**Data Management Planning
Checklist & Resources\***

1. **What are the types of data that may be produced as part of this project?**
* How will data be collected (e.g., instrumentation, observation, survey, etc.)?
* Is it possible to regenerate the data? What are the implications for your research if the data are lost or became unusable later?
* What types of data will be produced, how much, and at what rate? Are the data types or the creation rate of data expected to change over time?
* What are the tools or software you will be using to create/process/analyze/visualize the data?
* What are your access, storage, and backup strategies?
1. **What standards will you be using for data collection, documentation, description, and metadata?**
* How do you document data collection procedures?
* How will you ensure good project and data documentation? Who is responsible for implementing this data management plan?
* What directory and file naming conventions will you be using?
* What project and data identifiers will be assigned?
* Will you use disciplinary or community standards for data formatting, description, interoperability, or sharing for any of the data you collect?
1. **What steps will you take to protect your or your participant’s security, privacy/confidentiality, intellectual property, or other rights? (Check current university policies for requirements.)**
* Who controls the data (e.g., PI, student, lab, University, funder), and at what level?
* Any special privacy or security requirements (e.g., personal data, high-security data)?
* Do you have any embargo periods to uphold?
1. **If you allow others to reuse your data, how will the data be accessed and shared?**
* What are the data sharing requirements your work is subject to (e.g., funder, journal)?
* Who is your possible audience? Who may use the data now, or later?
* When will you publish the data and where?
* What tools/software are required to access your data?

*(continued on other side…)*

1. **How will the data be archived for preservation and long-term access?**
* How long should the data be retained (e.g., 3-5 years, 10-20 years, permanently)?
* What file formats will you be using, or converting to? Are they sustainably accessible?
* Who will maintain my data for the long-term?
* Which data archives are your data appropriate for (subject-based? institutional)?

**Graduate Center / CUNY Resources**

Steve Zweibel, Digital Scholarship Librarian
szweibel@gc.cuny.edu | [@SteveZweibe](https://twitter.com/SteveZweibel)l

Graduate Center Library Data Management Guide
<http://libguides.gc.cuny.edu/datamgmt>

CUNY Security Policies
<http://www.cuny.edu/about/administration/offices/CIS/security/pnp.html>

Copyright @ CUNY
<http://www.cuny.edu/libraries/services/copyright.html>

Graduate Center Subject Librarians
<http://library.gc.cuny.edu/about-the-library/librarians-by-subject-specialty/>

Data Management Tools at CUNY <http://www.commons.gc.cuny.edu/wiki/index.php/Data_Management_Tools>
*Note: Some of the listed tools on this page may not be appropriate for data management
plans or long-term data management.*

**Other Links**

Columbia University Data Management Planning Templates
<http://scholcomm.columbia.edu/data-management-plan-templates>

IEDA Data Management Plan Tool (for NSF proposals)
<http://www.iedadata.org/compliance/plan/>

Metadata Schemas
<http://www.dcc.ac.uk/resources/metadata-standards>

Interuniversity Consortium for Political and Social Research (ICPSR)
<http://www.icpsr.umich.edu/>

Data Dryad
<http://www.datadryad.org/>

Re3data
<http://www.re3data.org/>