Agency Guidelines
- Data Planning Checklist
- Example DMPs

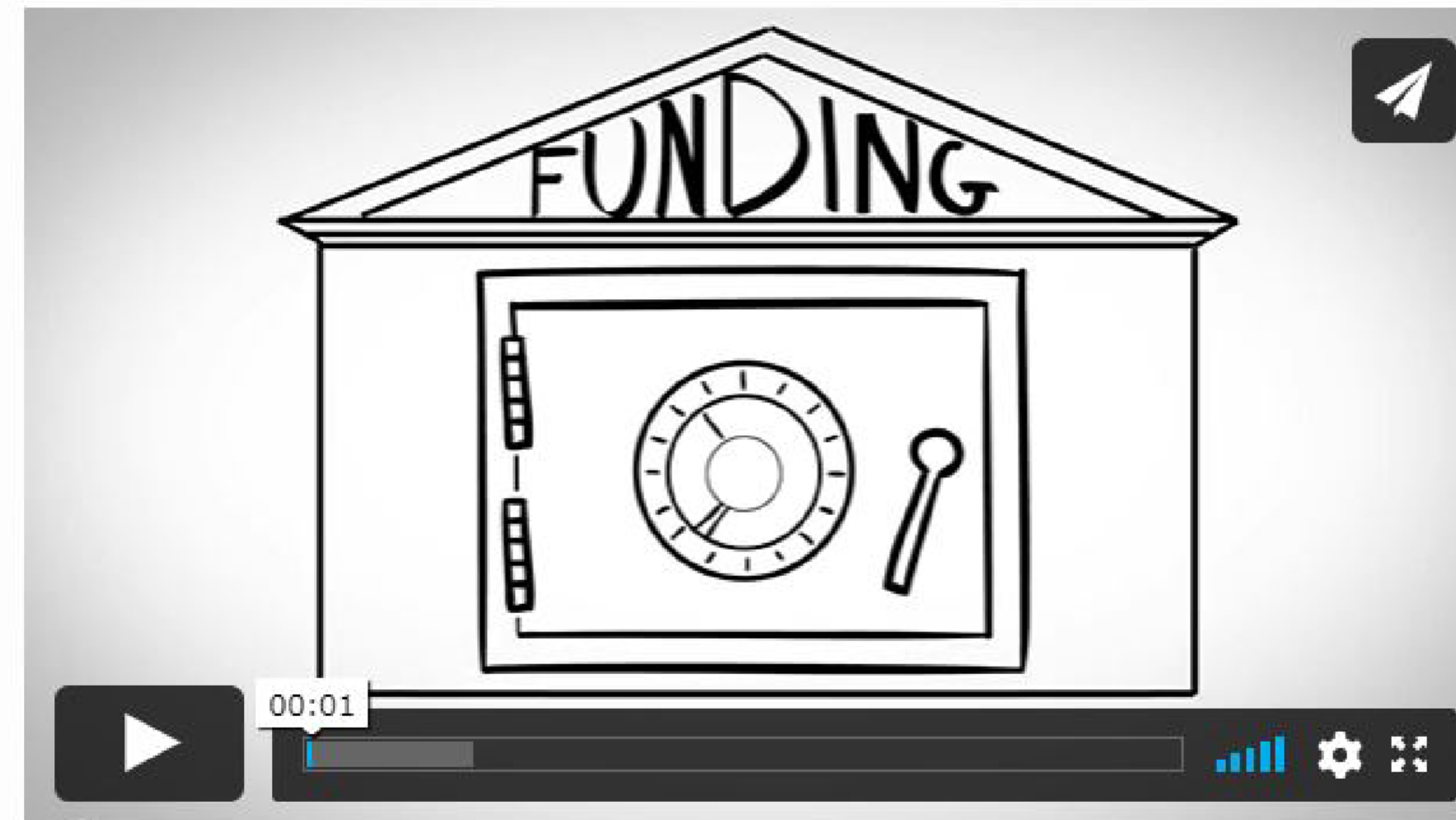
# DMP EXAMPLES & TEMPLATES



<https://www.lib.uidaho.edu/services/data/data-management/index.html#examples>

## Data Management Plan (DMP) Examples and Templates

**DMPTool** - helps to generate a data management plan compliant with funding agency requirements, including NSF and NIH.



**DMP Template from DataONE**

**Example Plans from UC San Diego**

**Example Plans from the Inter-University Consortium for Social and Political Research (ICPSR)** - includes examples from the natural sciences

**How to Write an NSF Data Management Plan** - From James Brunt of LTER

**NSF Data Management Plans** - A list of resources from the Association for College and Research Libraries



# THE DMP TOOL



The screenshot shows the DMPTool website homepage. At the top right, there are links for 'Learn', 'Sign in', and 'Language'. The 'Learn' dropdown menu is highlighted with a red oval and contains the following items:

- Funder Requirements
- Public Plans
- Participating Institutions
- FAQ
- Editorial Board
- For Researchers
- Quick Start Guide
- Data Management General Guidance
- For Administrators
- Promote the DMPTool

The main header area includes the DMPTool logo and the tagline 'Build your Data Management Plan'. Below this is a dark blue banner with the text 'Welcome to the DMPTool' and 'Create data management plans that meet institutional and funder requirements.' A 'Get started' button is located on the right side of this banner. The background of the page features a blurred image of laboratory equipment.

<https://dmptool.org/>

## DMPTool by the Numbers

  
58,030  
Users

  
55,652  
Plans  
[More](#)

  
295  
Participating Institutions  
[More](#)

## Top Templates

Digital Curation Centre  
Template USP - Baseado no DCC  
Template USP - Mínimo  
NSF-SBE: Social, Behavioral, Economic Sciences  
UNICAMP-GENÉRICO: Aplicável a todas as áreas  
[More](#)

# THANK YOU!

**I** Find out more about [Data Services at the U of I](#)

**I** **Q&A Session:** Jeremy Kenyon, Research Librarian, University of Idaho Library

## Bibliography:

MIT Libraries. 2017. Data Management Plans & the DMP Tool. April 11, 2017. Retrieved from <https://libraries.mit.edu/data-management/services/workshops/>