

Attachment C

DATA MANAGEMENT PLAN - EXAMPLE TEMPLATE

Below is an example data management plan. Additional examples are available at <https://www.usgs.gov/products/data-and-tools/data-management/data-management-plans>.

Template 1: This template is for use with projects involving data collection or data digitizing, processing, or other transformations:

PI Name:

Project Title:

1. Will this project utilize existing data? ☐Yes/☐No

If yes, where is the existing data hosted/stored currently? (Paper files, Excel spreadsheets, custom database, etc.)

2. Will your Project collect or process new data? ☐Yes/☐No

If yes, what file format will be used to collect the new data? (Paper, web forms, PDF forms, etc.)

3. Are there access/use limitations associated with your data? ☐Yes/☐No

If yes, describe the limitations, including proprietary or sensitive data elements, etc.

4. Is existing data currently available to the public? ☐Yes/☐No

a. Where are the data made available?

b. Describe how any proprietary/sensitive data is handled.

c. Are any fees associated with release of the data?

d. What data format is the data released in? ☐CSV ☐Shapefile ☐GeoTIFF ☐Other:

e. Is associated metadata made available, and if so what format?

5. Is new data planned to be made available to the public?

a. Where will the data made available?

b. Describe how any proprietary/sensitive data will be handled.

c. Will any fees be associated with release of the data?

d. What data format will the data be released in? ☐CSV ☐Shapefile ☐GeoTIFF ☐Other:

e. Will associated metadata be made available, and if so what format will be used?

6. Describe the approach for backup of all data associated with this project.

7. What is the lifespan of this data? ☐Maintained indefinitely/☐Moved to archive storage after ___ years/☐Destroyed after ___years/☐Other:

8. Does data for this project rely on proprietary or licensed software? List software:

9. Describe quality assurance and/or quality control procedures that are associated with data collection and processing: