

Data Management Plan Instructions

2018 Delta Science Proposal Solicitation Notice

What is a Data Management Plan (DMP)?

- DMPs are documents that establish protocols, procedures and standards to capture and share essential information from data providers to ensure proper accommodation for their data management needs and practices.
- DMPs are usually developed as a first step of a project to identify the format and subject matter of data being collected, methods for housing and sharing data, and quality control steps. DMPs are updated throughout the life of the dataset to identify changing needs and resources.
- They establish a common understanding of the data for long-term maintenance beyond the point of initial submission and processing.
- For more information and guidance about DMPs, visit:
 - [California Water Quality Monitoring Council's DMP Fact Sheet](#)
 - Dynamic® Learning Maps Data Management Manual 2018-2019
https://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Data_Management_Manual.pdf
 - Open Data Handbook (CA Health and Human Services Agency)
<http://chhsdata.github.io/opendatahandbook/guidelines/>
 - Argo Data Management Handbook
http://www.argodatamgt.org/content/download/340/2645/file/argo_data_management_handbook.pdf

DMP Guidance

- Use the component names and definitions below as guidance for writing your DMP.
- Avoid leaving any sections blank. In rare cases, a section may not apply to your study. If this happens, please include the component name and write “not applicable”.
- Be concise. A DMP should not exceed two pages. Reference any study documentation (protocols, reports, etc.) if more details are necessary.
- Contact WatershedGrants@wildlife.ca.gov if you have any questions.

How will the DMP be used?

Proposals will receive up to 10 points of their technical review score based on the completeness of the DMP. Successful applicants must revise the DMP as necessary for approval prior to project initiation, and update as necessary throughout the project term. The DMP will be part of the project file and will be shared with the public on the appropriate Program's website.

Component	Description
Application ID	The Application ID that corresponds to this study's proposal
Year	The calendar year for which you are creating or updating this DMP.
Version history	List the date of the initial DMP for this study and the dates of any subsequent revisions.
Project title	The project title as stated in this study's proposal
Principal Investigator	Names of the individual(s) responsible for the research project during the current calendar year. Include name, affiliation, e-mail address, and phone number.
Point of Contact	Names of individuals who data users should contact for access to the data or questions about the data. This could be the same as the person listed in the "Principal Investigator" section, or other individuals. Include name, affiliation, e-mail address, and phone number or write "same as above."
Data description	A very brief description of the information to be gathered; the nature and scale of the data that will be generated or collected.
Related data	Existing datasets that you incorporate into analysis and reporting for this study, or existing data that are relevant to your study. This could also include data that are collected simultaneously. Optional component.
Metadata	A description of the metadata to be provided along with the generated data, including the metadata standards used. Metadata must adhere to CDFW Minimum Metadata Standards . Provide the file name and information on how users can access the metadata (e.g., a link).
Storage & backup	A description of the short-term storage methods and backup procedures for the data (electronic and physical), including the physical and cyber resources and facilities that will be used for the short-term preservation and storage of the research data.
Archiving & preservation	The procedures for long-term archiving and preservation of the data, including succession plans for the data should the expected archiving entity go out of existence. If this study is ending, please include information about where the data will be permanently stored. For electronic files, archiving may be similar to backup procedures.
Format	Formats in which the data will be generated, maintained, and made available. Formats should include both general data types (e.g., spreadsheet, relational database) and specific file format (extension). This may include software type (e.g., Excel, Access) used to generate the data where appropriate. Please specify BOTH file type and software type. This is important so that data maintainers and users will know how to access these files. Include approximate size (in MB) of the resulting data set.
Quality Assurance	Brief description of procedures for ensuring data quality. Provide links to Quality Assurance Project Plan and/or QA/QC Standard Operating Procedures.
Access & use rights	A description of how data will be shared. Include (1) access procedures, (2) embargo periods, (3) technical mechanisms for dissemination (e.g., website addresses, listserv information), (4) a timeframe for data sharing and publishing, and (5) information about rights and requirements for data users.